
BANKING USER ACCOUNTS

Description: Consists of records relating to management of the university's banking. Records may include user account set-up and approvals for banking systems (e.g. Moneris and RBC Express).

Filing Guidelines: Records must be securely stored until final disposition. Once a unit submits the record(s) to Financial and Administrative Services, the unit is deemed to have a copy. Copies are considered transitory records and should be disposed of according to the Information Management policy.

MUNCLASS Function:	Finance (FN)
Responsible Unit(s):	Financial and Administrative Services
Retention:	User access terminated + 2 years
Disposition:	Delete/Destroy
Media:	Paper and/or electronic
Authority:	<i>Income Tax Act (1985)</i> , Anticipated Operational Use

Version 01

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