

COPPIN STATE UNIVERSITY  
RECORDS RETENTION POLICY  
FOR  
PARKING & TRANSPORTATION SERVICES

This policy is established to ensure that the records of the Coppin State University Office of Parking and Transportation are retained as required by the University System of Maryland and/or for a period of time period deemed to be sufficient given the content and purpose of the record. This policy includes all standard parking registration forms as well as other parking media which provide supporting data for third party hardware systems. Retention shall be for the specified period of time and until all audit requirements have been fulfilled, then destroyed.

Parking and Transportation records include the following documents:

**Five Years:**

- Completed Parking Registration Forms
- Payroll Deduction Enrollment Forms
- Daily Reconciliation Reports & Cashier Reports
- Safety/Vehicle Damages

**Three Years:**

- Completed Consolidated Deposit Tickets
- Visitor Coupon Codes
- Event Invoicing
- Journal Entry Hard Copies
- Citation Payments
- Citations Issued
- Parking Hangtag Inventory
- Vehicle Maintenance Records
- Gas Card Use and Invoicing
- EZ Pass Usage & Billing

Required language: UNTIL AUDIT REQUIREMENTS ARE MET MEANS THREE YEARS FOR STATE RELATED DOCUMENTS, THREE YEARS FOR NON-MONETARY FEDERAL RELATED DOCUMENTS, THREE YEARS FOR MONETARY FEDERAL RELATED DOCUMENTS UNDER \$25,000, AND SIX YEARS, THREE MONTHS FOR MONETARY FEDERAL RELATED DOCUMENTS OVER \$25,000. IF INSTITUTION (COPPIN STATE UNIVERSITY) ARCHIVES ARE NOT AVAILABLE, MATERIAL HAVING PERMANENT RETENTION WILL BE TRANSFERRED TO THE MARYLAND STATE ARCHIVES IN ANNAPOLIS AND MATERIAL HAVING LIMITED RETENTION (I.E. 25 YEARS) WILL BE TRANSFERRED TO THE STATE RECORDS CENTER IN JESSUP.