

## BURSAR – BILL AND RECEIPTS SYSTEM

### 600.01 Billing and Receipts System “Standard” Reports (Originals) Computer Printouts)

Dates: 2000-  
Volume: 15 Cubic Feet  
Annual Accumulation: 3 Cubic Feet  
Arrangement: Chronological

These reports are generated and copies are distributed to various departments on campus. They are generated on a regular basis with a few produced for ad-hoc purposes. Series consists of original (hard copy), original (microfiche), and copy (microfiche).

Application 87-66 item 310.01, is superseded to reflect a change in the administrative jurisdiction of the record series, from the Vice Chancellor for Administration to the Vice Chancellor for Student Affairs and Enrollment Management. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office for a minimum of two (2) years, then microfilm and dispose of original paper. Retain all record series microforms in office for an additional three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

### 600.02 BRS Design Documentation (Originals)

Dates: 1979-  
Volume: 3 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series contains flow charts, program manuals, programs, test runs, diagrams, and operating instructions generated from the design and implementation of the Billing and Receipts System.

Application 87-66 item 310.02, is superseded to reflect a change in the administrative jurisdiction of the record series, from the Vice Chancellor for Administration to the Vice Chancellor for Student Affairs and Enrollment Management. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office until superseded, then request University Archives storage and preservation. If requests for archiving is denied, continue to maintain on a permanent basis in any other university facility.

**600.03 “Mark IV Reports” (Hard Copy and Personal Computer)**

Dates: 2000 –  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological by report

These are reports formatted and maintained on personal computers (and in hard copy format) especially for distribution to “a few” other University subdivisions/department/governing bodies as appropriate or necessary.

Application 87-66 item 310.03, is superseded to reflect a change in the administrative jurisdiction of the record series, from the Vice Chancellor for Administration to the Vice Chancellor for Student Affairs and Enrollment Management. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain all record series formats in office for five (5) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**600.04 Administrative and General Correspondence (Originals and Duplicates)**

Dates: 1980 –  
Volume: 10 Cubic Feet  
Annual Accumulation: 1 Cubic Feet  
Arrangement: Chronological

This correspondence documents various facets of the Billing and Receipts System from its inception to its day-to-day implementation.

Application 87-66 item 310.04, is superseded to reflect a change in the administrative jurisdiction of the record series, from the Vice Chancellor for Administration to the Vice Chancellor for Student Affairs and Enrollment Management. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain three (3) years in office, then with the assistance of the University Archives staff, review files

and retain on a permanent basis in either the Bursar's Office or the University Archives materials possessing archival/research value and dispose of balance of materials after completion of the forgoing review(s), providing no litigation is pending or anticipated.

**600.05 Accounts Receivable Data Entry Sheets (Originals)**

Dates: 2000 –  
Volume: 30 Cubic Feet  
Annual Accumulation: 6 Cubic Feet  
Arrangement: Chronological

This file series consists of completed data entry sheets used for imputing the accounts receivable data base in the system.

Application 87-66 item 310.05, is superseded to reflect a change in the administrative jurisdiction of the record series, from the Vice Chancellor for Administration to the Vice Chancellor for Student Affairs and Enrollment Management. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office for two (2) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**600.06 Third Party Billings Reports (Hard Copy) (Microfiche)**

Dates: 2000 –  
Volume: 10 Cubic Feet  
Annual Accumulation: 2 Cubic Feet  
Arrangement: Chronological

These reports are run on a request basis for tracing third party liabilities and collections.

Application 87-66 item 310.06, is superseded to reflect a change in the administrative jurisdiction of the record series, from the Vice Chancellor for Administration to the Vice Chancellor for Student Affairs and Enrollment Management. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain hard copy in office for two (2) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Maintain and dispose of all record series microforms in office on a discretionary basis.

