

# Finance

# Mailroom

Records Liaison: Sharon Moody

## **Mail1** Postage Statements

*Monthly statements that are applied to a Mail Permit (currently #8 and #19). Includes any mail/package service companies.*

Cut off at the end of the fiscal year and retain seven years. Retain current and previous year in office and then five years in storage.

## **Mail2** Cash Receipts

*Cash reconciliation reports for register and card services.*

Cut off at the end of the fiscal year and retain seven years. Retain current and previous year in office and then five years in storage.

## **Mail3** Inventory

*Includes but is not limited to monies on hand, monthly and annual inventory records to record supplies on hand and monies on hand.*

Retain current plus two years.

## **Mail4** Student Listing Reports

*List with all students mail box numbers and addresses.*

Retain until superseded, then shred.