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### FINANCIAL OVERSIGHT

**Description:** Consists of records relating to financial oversight at the university. Records may include checklist submission reports, monthly summary monitoring reports, monthly checklist reports from Banner, and supporting documentation.

**Filing Guidelines:** Records must be securely stored until final disposition. For any records that are not submitted directly to Financial and Administrative Services but are used to complete financial oversight checklists (such as Banner reports and supporting documentation), it is the responsibility of the unit to maintain those records for the retention period outlined in this schedule.

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<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

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Version 01

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

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