**University of British Columbia**  
**RECORDS RETENTION SCHEDULE AND DISPOSAL AUTHORITY**

| Schedule No.: | 002-03 |

**This is a recommendation to (check one):**

- [X] -- Establish retention/disposal schedule

**Series Title:**

- Cashier

**Office of Primary Responsibility (OPR):**

- Financial Services

### 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?  
- [X] -- No

### Vital Record?  
- [X] -- No

### Retained by:  
- [X] -- Fiscal Year

### Retention Period (Years):

- Office -- C + 7
- Records Centre / Storage --
- Total -- C + 7

### Final Disposition:

- [X] -- Destruction

### 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).
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