

1 Retention of Selling Department Records

2 Effective: Moved to Policy Library from UPM 11.2(3)

3 Contact: [Controller's Department](#)

4 Introduction

5 This policy is established to comply with state records laws and to preserve documentation of sales
6 transactions for legal and archival purposes.

7 Policy Statement

8 Departments engaged in selling goods and services must maintain records of transactions in
9 compliance with the university's record retention policy and schedule.

10 Resources

11 Links

- 12 • [Records Management](#)
- 13 • [University Record Retention Schedule](#)