

COPPIN STATE UNIVERSITY
RECORDS RETENTION POLICY
FOR
THE OFFICE OF EAGLE CARD SERVICES

This policy is established to ensure that the records of the Coppin State University Office of Eagle Card Services are retained as required by the University System of Maryland and/or for a period of time period deemed to be sufficient given the content and purpose of the record. This policy includes all standard procurement forms as well as other purchasing media which provide supporting data for special and general purchasing. Retention shall be for five (5) years and until all audit requirements have been fulfilled, then destroyed.

Eagle Card Services records may include all or some of the following documents:

- Employee Identification Request Forms
- Residential Students Replacement Forms
- Lost Laundry Money Claim Forms
- Eagle Card Book Voucher Increase Forms
- Reconciliations for Eagle Card Transactions
- Add Value Machine Deposit Logs
- Monthly Invoices:
 - Barnes & Noble
 - Aramark Company
 - Subway Fast Food Restaurant Company
 - Pepsi Bottling Company
- Bursar's Office Add Value Receipts

Required language: UNTIL AUDIT REQUIREMENTS ARE MET MEANS THREE YEARS FOR STATE RELATED DOCUMENTS, THREE YEARS FOR NON-MONETARY FEDERAL RELATED DOCUMENTS, THREE YEARS FOR MONETARY FEDERAL RELATED DOCUMENTS UNDER \$25,000, AND SIX YEARS, THREE MONTHS FOR MONETARY FEDERAL RELATED DOCUMENTS OVER \$25,000. IF INSTITUTION (COPPIN STATE UNIVERSITY) ARCHIVES ARE NOT AVAILABLE, MATERIAL HAVING PERMANENT RETENTION WILL BE TRANSFERRED TO THE MARYLAND STATE ARCHIVES IN ANNAPOLIS AND MATERIAL HAVING LIMITED RETENTION (I.E. 25 YEARS) WILL BE TRANSFERRED TO THE STATE RECORDS CENTER IN JESSUP.