

University of British Columbia RECORDS RETENTION SCHEDULE AND DISPOSAL AUTHORITY	Schedule No.: 002-03
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This is a recommendation to (check one): <input checked="" type="checkbox"/> -- Establish retention/disposal schedule	Series Title: Cashier <hr/> Office of Primary Responsibility (OPR): Financial Services
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Purpose and Description of Records:

The series consists of three sub-series: Daily Cash Deposits and Transactions, Cash Receipts, and Bank Deposit Slips. The records document the flow of cash into and out of Financial Services and other offices.

Personal Information Bank? <input checked="" type="checkbox"/> -- No	Vital Record? <input checked="" type="checkbox"/> -- No	Retained by: <input checked="" type="checkbox"/> -- Fiscal Year
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Retention Period (Years): Office -- C + 7 Records Centre / Storage -- Total -- C + 7	Final Disposition: <input checked="" type="checkbox"/> -- Destruction
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Retention Instructions:

Financial Services shall retain all the records in this series for C + 7 years. Other offices shall retain them for the same period, except for Daily Cash Deposits and Transactions, which need only be retained C + 1 years.

Appraisal Rationale:

With respect to the retention of financial records, British Columbia's Limitation Act, S. 3(5), states that debts are not collectible, and goods are not recoverable, after six years; S. 3(4) also provides for a general limitation period of six years. It is also standard practice for the OPR to retain financial records for between five and seven years after the year of their creation - see, for example, the British Columbia Government's *Administrative Records Classification System [ARCS]* (1989), and *Records Retention: Law and Practice*, by Anson-Cartwright, et. al. (Carswell, 1994).

**Date of Initial
Publication:**

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Revisions: