
 F2 GLOBAL LOGISTICS LET'S MOVE. NOW.	Records Retention Schedule- Finance		Document Number:
	Records Manual		RM-GL-03.01
Department: Global - Finance	Effective Date: October 17, 2018	Revision No 1	

Record Code	Record Name	Type	Records Definition	Retention Schedule		Disposal Method
				Active	Inactive	
FIN-1.0	Billing logsheet	Soft	A record of every job file coming from CSR/OPS from the date it was received, billed, dispatched and from the date it was received by the client.	Until Audited	Until superseded	Delete
FIN-2.0	Job files	Hard	Received from CSR/OPS and will be the basis for billing the clients.	Until Audited	10 years	Shred
FIN-2.1	Sea Import	Hard	Job files of Sea Import shipment that consist of documents such as receipted charges, quotations & invoices that are necessary in billing the client.	Until Audited	10 years	Shred
FIN-2.2	Sea Export	Hard	Job files of Sea Export shipment that consist of documents such as receipted charges, quotations & invoices that are necessary in billing the client.	Until Audited	10 years	Shred
FIN-2.3	Air Import	Hard	Job files of Air Import shipment that consist of documents such as receipted charges, quotations & invoices that are necessary in billing the client.	Until Audited	10 years	Shred
FIN-2.4	Air Export	Hard	Job files of Air Export shipment that consist of documents such as receipted charges, quotations & invoices that are necessary in billing the client.	Until Audited	10 years	Shred
FIN-3.0	Billing invoices	Hard	The output of encoding client charges into the system. It consist of 4 copies in different colors. Original copy-White will be sent to clients with corresponding documents.	Until Audited	10 years	Shred
FIN-3.1	Receiving Copy	Hard	Yellow - served as reference of finance of who and when did the clients received the billing.	Until Audited	10 years	Shred
FIN-3.2	Accounting Copy	Hard	Green - own copy of finance and for filing purposes.	Until Audited	10 years	Shred
FIN-3.3	File Copy	Hard	Blue - served as job file copy	Until Audited	10 years	Shred
FIN-4.0	Transmittal	Hard/Soft	List of particular clients with its corresponding invoice numbers that served as reference of finance and trusted courier in sending the invoice from the date of dispatched.	Until superseded	3 years	Delete/Shred
FIN-5.0	Clients Address	Soft	Once print, will attached to the billing that will served as a reference of the courier who will send it to a particular client.	Until superseded	End of contract	Delete

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	<h1 style="text-align: center;">Records Retention Schedule- Finance</h1> <h2 style="text-align: center;">Records Manual</h2>		Document Number: RM-GL-03.01 Revision No 1
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Record Code	Record Name	Type	Records Definition	Retention Schedule		Disposal Method
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FIN-6.0	Vouchers		It is a document which entails the payable of the company for every supplier goods or services	Until superseded	End of contract	Delete
FIN-6.1	Checks	Hard	Released checks to suppliers	Until superseded	End of contract	Delete/shred
FIN-6.2	MC	Hard	Released MC to suppliers	Until collected	After cost Adjustment	Delete
FIN-6.3	Replenishment/Liquidation	Hard	Vouchers with attached liquidations	Until Audited	Until superseded	Delete
FIN-6.4	Telegraphic transfer	Hard	Validated bank TT slip	Until superseded	End of contract	Delete/Shred
FIN-7.0	Deposit Slip	Hard	Filing of validated bank slip	Until superseded	End of contract	Delete/Shred
FIN-8.0	Admin Files	Soft/Hard	Record of all files pertaining to admin matters	1 YEAR	10 YEARS	Delete/Shred
FIN-8.1	Office Supplies	Soft/Hard	Records of inventory supplies & purchased order request	1 YEAR	10 YEARS	Delete/Shred
FIN-8.2	Cancelled Checks	Soft/Hard	Records of all cancelled checks & MC	1 YEAR	10 YEARS	Delete/Shred
FIN-8.3	Accreditation Requirements	Soft/Hard	Docs for accreditation requirements	1 YEAR	10 YEARS	Delete/Shred
FIN-9.0	Key Performance Indicator	Soft	Record of KPI	1 year	1 year	Delete
FIN-10.0	Customer Portfolio	Hard	Contains original copy of contract/SLA and Credit Facility Agreement	until superseded	1 year	Archive

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