

Finance - Accounts Receivable

This schedule applies to records in all formats

item #	Record Title	Description	Retain in Office	Retain in Archives	Total	Comments
1	Accounts receivable backup	execution orders, attached to invoices	4 years	0	4 years	
2	Accounts receivable ledger		CY + 5 years	P	P	Electronic record – copy to CD and send to archives
3	Aging report		A	0	A	retain until no longer useful, then discard
4	Cash receipts journal		CY + 1 year	0	2 years	Electronic record – copy to CD and send to archives
5	Cash sign in sheets (initialed)		CY + 1 year	0	2 years	
6	Daily receipts final edit and fund totals reports		4 years	0	4 years	
7	Deposit slips		4 years	0	4 years	
8	Detail of cash receipts		4 years	0	4 years	Electronic record stored on back up tapes
9	Gift cards, correspondence, folders, and slips pertaining to cash and stock contributions		CY + 2 years	4 years	7 years	

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item #	Record Title	Description	Retain in Office	Retain in Archives	Total	Comments
10	Gift cards, correspondence, folders and slips pertaining to gifts of art objects		CY + 2 years	P	P	
11	Gift lists	in 990 reports	CY + 2 years	5 years	7 years	
12	Paid invoices		CY + 2 years	4 years	7 years	
13	Petty cash receipts		4 years	0	4 years	