

D Fiscal UMass Boston--Paper Retention Schedule Based on Secretary of State schedule--Modified for UMass Boston								
Record Type	Record Category	Record Sub-Category Code	Record Sub-Category Title	Description	Owner	UMB Standard Retention Schedule	Retention Schedule Begins	Notes
D Fiscal	D1 Accounting	D1-1	Independent Accounting System and Payment Records	Documents the records of fiscal accounting systems that do not post individual line-item transactions to the State Comptroller's Fiscal Systems. Includes account ledgers, fiscal transaction payment support materials, payment vouchers, journal vouchers, payment backup supporting documentation, invoices, procard audited summary results, and related correspondence.	Controller's Office	(a) General ledgers: Permanent. (b) Payment support documentation: 12 years.	After disbursement.	Save payment support documentation for 12 years to accommodate multi-year grants. (7-year retention period plus 5-year grants.)
D Fiscal	D1 Accounting	D1-2	Grant and Contract Cost Accounting Records	Documents the fiscal accounting of accepted grant and contract monies in compliance with federal, state, or private contractual guidelines and reporting requirements. Includes budget plans, account set-up and changes documents, matching fund documents, and time and effort reports.	Office of Research and Sponsored Programs	6 years.	After last financial report.	
D Fiscal	D1 Accounting	D1-3	Contract and Agreement Negotiation Records	Documents the process to enter into a contract for services, purchase order, or lease agreement. Includes background support materials, drafts, memos, letters, and related correspondence. Also includes grant-funded procurement documentation.	Contracts & Compliance/ Administration & Finance	(a) Fully-executed contracts: Retain for 6 years after last payment. (b) All other records: Retain until administrative use ceases.	After payment.	

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D Fiscal	D1 Accounting	D1-4	Grant and Contract Administration Records	Documents all phases of the administration of accepted federal and other grants, contracts, sponsored research projects, and agreements from negotiation to final performance such as state contracted services and sub-award contracts. Includes negotiation issues documentation, memos of understanding, agreements, contracts, amendments, terms and conditions, budget proposals, and related correspondence.	Office of Research and Sponsored Programs	(a) Summary records such as proposal, award letter and selected deliverables and reports: Permanent (b) All other records: 6 years	After last financial report.	Accepted grants.
D Fiscal	D1 Accounting	D1-5	Grant Development and Proposal Records	Documents efforts to develop and submit grant proposals for outside funding. Includes discussion notes, lists of potential topics, sample grant proposals from outside agencies, copies of rejected grant proposals, and related correspondence.	(a) Office of Research and Sponsored Programs (b) Department	(a) Unfunded grants: 3 years. (b) All other documents: Retain until administrative use ceases.	Upon submission.	Funded and unfunded proposals and rejected grants.
D Fiscal	D1 Accounting	D1-6	Grant Program Records	Documents data about campus grant funding.	Office of Research and Sponsored Programs	Permanent.	Upon creation.	
H Education	H6 Faculty	H6-6	Sponsored Research Records	Documents academic research funded by grants and the administration of programs to grant funds (including federal funds) or aid based on predetermined qualifications and subsequent review.	Department	7 years	Upon expiration.	

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D Fiscal	D1 Accounting	D1-7	Routine Accounting Records	Documents the general administration and reconciliation of campus account expenditures and receipts as posted to the Controller's systems and accounts.	Controller's Office	3 years	Upon creation.	
D Fiscal	D1 Accounting	D1-8	Bank and Cash Records	Documents the handling of any cash transactions, including receipt and deposit of funds posted to campus systems and accounts. Includes cash receipts, cancelled checks, bank deposit slips and wire transfers, reports, and related correspondence.	Bursar's Office	8 years	Upon creation.	Save records for 8 years to accommodate multi-year grants. (3-year retention period plus 5-year grants.)
D Fiscal	D1 Accounting	D1-9	Revenue and Sales Records	Documents the billing and receipt of miscellaneous revenues for goods (e.g. ticket sales and conference registrations) deposited with the Bursar's Office.	Department	3 years	Upon creation.	
D Fiscal	D1 Accounting	D1-10	Billing and Collection Records	Documents activities relating to the miscellaneous billing of customers for goods sold or services performed as posted to campus systems and accounts.	Department	3 years	After payment.	For grants and contracts see D1-2 and for tuition and fees see H2-3.
H Education	H2 Admissions	H2-3	Tuition and Fees Records	Documents tuition and fees and their structure, analysis, and policy.	(a) Vice Chancellor for Administration & Finance (b) Bursar (c) Human Resources	(a) Policy documents: Permanent. (b) Actual payments: 3 years. (c) Tuition waivers: 7 years.	After payment.	

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D Fiscal	D1 Accounting	D1-11	Department Payments and Procard Records	Documents payments including travel and employee reimbursements, procard records, and secondary copies of payment support documentation and account reconciliation materials.	Department/ Controller	(a) Procard records: 12 years (2 years by department and 10 years by Controller) (b) Payment records: 12 years (c) Secondary copies of payment support documentation and account reconciliation materials: Retain until administrative use ceases.	After payment.	Procard records should be retained by the department for 2 years, then the Controller's office for 10 years.
D Fiscal	D1 Accounting	D1-13	Signature Authorization Records	Documents the delegation of department head signature authorization. Includes authorization lists and related correspondence.	Controller's Office	3 years	After inactive, revoked, or superseded.	
D Fiscal	D1 Accounting	D1-14	Bid and Procurement Records	Documents the solicitation and/or purchase of goods, supplies, services, materials, and equipment. Includes bid submissions, requisitions, purchase orders, packing slips, and related correspondence.	Contracts & Compliance	(a) Non-awarded bid records or small procurements that are not grants or contracts: 3 years. (b) All other records: 6 years.	After payment.	
D Fiscal	D1 Accounting	D1-15	Vendor Resource Materials	Consists of materials referenced in order to purchase supplies, services, and products. Includes advertisements, brochures, catalogs, and vendor promotional literature not included in procurement or bid records.	Department	Retain until administrative use ceases.	Upon creation.	
D Fiscal	D1 Accounting	D1-17	Fixed Asset Records	Documents the fiscal tracking of fixed assets such as furniture, equipment, and vehicles for accounting purposes. Includes acquisition, betterment, and final disposition records.	Contracts & Compliance	Retain 3 years where fixed assets are permanently recorded elsewhere.	Upon creation.	

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D Fiscal	D2 Development and Review	D2-1	Fiscal Planning, Reports, and Surveys Records	Documents the planning, review, and reporting of campus fiscal operations. Includes spreadsheets, background materials, calculations, salary surveys, plans, reports, spreadsheets, and related correspondence.	Office of Budget & Financial Planning	Retain until end of fiscal year or administrative use ceases, whichever occurs later.	End of fiscal year.	
D Fiscal	D2 Development and Review	D2-2	Capital Improvement Plan Records	Documents major capital expenditure and project planning. Includes background support materials and reports, working papers and notes, and related correspondence.	Facilities	(a) Final plans and substantive support materials: Permanent. (b) All other records: Retain until administrative use ceases.	Upon creation.	
D Fiscal	D2 Development and Review	D2-3	Budget Preparation and Monitoring Records	Documents the process to develop, estimate, propose, and monitor the yearly Chancellor-approved budget for the campus. Includes budget guidelines, work papers, spreadsheets, internal analysis sheets, distribution reports, estimates and projections, expense summaries, variance reports, final budget requests, budget submission letters, and related correspondence.	Vice Chancellor for Administration & Finance	(a) Primary copy of budget guidelines and submission letters: Permanent. (b) All other records: Retain until administrative use ceases.	Upon creation.	
D Fiscal	D2 Development and Review	D2-4	Fiscal Audit Records	Documents year-end or other audits of campus programs and accounts, including internal or external audits. Includes audit reports, audited financial statements, work papers responses, and related correspondence.	Controller's Office	(a) Primary copy of final reports and responses: Permanent. (b) Audit background materials and work papers: 6 years.	Upon creation.	

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D Fiscal	D2 Development and Review	D2-5	Fiscal Monitoring Record	Documents the oversight of fiscal operations of specific programs within the campus and of the fiscal system as a whole. Includes worksheets, spreadsheets, ad-hoc reports, notes, status reports and recommendations, and related correspondence.	Controller's Office	6 years	Upon creation.	
D Fiscal	D2 Development and Review	D2-6	Fund Development Records	Documents efforts to develop additional or supplemental funding for campus programs. Includes discussion notes, lists of potential topics, sample proposals from outside agencies, secondary copies of rejected and accepted proposals, planning documentation, and related correspondence.	University Advancement	(a) Summary planning documents and proposals that reflect the direction of the campus: Permanent; stored in donor files by individual, corporate, or foundation name. (b) All other records: Retain until administrative use ceases.	Upon creation.	
D Fiscal	D2 Development and Review	D2-7	Fiscal Systems Internal Control Records	Documents the internal monitoring and control of fiscal systems pursuant to 647 MGL. Includes Internal Control Plan, Controller policy and procedure documentation, and related correspondence.	Controller's Office	6 years	Upon creation.	
D Fiscal	D4 Payroll	D4-1	Travel Expense Records	Documents travel expenses of staff as posted to campus systems. Includes receipts, credit card statements, travel authorizations, mileage logs, and related correspondence. See D1-11.	Controller's Office	12 years	After payment.	

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D Fiscal	D4 Payroll	D4-2	Payroll and Benefits Case Files	Documents pay histories of employees. Includes deductions, union dues, benefits and insurance enrollments, tax treaties, and any other materials affecting employee pay.	Human Resources	(a) Year-end payroll registers showing pay-stub details for individual employees or other documentation sufficient to document employee creditable prior service: 75 years. (b) All other records: 6 years.	Upon separation.	
D Fiscal	D4 Payroll	D4-3	Time and Attendance Records	Documents actual hours worked by employees and types and amounts of leave taken. Includes time sheets, time cards, attendance forms, absence reports, leave reports, and related correspondence.	Human Resources/ Department	(a) Fiscal/Payroll office records: 6 years. (b) All other office records: Retain until administrative use ceases (unless document contains unique documentation that is not forwarded to the Payroll Office such as original signatures, in that case retain for 3 years).	Upon creation.	
D Fiscal	D4 Payroll	D4-4	W-2s	Documents employee earnings for tax reporting purposes. Includes W-2 forms and attachments.	Human Resources	3 years	Upon creation.	
D Fiscal	D4 Payroll	D4-5	Payroll Administration Records	Documents the daily routine administration and reporting of payroll-related matters. Includes payroll warrants, monthly reports, and related correspondence.	Human Resources	6 years	Upon creation.	
D Fiscal	D4 Payroll	D4-6	Tax Treaties	Documentation for international employees from countries, who may be eligible for exemption from withholdings.	Human Resources	7 years	Upon creation.	