

<b>1. Schedule Number</b> 013-018		<b>Date</b> 8/10/2012	<b>2. Revision of 83-79</b>	<b>MINNESOTA RECORDS RETENTION SCHEDULE</b>	
<b>3. Agency</b> St. Cloud State University		<b>4. Division/Section</b> Business Services – Accounts Receivable		<b>6. Page 1 of 2</b>	
<b>5. Address</b> 720 Fourth Avenue South, St. Cloud, MN 56301				See attached page(s) for records description	
<b>7. For Use By Records Panel Only</b>					
<b>AUTHORIZATION:</b> 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.		
<b>8. Agency Records Management Officer (signature)</b> Thomas D. St		<b>Date</b> 8/7/2012	<b>11. Minnesota Historical Society, Director</b> Charles C. Rodgen		<b>Date</b> 13 Aug 2012
<b>9. Type Name / Phone</b> Thomas Steman		<b>320-308-4753</b>	<b>12. Legislative or State Auditor</b> Basil A White		<b>Date</b> 3/8/2013
<b>10. Agency Head or Designee (signature)</b> [Signature]		<b>Date</b> 9/7/12	<b>13. Attorney General</b> Patrick Nolle		<b>Date</b> March 22, 2013

Original-State Records Disposition Panel

Copy 1-Agency (after approval)

1. Schedule No.	3. Agency St. Cloud State University	4. Division/Section: Business Services – Accounts Payable	6. Page of 2
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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	Cash Receipts Daily Work	Retain current year plus 3 fiscal years, then dispose.		No	No
2	A/R Corrections	Retain current year plus 3 fiscal years, then dispose.		No	No
3	A/R Refunds/Appeals	Retain current year plus 3 fiscal years, then dispose.		No	No
4	Return of Title Four Documentation	Retain current year plus 3 fiscal years, then dispose.		No	No
5	Special Course Fee Approvals	Retain current year plus 3 fiscal years, then dispose.		No	No
6	Third Party Authorizations	Retain current year plus 3 fiscal years, then dispose.		No	No
7	Perkins Promissory Notes	Retain 4 years once note has been paid off, then dispose.		No	No
8	A/R Write Offs	Retain current year plus 3 fiscal years, then dispose.		No	No