

Finance

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Records Liaison: Diane Maki/Craig Binney

Finance1 Employee/Student payroll reports

Bank reconciliation report-payroll account, misc. correspondence.

Retain for seven years.

Finance2 Debt work papers

Work papers for Debt insurance.

Permanent-After debt retirement send to Archives.

Finance3 Insurance Matters

All liability insurance policies, annual workman's compensation policy, insurance claims: auto claims, personal injury, property damage, insurance risk management reports, correspondence.

Retain three years, unless active claim, then retain seven years from settled. As of 2009 retail 3 years in office then four years in storage for total of seven years.

Finance4 Debt Issuance Agreements

All official offering and subscription agreements.

Transfer to Archives when Administrative need ends.

Finance5 Vehicle Registration/titles

Registrations and original titles of Stonehill College Fleet of vehicles.

Retain three years after vehicle sold/disposed.

Finance5.1 Audited Statement work papers

Support for audited statements including payroll reports, fixed asset statements and depreciation statements.

Retain seven years.