

Section: Finance- Accounts Payable			
Item	Title	Description	Retention Period
1	Accounts Payable	Checks, Cancelled	6 years Original
2	Accounts Payable	Disbursements	6 years
3	Accounts Payable	Freights Bills/Claims	6 years
4	Accounts Payable	Invoices	6 years
5	Accounts Payable	Credit Memos	6 years
6	Accounts Payable	Claims/Vouchers (Merchandise Purchased Services Rendered, Travel Expenses)	6 years
7	Accounts Payable	1099	6 years
8	Accounts Payable	Inventory Records	6 years

Archival	Data Practices Classification and Statute
No	Public
No	Public/Private MS 13.43
No	Public
No	Public
Yes	Public
No	Public
No	Public
No	Public