

**STATE RECORD RETENTION REQUIREMENTS
GENERAL SCHEDULE NO. 02 (GS-2)
SUFFOLK PUBLIC SCHOOLS - SCHOOL FINANCE/PAYROLL RECORDS**

<u>RECORD TYPE</u>	<u>RECORD DESCRIPTION</u>	<u>STATE SERIES NO. GS-2</u>	<u>SCHEDULE OF RETENTION & DISPOSITION</u>
ACCOUNTS PAYABLE CHECK REQUEST FORMS ADJUSTMENTS & TRANSFERS	payables of the school invoices, bills, purchase orders & related materials (school expenses)	10143	Retain 5 years, then destroy
CHECK REGISTERS	check register report	10157	Retain 5 years, then destroy
DEPOSIT RECORDS	deposit slips, daily cash reconciliation form and receipts	10161	Retain 5 years, then destroy
BANK STATEMENTS & RECONCILIATIONS	documents to maintain and reconcile the bank accounts, including bank statements with check images, and materials used to balance	10154	Retain 5 years, then destroy
GRANT FILES, FEDERAL & STATE	grant receipts and expenditures	10164	Retain 5 years, then destroy
CONTRACTS	legal agreements with businesses, etc. signed contract and supporting documentation	10159	Retain 5 years after contract expiration, then destroy
PAYROLL RECORDS	weekly time/attendance reports	10180	Retain 5 years, then destroy
GENERAL LEDGER AND YEAR-END REPORTS	ledger that documents the receipt, transfer and expenditure of funds, year-end reports as directed by SAO Finance Department	10169	Retain 10 years, then destroy
MONTHLY FINANCIAL REPORTS	monthly financial reports as directed by SAO Finance Department	n/a	Retain until after audit, then destroy
AUDIT REPORT (EXTERNAL)	annual audited financial report & auditor comments	10146	Retain permanently