

AD2800 INTERNAL AUDIT SERVICES

Records documenting the provision of internal audit services to the University.

Includes evaluating and improving the effectiveness of the University's governance, risk management, and control processes; providing independent and objective assurance and consulting services; oversight of the controls and operations of the university by the Audit Committee of the Board of Trustees; the organization of internal audit services and the coordination of audit activities between the university and external auditors.

Not used for preparation by departments and units of the university of materials for auditing purposes, see AD2850.

Example documents: audit reports, working papers, audit plan, audit timesheets, correspondence.

University Records exist in both physical and electronic formats, such as paper, email or data in a database. Paper records may or may not contain information that is duplicated in an electronic system. For technical reasons the retention assigned to the electronic records may be different from the retention of physical records.

OPR - Director, Internal Audit Department

(Unless otherwise assigned, see below)

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
30	Audit Services Planning Files <i>Records documenting the decision-making or recommendation activities of Audit Services. Includes strategic plans, minutes, memos, reports.</i> <i>ET Definition: Activities completed or decisions made.</i>	ET + 7	0	AR	NO
31	Internal Audit Files <i>Records document the examination and appraisal of financial, personnel, and other operations at the University by the Internal Audit Department. Records consist of individual audit plan, audit tracking files, audit summary reports, final audit reports</i> <i>ET Definition: Audit report presented to Audit Committee.</i> <i>Disposition Plans: At the end of the retention, remove documents which contain personal information collected during the audit process before transferring the rest of the files to the Archives.</i>	ET + 7	0	DP/AR	YES

GLOSSARY

FY = Fiscal Year (May 1 to April 30)

AY = Academic Year (September 1 to August 31)

CY = Calendar Year (January 1 to December 31)

ET = Event Trigger

OPR = Office of Primary Responsibility

DP = Special Disposition Plan

AR = Transfer to Archives

D = Destroy / Delete

PIB = Personal Information Bank

AD2800 was approved on 04/03/2015.

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
32	Special Investigation Files	ET + 7	0	DP/AR	YES

Records document special investigation regarding fraud initiated by senior management at the University, the university's legal counsel, internal audit department or external auditors.

ET Definition: Investigation completed.

Disposition Plans: Final report to be transferred to the archives. The rest of the files to be destroyed at the end of the retention.

GLOSSARY

FY = Fiscal Year (May 1 to April 30)

AY = Academic Year (September 1 to August 31)

CY = Calendar Year (January 1 to December 31)

ET = Event Trigger

OPR = Office of Primary Responsibility

DP = Special Disposition Plan

AR = Transfer to Archives

D = Destroy / Delete

PIB = Personal Information Bank

AD2800 was approved on 04/03/2015.