

CLEMSON UNIVERSITY
VICE PRESIDENT FOR BUSINESS AND FIANANCE

CU-VPBF- **BUDGET STATUS REPORT**
FM-3 (Daily, Monthly, and Yearly)

Description:

This series, in the form of a computer printout, is used to document the financial status of each university department. These records are maintained on a daily, monthly, and yearly basis. Included is such information as account number, transaction description, requisition number, purchase order number, reference number, effective date, budget class, budget, expenditures, encumbrances, and balance available.

Retention:

Break file at the end of each fiscal year. Retain the daily and monthly non-cumulative reports in the agency for three additional years, then destroy. For cumulative reports, when volume warrants, microfilm and create three microcopies: the master negative, reproduction duplicate, and a reference copy. Upon certification by the Department of Archives and History that all microfilm copies meet the required Standards for the Microfilming of Public Records, the paper records may be destroyed. Transfer the master negative security copy to a repository approved as suitable for the permanent retention of the series by the South Carolina Department of Archives and History. The master negative must be retained permanently as the University's security copy and meet the microfilm standards for records of permanent value as required by the Public Records Act. Retain the reproduction duplicate in the office to be used to create additional working copies as needed by the university. Retain the third generation at the university as a reference copy. When no longer needed for administrative use by the university, the reproduction duplicate and the reference copy may be destroyed. These records are subject to audit for three years after the fiscal year to which they pertain unless otherwise notified by the State Auditor's Office.

Schedule approved 11/14/86

CU-VPBF- SALES TAX
FM-21

Description:

This series, in the form of a computer printout, is used to notify university departments when South Carolina sales tax is due on certain paid invoices. These printouts include such information as requisition number, account number, transaction amount, reference number, effective date, posted date, vendor name, and total number of records.

Retention:

Break file at the end of each fiscal year. Retain in the agency for five additional years, then destroy. These records are subject to audit for 3 years after the fiscal year to which they pertain unless otherwise notified by the State Auditor's Office.

Schedule approved 11/14/86

CU-VPBF- AUTHORIZED SIGNATURE LIST
FM-23

Description:

This series is used to record signature authorization sheets from all departments and offices on the campus. These authorization sheets include department name, effective date, department number, typed name of authorized individual, signature of authorized individual, and signature of approving authority.

Retention:

Retain in the agency until superseded then place in an inactive file. Retain in the inactive file for five additional years, then destroy. These records are subject to audit for three years after

the end of the fiscal year to which they pertain unless otherwise notified by the State Auditor's Office.

Schedule approved 11/14/86

CU-VPBF- ENCUMBRANCE MAINTENANCE REPORT
FM-16

Description:

This series, in the form of a computer printout, is used to record new (unpaid) purchase orders. Included in this printout is such information as transaction input, transaction code, and action taken (message number, description).

Retention:

Break file at the end of each fiscal year. Retain in the agency for three additional years, then destroy. These records are subject to audit for the stated retention period. The records may be destroyed after three years unless otherwise notified by the State Auditor's Office.

Schedule approved 11/14/86

CU-VPBF- INTERDEPARTMENTAL TRANSFERS
FM-13

Description:

This series is used to record the transfer of funds between Clemson University and other state agencies. These records include such information as agency voucher number, Comptroller General's Warrant number, agency transferred to, agency transferred from, transaction number, agency number, mini code, sub fun code, subsidiary account number, encumbrance number, agency reference number, transaction amount, multi purpose code, total, and signature.

Retention:

Break file at the end of each fiscal year. Retain in the agency for two additional years, then transfer to the university's record center. Retain in the records center for three years, then destroy. These records are subject to audit for three years after the fiscal year to which they pertain unless otherwise notified by the State Auditor's Office.

Schedule approved 11/14/86

CU-VPBF- **DAILY TRANSACTIONS BY TRANSACTION NUMBER**
FM-9 **ACCOUNT NUMBER**
(Computer Printout Microfiche)

Description:

This series consists of computer output microfiche titled Daily Transactions by Transaction Number and by Account Number. Information contained on the microfiche includes total checks written by day, batch number, and run date. The series is used to document a summary report of all transactions into the financial system.

Retention:

When generated, create two computer output microfiche copies: a master negative and a reference copy. Transfer the master negative as the university's security copy to a repository approved as suitable for the retention of this series by the South Carolina Department of Archives and History. Retain the positive or direct negative microfiche in the university as a reference copy. After five years, both copies of the computer output microfiche may be destroyed at the discretion of the university. All copies of the computer output microfiche must meet the Standards for Microfilming of Public Records, for records of short-term value as issued by the Department of Archives and History. These records are subject to audit for three years after the fiscal year to which they pertain unless otherwise notified by the State Auditor's Office.

Schedule approved 11/14/86

CU-VPBF- **FINANCIAL STATEMENT REPORTS**
FM-6 **(Yearly)**

Description:

This series is used to record the bound copies of Clemson University's Yearly Financial Statement Report. The report reflects information such as assets, liabilities, revenue and expenditures.

Retention:

Screen file at the end of each fiscal year. Retain permanently one copy of each year's comprehensive financial statement in a repository approved as suitable for this purpose by the South Carolina Department of Archives and History, then destroy all other material no longer needed for reference. Prior to destruction, notify the South Carolina State Library for the purpose of obtaining needed copies of state publications.

Schedule approved 11/14/86

CU-VPBF- **FINANCIAL STATEMENTS**
FM-8 **(Working Papers)**

Description:

This series consists of handwritten ledger sheets which are used to verify and/or support the university's financial statement. The ledger sheets are titled "Adjusting Journal Entries and Balance Sheet."

Retention:

Break file at the end of each fiscal year. Retain in the agency for five additional years, then destroy. These records are subject to audit for three years after the end of the fiscal years to which they pertain unless otherwise notified by the State Auditor's Office.

Schedule approved 11/14/86

CU-VPBF- **ENCUMBRANCES-GENERAL LEDGER ACCOUNTS**
FM-15 **(Vendor File Change)**

Description:

This series, in the form of a computer printout, is used to detail vendor deletes, adds, and changes. This printout is entitled Encumbrances-General Ledger Accounts. Information contained in the series includes date, transaction description or vendor name, requisition number, purchase order or reference number, effective date, balance of encumbrance, and total encumbrance.

Retention:

Break file at the end of each fiscal year. Retain in the agency for three additional years, then destroy. These records are subject to audit for the stated retention period. The records may be destroyed after three years, unless otherwise notified by the State Auditor's Office.

Schedule approved 11/14/86

CU-VPBF- **ENCUMBRANCE RELIEF REPORT**
FM-25

Description:

This series, in the form of a computer printout, is used to record debits as vendor accounts are paid. This series includes such

information as payment account number, encumbered account and description of action taken.

Retention:

Break file at the end of each fiscal year. Retain in the agency for three additional years, then destroy. These records are subject to audit for the stated retention period. The records may be destroyed after three years unless otherwise notified by the State Auditor's Office.

Schedule approved 11/14/86

CU-VPBF- **OUTSTANDING ENCUMBRANCES**
FM-24

Description:

This series, in the form of a computer printout, is used to detail encumbrances that are outstanding. This series includes such information as order number, transaction description or vendor name, date, account number, and amount.

Retention:

Break file at the end of each fiscal year. Retain in the agency for three additional years, then transfer to the university's records center. Retain in the records center for two years, then destroy. These records are subject to audit for three years after the fiscal year to which they pertain unless otherwise notified by the State Auditor's Office.

Schedule approved 11/14/86