




Administrative Policies and Procedures

Policy Title: Retention of Financial Records	Policy Number: 503
Effective: 2/16	
Supersedes: APR #503, dated 9/92, 8/07	
Approval: 	Page 1 of 1

1. Purpose

To ensure that financial records are current and complete in accordance with the State of Michigan retention schedule.

2. Policy

- 2.1 The Financial and Administrative Services Area is the official department of record for all financial records including cash receipts, purchasing bids and requests for proposals, accounts payable invoices, miscellaneous billing invoices, bank statements and reconciliations, grants, and payroll records.
- 2.2 Each service unit that processes cash receipts shall retain its daily cash receipts and supporting materials for the current fiscal year, as well as the last two fiscal years. Accounting Services is exempt from this requirement due to the duplication of record keeping and level of detail on the daily cash receipts.
- 2.3 The Financial and Administrative Services shall follow the State of Michigan retention schedule.
- 2.4 For all grant related items, including grant award letters, grant reimbursement requests, grant agreements and grant performance reports, each service area is responsible for retaining those records in accordance with their grant terms. Under CFR 200.333, the general rule is to retain all financial records, supporting documents, and any other pertinent records for three years after the date of the submission of the final Federal expenditure report for the grant. If the service area desires, records can be transferred to Finance for retention.