

# RECORDS & INFORMATION MANAGEMENT

## **Workday Financials: Records Management Guidance FAQ**

### **Is Workday Financials the official system of record for financial transactions?**

Yes. Individual departments no longer need to keep records in paper or electronic form if an electronic version is uploaded to Workday Financials.

### **I have attached my receipts, invoices, and packing slips to Workday Financials. What do I do with my paper or electronic copies?**

First, verify that the upload to Workday Financials is legible. If it is readable, then destroy the paper and/or locally saved electronic copy. The RIM Office recommends retention of no more than 60 days.

### **Do I need to submit a Certificate of Records Destruction (RM3 Form) to the RIM Office for approval before destroying the paper documents and/or locally saved electronic copy?**

No, an RM3 Form is not required if you have uploaded an electronic version to Workday Financials.

### **How long are uploaded documents in Workday Financials retained?**

Deletion of attachments and records within Workday Financials will be managed centrally within the system to meet the requirements of the Virginia Public Records Act. Retention requirements vary based on the type of funding (state, local, federal etc.).

### **Will I be able to access the attachments after a transaction has been processed in Workday Financials?**

Yes, by searching for the transaction you can see and download attachments at any time within Workday Financials.

### **If I am scanning paper records to attach, what format should the scan be in?**

Use PDF whenever possible as this reduces the size of the attachment.