

CLEMSON UNIVERISTY  
CLEMSON UNIVERSITY RESEARCH FOUNDATION

ASSOCIATE COMPTROLLER FOR RELATED ORGANIZATIONS

*CLEMSON UNIVERSITY FOUNDATION*

**SERIES 1 CANCELLED CHECKS**

Description:

Document payment for services and products purchased by Clemson University Foundation officials. Information includes payee, amount paid, date, and other related information.

Retention:

7 years; destroy upon approval of both the Vice President for University Advancement and the Associate Comptroller for Related Organizations.

Schedule approved 3/30/1999

Schedule revised 6/23/2003

**SERIES 2 FINANCIAL STATEMENTS**

Description:

Includes balance sheets, statement of revenues, expenditures and changes in equity, detail revenue and detail expenditures reports. Information also includes fund name and number, report date, annual budget, and other related information.

Retention:

20 years; destroy upon approval of both the Vice President for University Advancement and the Associate Comptroller for Related Organizations.

Schedule approved 3/30/99

**SERIES 3    AUDIT REPORTS**

Description:

Document examination and review of financial records for the foundation by independent audit and accounting firms. Reports reflect statement of assets, liabilities and fund balances; statement of revenue expenditures, changes in fund balances; notes concerning financial statements and audit recommendations.

Retention:

20 years; destroy upon approval of both the Vice President for University Advancement and the Associate Comptroller for Related Organizations.

Schedule approved 3/30/99

**SERIES 4    GENERAL LEDGER**

Description:

Provides a detailed account of assets and liabilities, for funds of university's foundations on an annual basis.

Retention:

Year end reports: Permanent.  
Microfilm and store security roll offsite in a facility designed for permanent storage.

Schedule approved 3/30/99

**SERIES 5    ACCOUNTING DOCUMENTS**

Description:

Records of revenue received and expenses paid for Clemson University Foundation. Documents include budget forms, revenue receipt forms, journal vouchers, purchase orders, disbursement vouchers, and other related accounting reports.

Retention:

7 years; destroy upon approval of both the Vice President for University Advancement and the Associate Comptroller for Related Organizations.

Schedule approved 3/30/1999

Schedule revised 6/23/2003

**SERIES 6 DONOR FILES**

Description:

Document information concerning individual and corporate donors. Files include correspondence with potential donors, company information, copies of wills, family settlements, research profiles, and questionnaires completed by donors.

Retention:

Permanent. Microfilm and store security roll offsite in a facility designed for permanent storage.

Schedule approved 3/30/99

**SERIES 7 BOARD MEETINGS MINUTES**

Description:

These minutes are created by the Clemson University Foundation to record proceedings at quarterly meetings of the Clemson University Foundation Board of Directors.

Retention:

Permanent. Microfilm and store security roll offsite in a facility designed for permanent storage.

Schedule approved 3/30/99

*CLEMSON UNIVERSITY RESEARCH FOUNDATION*

**SERIES 1 CANCELLED CHECKS**

Description:

Document payment for services and products purchased by Clemson University Research Foundation officials. Information includes payee, amount paid, date, and other related information.

Retention:

20 years; destroy upon approval of both the Chief Research Officer and the Associate Comptroller for Related Organizations.

Schedule approved 3/30/99.

**SERIES 2 FINANCIAL STATEMENTS**

Description:

Includes balance sheets, statement of revenues, expenditures and changes in equity, detail revenue and detail expenditures

reports. Information also includes fund name and number, report date, annual budget, and other related information.

Retention:

20 years; destroy upon approval of both the Chief Research Officer and the Associate Comptroller for Related Organizations.

Schedule approved 3/30/99

**SERIES 3    AUDIT REPORTS**

Description:

Document examination and review of financial records for Clemson University Research Foundation by independent audit and accounting firms. Reports reflect statement of assets, liabilities and fund balances; statement of revenue expenditures, changes in fund balances; notes concerning financial statements and audit recommendations.

Retention:

20 years; destroy upon approval of both the Chief Research Officer and the Associate Comptroller for Related Organizations.

Schedule approved 3/30/99

**SERIES 4    GENERAL LEDGER**

Description:

Provides a detailed account of assets and liabilities, for funds of Clemson University Research foundations on an annual basis.

Retention:

Year end reports: Permanent.  
Microfilm and store security roll offsite in a facility designed  
for permanent storage.

Schedule approved 3/30/99

## SERIES 5 **ACCOUNTING DOCUMENTS**

### Description:

Records of revenue received and expenses paid for Clemson University Research Foundation. Documents include budget forms, revenue receipt forms, journal vouchers, purchase orders, disbursement vouchers, and other related accounting reports.

### Retention:

20 years; destroy upon approval of both the Chief Research Officer and the Associate Comptroller for Related Organizations.

Schedule approved 3/30/99