



FM3000: Financial Management – Accounting		
University of British Columbia RECORDS SCHEDULE		Schedule Number: FM3000
Primary Title: Accounting		Office of Primary Responsibility (OPR): UBCV: Financial Operations; all faculties, departments, and units UBCO: Finance Operations and Strategies; all faculties, departments and units
<p>Records supporting the accounting function generally includes journal entries; accounts payables, revenue and accounts receivables and student accounts. For accounting records uploaded to Workday, destroy as soon as the transaction has been approved.</p> <p>Note: Once records are approved in Workday the record holder should securely destroy the referent records.</p> <ul style="list-style-type: none"> For records related to student accounts and fees including tuition and residence, see FM3100: Financial Management – Student Accounts 		
Vital: Yes		PIB: No
Authority Income Tax Act [RSC 1985] Chapter 1; subsection 230 (4) Records Management Office Digitization Standard		Date Approved: 20220729
Secondary No.	Secondary Title	Retention, Destruction & Disposition
01	Policies and Procedures	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	General	EV+5Y, D EV=Date superseded or obsolete
10	Accounting (Journal entries) The records include manual journal entries for internal transfers between funds and supporting documentation.	FY+6Y, D
11	Accounts Payable	FY+6Y, D



12	Accounting Systems	FY+6Y, D
25	Payroll	FY+6Y, D
35	Revenues and Accounts Receivables Monies received include general revenues, operating grants, research revenues, payments received for goods and services, donations, and fines. The records include electronic deposits, drafts and wires, cheque logs, invoices, receipts, cash register tapes, fine records, and related correspondence.	FY+6Y, D
45	Issues	FY+5Y, D
60	Reports	FY+5Y, SR SR=UA will selectively retain records from this series
<p>Acronym Key. AY = Academic Year; CY=Calendar Year; D=Destroy; EV=Event; FY=Fiscal Year; FR=Full Retention by University Archives unless otherwise noted; OPR=Office or Department responsible for <i>source of truth</i> records; P= Permanent retention by OPR; SO=When superseded or obsolete; SR=Selective Retention by University Archives; Y=Year</p>		