

**School of Arts, Media and Engineering
Record Retention Policy**

The School of Arts, Media and Engineering follows ASU's standard record retention policies.

Please see:

SPP 1101: Personnel Records (<http://www.asu.edu/aad/manuals/spp/spp1101.html>)

PUR 207: Records Retention (<http://www.asu.edu/aad/manuals/pur/pur207.html>)

FIN 103: Departmental Record Keeping (<http://www.asu.edu/aad/manuals/fin/fin103.html>)

Personnel files	Three years after the individual retires, terminates, or transfers to another department.
Purchasing Card receipts not involving sponsored funds	Five years
Purchasing card receipts involving sponsored funds	Five years after submission of final project financial report by Grant and Contract Accounting.
Interdepartment billing documents	Seven years
Cash receipts details and register tapes	Three years
All other financial records used for monthly reconciliation	Three years

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