



UNIVERSITY of
DENVER

**UNIVERSITY OF DENVER
POLICY MANUAL
CENTRAL BUSINESS FILES**

Responsible Department: Business and Financial Affairs

Recommended By: Provost, VC Business and
Financial Affairs

Approved By: Chancellor

Policy Number

2.10.010

Effective Date

6/8/2018

I. INTRODUCTION

It is University policy that the 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, 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 Vice Chancellor for Business and Financial Affairs or designee shall maintain the files. The primary location shall be the vault in the Mary Reed Building, Room 104. Endowment files shall be kept in the fireproof cabinet in the Controller's Office. Documents requiring a high level of security shall be kept in the safety deposit box or temporarily in the Cashier's safe.

III. PROCESS OVERVIEW

A. Inventory

The Office of the Vice Chancellor for Business and Financial Affairs shall maintain the master inventory of records kept in the Central Files in a manner suitable for identifying related files over extended periods of time.

Certain functional files may be located in other offices by the Vice Chancellor. That office should maintain a separate inventory of the file and report additions and deletions to the Vice Chancellor's office.

B. Security

The vault in the Mary Reed Building, Room 104, shall contain property records, contracts, leases, operating agreements and non-negotiable notes. Access will be limited to those designated by the Vice Chancellor for Business and Financial Affairs and a log will be maintained of those entering the vault. The log shall also contain records of files temporarily removed from Central Files.

The Controller's Office shall maintain the endowment records in a convenient and suitable location. Access will be limited to those designated by the Controller and a log shall be kept of files that are temporarily removed from the cabinet.

The University's safety deposit box shall contain marketable securities, negotiable instruments, interest coupons and other liquid assets or special documents requiring a high level of security. Access will be limited to those designated by the Vice Chancellor for Business and Financial Affairs and approved by Board of Trustees Resolution. Two designees must be present to access the safety deposit box and a log shall be kept of each participant as well as the activity.

The safe in the Cashier's Office shall be used by Central Files as temporary storage for items which would be normally kept in the safety deposit box. Access will be limited to those designated by the Vice Chancellor for Business and Financial Affairs.

IV. DEFINITIONS

None