

ExpenseUVA Records Management Guidance

Q: Is ExpenseUVA provided by Chrome River the official system of record for reimbursements?

A: Yes. That means individual departments no longer have to keep these records in paper form.

Q: I have uploaded my records to ExpenseUVA. What do I do with my paper documents?

A: First, verify that the upload is legible. If it is readable, then destroy the paper. It is also acceptable to wait to destroy the paper until after the transaction has cleared/is complete.

Q: Do I need to submit a Certificate of Records Destruction (RM3 Form) to the Records Management Office for approval before destroying the paper documents?

A: No, an RM3 Form is not required.

Q: How long are uploaded documents in ExpenseUVA retained?

A: Deletion of records will occur automatically within the system in accordance with established records management rules. Deletion of reimbursements from state/local accounts will occur after 3 closed fiscal years. Deletion of reimbursements from grant accounts will occur after 10 years. Department personnel do not have to worry about retention for records uploaded to ExpenseUVA.

Q: What about reimbursements for non-employees uploaded to the Integrated System? Do I have to retain those paper documents?

A: No. First, verify that the upload is legible. If it is readable, then destroy the paper. It is also acceptable to wait to destroy the paper until after the transaction has cleared/is complete.