

## BURSAR

### SERVICE ACCOUNTS RECEIVABLE

#### 700.01 Service Accounts Receivable Files (Originals)

Dates: 1984 -  
Volume: 1½ Cu. Ft.  
Annual Accumulation: ½ Cu. Ft.  
Arrangement: By letter

This file documenting the status of service accounts receivable contains ledgers of accounts, monthly reconciliation reports, copies of vouchers, requisitions (etc.), and statements received from the General Accounting Office.

Application 87-66, item 410.01, is superseded to reflect a change in the administrative jurisdiction of the record series, from the Vice Chancellor for Administration to the Vice Chancellor for Student Affairs and Enrollment Management. No other revision of the previously approved disposition is proposed.)

**Recommendation:** Retain monthly reconciliation reports in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Retain all other record series documents until expiration of administrative value, then dispose of.

#### 700.02 Switch Payment Release Forms (Originals and Duplicates)

Dates: 1996-  
Volume: 2 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of the release forms for switched payments for money that has been deposited into the wrong student account. The forms include the student name, ID number, external indicator, subcode, term, original receipt, amount of receipt, original transaction date, amount to be switched, reason for switching payment, and amount of service charge to be removed, if applicable, and related documentation.

**Recommendation:** Retain in office for one(1) year from date of release form, then microfilm and dispose of hard copy by shredding. Retain microfilm in office for an additional five (5) years, then dispose of microfilm by shredding provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**700.03**

**Service Charge Removal Request Forms (Originals and Duplicates)**

Dates: 1996-  
Volume: 2 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of service charge removal request forms in order to remove specified charges from a student's account. The request form includes the name of the originating department requesting the removal of the charge, student's name, ID number, account number, justification for removal of service charges assessment, amount of assistantship, amount of scholarship, incorrect charges, billing periods, authorized department signature, and related documentation.

**Recommendation:** Retain in office for one (1) year from date of release form, then microfilm and dispose of hard copy by shredding. Retain microfilm in office for an additional five (5) years, then dispose of microfilm by shredding provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.