

UI Official Records Retention Schedule

Official records are: (1) records having the legally recognized and judicially enforceable quality of establishing some fact, policy, or institutional position or decision. (2) the single official copy of a document maintained on file by an administrative unit of the University which is usually, but not always, the original. (3) subject to the records retention requirements included in the Records Management Program and Retention Schedule.

* Records that may have historical or enduring value should be reviewed by the University Archivist before destruction.

**Confidential: records with information of various sorts that the University receives and holds confidential unless otherwise ordered by a court, by the lawful custodian of the records or by another person duly authorized to release such information. Examples include: student records, medical records, personnel records, etc.

***Vital: records with information considered essential for the operations of a department (and/or the University) and includes information that may prevent a department from incurring serious liability or risk, or that would be extremely costly to replace. In the event of a disaster, this information, if destroyed, would make it difficult for a department to

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Official Record Category	Official Record Title	Official Record Description	Administrative Unit Responsible for Establishing Retention Criteria	UI Retention Guideline (5 Years, 10 Years or Permanent)*	Confidential ** (Yes/No)	Vital*** (Yes/No)	Official Files Maintained By (Central Administrative Unit or Local Department)
Purchasing, Accounts Payable and Travel	Competitive Bids - Request for Quotes, Requests for Proposal, Request for Qualifications, Reverse Auctions	Ebid System. Typical supporting documentation - awarded vendors proposal, non-winning proposals, evaluation score sheet, vendor questions and answers, best and final offers, and any other documentation or communication related to the awarded contract.	Purchasing Department	Five (5) years following end of contract.	Yes until award is made	Yes	Purchasing Department
Purchasing, Accounts Payable and Travel	Credits with purchase order	Credit memo from vendor that is entered into PeopleSoft Accounts Payable as a credit voucher. Original is scanned and the scanned version is retained.	Purchasing and AP Department	5 years	No	No	Purchasing/AP Department
Purchasing, Accounts Payable and Travel	Delinquent Advance Reports (monthly)/Aging Report	Report of cash advances that need to be cleared against travel expenses. This report is electronic in ProTrav.	AP/Travel Department	5 years	No	No	AP / Travel Department

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Purchasing, Accounts Payable and Travel	Evouchers	Evouchers are transactions for the payment of miscellaneous items such as memberships, refunds, reimbursements, travel registrations. Typical supporting documentation would be invoices, registration forms, membership agreements, receipts, etc.	AP/Travel Department	5 years	No	Yes	AP/Travel Department and Department initiating e-voucher.
Purchasing, Accounts Payable and Travel	Procurement Card Purchases	Procurement card purchases are recorded in ProTrav. Typical supporting documentation includes invoices, registration forms, receipts, proof of payment, etc.	Purchasing, AP and Travel Department	5 years	No	Yes	and Travel Department and Department initiating p-card purchases and transactions.
Purchasing, Accounts Payable and Travel	Procurement Card Request form	Procurement card request forms are created and maintained in ProTrav.	Purchasing ,AP and Travel Department	5 years	Yes	Yes	Purchasing, AP and Travel Department.
Purchasing, Accounts Payable and Travel	Proof of delivery/receipt of product or services	Typically includes packing slips - signed and dated, time records, job sheets or the entry of an electronic receipt into PeopleSoft.	Accounts Payable Department	5 years	No	Yes	Department (for electronic receipts) and Department receiving goods/services.
Purchasing, Accounts Payable and Travel	Purchase Order Invoices/Vouchers	Vendors invoice is either sent to us electronically via Vendor Trak, GHX or email. Paper invoices are mailed to AP and once entered they are scanned. The scanned image is attached to the transaction.	Accounts Payable Department	5 years	No	Yes	Accounts Payable Department

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Purchasing, Accounts Payable and Travel	Purchase Orders	Purchase orders are maintained in PeopleSoft Purchasing Module. Purchase order back up documentation is kept with the requisition that generated the order. See Preqs for further information.	Purchasing Department	Five years following end of purchase order.	No	Yes	Purchasing Department
Purchasing, Accounts Payable and Travel	Request for Travel/Travel Cash Advance	Required documentation of approval for travel or cash advance by UI employee. (Electronic transaction in ProTrav System).	Travel Department	5 years	No	Yes	Travel Department
Purchasing, Accounts Payable and Travel	Requisitions for inter-department purchases	Documentation of charges to internal UI departments/customers for sales, purchase and services. (Requisition plus two signature approvals.) Typical supporting documentation would be any information pertinent to the request - specifications for a facilities maintenance job order, design specifications and proof for printing jobs, etc.	Controller's Office	5 years	No	Yes	Service Center Unit/Departments
Purchasing, Accounts Payable and Travel	Requisitions - PReqs	Documentation of purchases of good/services from external vendors. Requisitions are created in the electronic Preqs system. Typical supporting documentation for a requisition would be quotations, invoices, specifications for competitive bid, competitive bid documentation (see competitive bids), sole source justification, etc.	Purchasing Department	5 years	No	Yes	Purchasing Department

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Purchasing, Accounts Payable and Travel	Travel expense vouchers	Travel expense vouchers are created and maintained in ProTrav. Typical supporting documentation would be receipts, airline itinerary, car rental receipt, hotel folio, etc.	Travel Department	5 years	No	Yes	Department and Department creating the voucher.
Purchasing, Accounts Payable and Travel	University Goods and Services Contracts	University contracts are the final, signed contracts that are processed for the purchase of goods and services. These contracts include but not limited to maintenance agreements, software licenses, non-real estate leases, credit applications, etc. Typical supporting documentation would be the signed contract and any supporting information related to purchase.	Purchasing Department	Ten (10) years after life of contract	No	Yes	Department - Maintained in centralized contract management system. Departments must send final signed versions to email: uisignedcontracts@uiowa.edu
Purchasing, Accounts Payable and Travel	Vendor Applications/W9s	Vendor application form is scanned and saved in a shared folder.	Purchasing, AP and Travel Department	5 years	No Some information may be confidential	Yes	Purchasing, AP and Travel Department
Purchasing, Accounts Payable and Travel	1099	Accounts Payable issues 1099's to vendors paid for services over \$599.	Accounts Payable Department	5 years	No Some information may be confidential	Yes	Accounts Payable Department