

Submitted on Friday, December 6, 2019 - 3:56pm

Submitted by user: kmp30

Request: 56

Request Date: December 6, 2019

Request Name: Accounting storage space

Request Contact Name: Kristin Pitsenbarger

Request Contact Email Address: kmp30@humboldt.edu

Request Contact Phone: 7078264276

Division Submitting Request: Administrative Affairs

Administrative Affairs Accounting

Nature of Request: Requesting additional or alternate square footage without a specific room/space/location already identified.

Is this change expected to be temporary: No

Preferred Allocation Date: December 6, 2020

#### Request Funding

Has Funding for this Request Already Been Identified? N/A

Proposed Funding:

Storage space would replace Account's Annex space and same chartfield would be used if there is a charge.

#### Space Allocation Details

Type of Space Needed

Storage for bankers boxes to hold materials going back 4 full fiscal years.

Space for our current 19 boxes, plus Annex storage boxes.

Annex box count pending.

#### Alignment with University Principles

## HSU Strategic Plan

Strategic Plan Goals: None of the above

Collective Impact: Following legal financial guidelines for retention.

Request Importance - Needs Analysis: Following legal financial guidelines for retention.

Recent History: Other

Other Changes: Annex storage relocation due to construction

Recent History Details:

Annex storage is not a long-term solution due to construction.

Each year Accounting stores boxes of financial records to reflect 4 full fiscal years and shreds aged out materials.

Department Outcomes and Objectives Related to this Request: Following legal financial guidelines for retention.

Assessment Plan

Assessment Plan:

Each year, materials are inventoried and replaced to keep only the last 4 Fiscal Years' of financial records.

Additional Document Upload

Additional Document Upload

Additional Document Upload

Additional Relevant Information Not Previously Addressed: Thank you

Routed for Review

Business Services Sylvia Shively - Controller

