**Central Services**

Central Services is a division of Administrative Services and is responsible for

overseeing campus mail services and copying services.

**Retention Schedule**

**Invoices.** Copies of invoices for supplies and equipment.

Disposition Instructions: Destroy in office after 1 year.

**Monthly Charge Records.** Copies of photocopy service requests,

photocopying meter usage, UPS forms, Federal Express forms, and other records

that document use of Central Services. Files are cumulated monthly and used for

posting charges through the Controller's Office.

Disposition Instructions: Destroy in office after 1 year.

**Postal Meter Receipts**. Copies of receipts for metered mail.

Disposition Instructions: Destroy in office after 1 year and when released

from all audits, whichever is later.