

RECORDS RETENTION

Updated 3-14-1996

Policy: Finance records shall be retained according the following schedule unless otherwise dictated by contractual agreements:

- Fixed Assets: For as long as SEI owns or is in possession of the asset.
- Liabilities: For seven years after the fulfillment of the obligation.
- Expenses: For seven years following the date of expenditure.
- Personnel: For seven years following the employee's date of termination.