



Record Retention Policy

Description	Minimum Retention Policy
Cash receipts	4 years
Petty cash	1 year
Perkins PIF notes	3 years
Federal Perkins Monthly Financial Reports	1 year
E-Refunds	1 year
Returned Check Bank Notifications	1 year
Monthly Payment Plan Rosters	1 year
Outside Scholarship Notifications/Letters	1 year
Bookstore vouchers	1 year
VA benefit recipients/correspondence	1 year
Athletic advances	1 year
G5 drawdown records	1 year
Health insurance charges/backup	1 year
A/R audit files	5 years
Federal perkins FISAP report	5 years
A/R billing files	5 years
Student account general correspondence	1 year



Bryant University

A/R policy manual	Retained until updated with new version
A/R student account write-offs	Retained indefinitely
Collection agency statements	1 year
A/R monthly reports: reconciliation / tuition revenue / collections report / assessment report / misc. revenue report	5 years