

# CRAS: Financial Records



**University  
of Manitoba**

Financial Services is the primary Office of Record for all transactional financial records. Ancillary Services and Libraries also maintain specific primary financial records. Student Affairs, Financial Aid and Awards is the office of record for all University of Manitoba awards and scholarships. The following classifications apply to all other faculties/departments/offices.

## FINANCE-010 (Supplies)

Series consists of records relating to the purchase and maintenance of general office supplies and equipment, including order forms, packing slips, catalogues, brochures, budget number lists, purchase orders and related correspondence.

Retention: Active Use + 6 Months: Destroy.

## FINANCE-020 (Administration of Grants and Awards)

Series consists of records related to the financial management and/or supervision of scholarships, bursaries, fellowships, research grants and prizes awarded to faculty, students and research staff. Record may include applications (or copies of applications to external bodies), disbursement conditions, payment schedules, account information, supporting documents and related correspondence. Records can be divided into the following sub-sets:

**FINANCE-021(Successful):** Records related to successful applicants:

Retention: Completion of Grant/Award + 7 Years: Destroy.

**FINANCE-022(Unsuccessful):** Records related to unsuccessful applicants:

Retention: Date of application + 1 Year: Destroy.

## FINANCE-030 (Trust or Endowment Administration)

Series consists of records relating to the establishment, monitoring and disbursement of faculty endowment funds. Records can be further divided into the following sub-sets:

**FINANCE-031 (Administration):** Series contains general administrative documents such as disbursements, account information, declined project proposals and FOAP Requests.

Retention: Fiscal Year + 7 Years: Destroy.

**FINANCE-032 (Establishment):** Records relating to the establishment of funds, correspondence with donors, approved projects, fund charters and supporting documentation.

Retention: Life of Trust or Endowment + 7 years: Transfer to Archives. *If the Endowment is perpetual, these records may be transferred to the Archives when they become historical and no longer referred to frequently by the original office. Contact the Access and Privacy Office at [fippa@umanitoba.ca](mailto:fippa@umanitoba.ca) for more information.*

## FINANCE-040 (Accounting, General)\*\*

Series consists of records related to the routine financial administration of the unit. Records may include sales transactions\* (including interdepartmental charges), bills, statements, Monthly Operating Reconciliations (MORs) and supporting materials, reconciliations and materials, credit card/debit statements and receipts, pre-Concur travel claim forms, purchase requisitions, copies of journal entries, copies of budget adjustments, systems contract forms and related correspondence.

Retention: Fiscal Year + 6 Years: Destroy.

\*Paper receipts generated from debit card machines that contain cardholder information must be retained securely for 12 or 18 months, in accordance with University of Manitoba's [Cash Control Procedures](#). (Please follow the link for full details about retention requirements) These slips may then be destroyed in accordance with the Transitory Records Procedure. The electronic record generated by the transaction will be retained for the full retention.

\*\*Please note that any documents such as bills or receipts may be required to support warranties on equipment should be retained under either ASSETS-012 or FINANCE-040 using whichever retention results in the longer retention.