

Policy Number
FINA 2.10.010

Effective Date
6/28/20

Financial Affairs

Approved By: Chancellor

I. INTRODUCTION

It is University policy that the Senior Vice Chancellor for Business and Financial Affairs shall maintain Central Files as the official corporate records with a unified inventory of those records and documents. Further, articles within the Central Files shall be kept in a secure facility as appropriate for the content of the file.

II. POLICY OVERVIEW

A. Central Files

Central Files shall include the business and financial records of the University and consists of four locations: the vault in the Mary Reed Building, the Controller's fireproof cabinet, the safety deposit box, and the Cashier's vault. Original files shall be kept for all property, notes, securities, deeds of trust, indentures, patents, intellectual property licenses, leases, and other material as may be deemed appropriate.

All original documentation and other records of the endowments shall be part of Central Files.

B. Exclusions from Central Files.

Personnel records and contracts will not be maintained as part of the Central Files.

C. Custody of the Files.

The Senior Vice Chancellor for Business and Financial Affairs shall maintain Central Files as the official corporate records with a unified inventory of those records and documents. Further, articles within the Central Files shall be kept in a secure facility as appropriate for the content of the file.

Revision Effective Date	Purpose
<i>6/28/2021</i>	<i>Minor revisions</i>