

COLORADO STATE UNIVERSITY-PUEBLO
Financial Procedure Instructions
FPI 10-1

1. **Procedure Title:** Financial Document Record Retention
2. **Procedure Purpose and Effect:** To set forth procedures for retaining selected University financial records under the guidelines referenced in the Records Management Manual for State Government Agencies; Schedule No. 7; Financial Records, in accordance with CSU-Pueblo Financial Rule 10.
3. **Application of Procedure:** This procedure outlines the retention periods for financial documents and records to be maintained by Colorado State University-Pueblo (CSU-Pueblo). All retention periods stated indicate the minimum amount of time to be held on file by CSU-Pueblo. This procedure does not apply to sponsored (53) accounts.
4. **Exemptions:** No exemptions exist for the required minimum retention periods for financial documents. However, there may be special circumstances that require documents to be held for a longer period of time than the required retention period. If such a situation exists, these conditions should be documented and retained with the specified document. See CSU-Pueblo Financial Rule 10 for specific circumstances requiring longer retention.
5. **Definitions:**
 - a. **Record:**
Written or digital recorded information created or received by or on behalf of CSU-Pueblo that documents activities in the conduct of CSU-Pueblo business.
 - b. **Retention Period:**
Duration of time for which information should be maintained or retained.
 - c. **Retention Schedule:**
A schedule designed to meet the requirements of federal statutes, laws, regulations, legal decisions, and policies.

6. **Procedure Statement:**

The Retention Schedule has guidelines for the appropriate retention and storage of financial records.

Per Schedule No. 7, "These guidelines permit state agencies/institutions to retain the financial records in a format that is the most appropriate for the agency/institution. (e.g. paper, microfilm, electronic, CD ROM, etc.)." CSU-Pueblo allows the storage of receipts electronically, as long as there is not a requirement to retain the original receipt.

Kuali Financial System is CSU-Pueblo's financial system of record. If all needed support is legible and attached to the Kuali document in PDF or TIFF format, the department is not responsible for also keeping a copy of the support, unless otherwise stated in Record Retention Schedule.

7. **Reference and Cross-References:** State Agency Records Management Manual Index.

Schedule Number 7: Financial Records.

https://www.colorado.gov/pacific/sites/default/files/State_Sched7_0.pdf

Schedule Number 14: Property Records.

https://www.colorado.gov/pacific/sites/default/files/State_Sched14_0.pdf

8. **Forms and Tools:** Record Retention Schedule.