

---

### ASSORTED FINANCIAL DOCUMENTS

**Description:** Consists of records relating to capital asset files, journal vouchers, secondment billings, FOAP reconciliations, reporting metrics, and records relating to banking including statements, transfers, reconciliations, deposit journals, Canadian and foreign drafts, cashed cheques, cash flow reports, service contracts, credit card activity and petty cash administration.

**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 and Protection* policy. For any records that are not submitted directly to Financial and Administrative Services but are used to key data into Memorial's financial system, it is the responsibility of the unit to maintain those records for the retention period outlined in this schedule.

---

<b>MUNCLASS Function:</b>	Finance (FN)
<b>Responsible Unit(s):</b>	Financial and Administrative Services
<b>Retention:</b>	Current year file closed + 7 years
<b>Disposition:</b>	Delete/Destroy
<b>Media:</b>	Paper and/or electronic
<b>Authority:</b>	<i>Income Tax Act (1985)</i> , Anticipated Operational Use

---

Version 01

**Approved:** October 26, 2020: RS 2020-015

---