

COPPIN STATE UNIVERSITY
RECORDS RETENTION POLICY
FOR
MAIL & PRINT SERVICES

This policy is established to ensure that the records of the Coppin State University are retained as required by the University System of Maryland and/or for a period of time period deemed to be sufficient given the content and purpose of the record. This policy is standard for Coppin State University. Retention shall be for five (5) years, and until all audit requirements have been fulfilled, then destroyed.

- On-Campus Invoices
- Off-Campus Invoices
- Credit Card receipts, journals, and transaction reports
- Eagle Card transaction journals and reports
- Request for Printing & Design forms
- Shipping forms
- Signed Quotes
- Monthly Postage reports
- University Mail Transmittals
- UPS, FEDEX, & DHL invoices
- Print Service Receipts
- Purchase Order receipts
- Packing Slips for purchase orders
- P-Card reconciliations

Required language: UNTIL AUDIT REQUIREMENTS ARE MET MEANS THREE YEARS FOR STATE RELATED DOCUMENTS, THREE YEARS FOR NON-MONETARY FEDERAL RELATED DOCUMENTS, THREE YEARS FOR MONETARY FEDERAL RELATED DOCUMENTS UNDER \$25,000, AND SIX YEARS, THREE MONTHS FOR MONETARY FEDERAL RELATED DOCUMENTS OVER \$25,000. IF INSTITUTION (COPPIN STATE UNIVERSITY) ARCHIVES ARE NOT AVAILABLE, MATERIAL HAVING PERMANENT RETENTION WILL BE TRANSFERRED TO THE MARYLAND STATE ARCHIVES IN ANNAPOLIS AND MATERIAL HAVING LIMITED RETENTION (I.E. 25 YEARS) WILL BE TRANSFERRED TO THE STATE RECORDS CENTER IN JESSUP.

02.02.17