

1. Schedule Number 013-017		Date 8/10/2012	2. Revision of 83-80	MINNESOTA RECORDS RETENTION SCHEDULE	
3. Agency St. Cloud State University		4. Division/Section Business Services - Accounting		6. Page 1 of 4	
5. Address 720 Fourth Avenue South, St. Cloud, MN 56301				See attached page(s) for records description	
7. For Use By Records Panel Only					
AUTHORIZATION: Under the authority of M.S. 138.17, it is hereby ordered that the records listed on this application be disposed per approved schedule.			Notice: This retention schedule has been reviewed by the State Records Disposition Panel in accordance with Minnesota Statutes 138.17. The records listed on this schedule have been reviewed for their historical, fiscal, and legal value.		
8. Agency Records Management Officer (signature) <i>Steven N. Skuman</i>		Date 8/7/2012	11. Minnesota Historical Society, Director <i>Charles C. Rodgers</i>		Date 13 Aug 2012
9. Type Name / Phone Thomas D. Skuman 320-308-4753		12. Legislative or State Auditor <i>Paul A. White</i>		Date 3/8/2013	
10. Agency Head or Designee (signature) <i>[Signature]</i>		Date 8/7/12	13. Attorney General <i>Patrick Nolte</i>		Date March 22, 2013

Original-State Records Disposition Panel

Copy 1-Agency (after approval)

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14. Item No.	15. Record Series Title and Description	16. Retention Instructions	17. Statute	18. Vital? (Yes/no)	19. Archival? (Yes/no)
1	Accounting microfiche 1973-1999	Permanent. Microfilm kept in Business Services.		No	No
2	Agency Account Creation Forms	Retain 4 years after closed, then dispose.		No	No
3	Bank Statement & Reconciliation	Retain 5 years, then dispose.		No	No
4	Budget Transfer Memos	Retain 4 years or until audit, then dispose.		No	No
5	Check Register (daily abstract)	Retain 3 years plus the current year, then dispose.		No	No
6	Checks	Retain 4 years or until audit, then dispose.		No	No
7	Grant Files & Reports	Retain 3 years plus current year, then dispose.	Circular A-110	No	No
8	Imprest Cash Reconciliation	Retain 3 years plus current year, then dispose.		No	No
9	ISRS to ECSI Reconciliation	Retain 3 years, plus current year, then dispose.		No	No

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10	ISRS to MAPS Reconciliation	Retain 4 years or until audit, then dispose.		No	No
11	MnCARE Tax Records & Return	Retain 4 years, then dispose.		No	No
12	Payroll Labor Distribution Reconciliation	Retain 4 years, then dispose.		No	No
13	Sales Tax Records & Return	Retain 4 years, then dispose.		No	No
14	Security Authorization Forms	Retain four years after superseded, then dispose.		No	No
15	Unclaimed Property File & Report	Permanent. Kept in Business Services.		No	No
16	Income Contracts	Retain 4 years after term expires, then dispose.		No	No
17	Annual Financial Report	Permanent. Transfer digital copy to Archives at completion of most recent annual report.		No	Yes
18	Trends and Highlights presentation	Permanent. Transfer digital copy to Archives after presentation.		No	Yes