



- 45 • **Legal files** – Legal correspondence pertaining to permanently retained records.  
46 Counsel should be consulted if questions arise about retention.
- 47 • **Property records**—Original property records such as deeds, titles, appraisals,  
48 surveys, and title insurance.

49  
50 **Limited Term:**

- 51 • **Disbursement ledgers/schedules** 7 years
- 52 • **Bank Statements/Reconciliations** 7 years
- 53 • **Budgets** 7 years
- 54 • **Expired contracts** 7 years
- 55 • **Correspondence (general)** 2 years
- 56 • **Invoices** 7 years
- 57 • **Deposit Slips/batches** 7 years
- 58 • **Whistle blower files** 7 years

59  
60 **Electronic:**

- 61 • All electronic files are backed up nightly to disk and then to tape. The tapes are  
62 multi-generational and are stored off site. Upon request, the tapes can be  
63 retrieved with 24 hours notice. In an emergency, the tapes can be retrieved in as  
64 little as 4 hours.

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67 The foundation also follows the guidelines established by the University System of  
68 Georgia which are located at <http://www.usg.edu/usgweb/busserv/series/search.phtml>

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70  
71 **HELP**

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73 **People to contact**

74 Position Title	Campus Location	Phone Number	Email Address
75 CFO	1Park Place Suite 533	404-413-3434	<a href="mailto:findap@langate.gsu.edu">findap@langate.gsu.edu</a>
76 Controller	1Park Place Suite 533	404-413-3485	<a href="mailto:finaac@langate.gsu.edu">finaac@langate.gsu.edu</a>

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78 **Additional information and helpful resources**

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