



**DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE**

ARCHIVES NO. 08-54

DEPARTMENT	DIVISION	SECTION	PERMANENT <input checked="" type="checkbox"/>
Department of Public Health and Environment	Prevention Services	Fiscal Records (Division-Wide)	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1.	Annual Budget Reports <i>Agency reports at the end of the fiscal year on the status of appropriation accounts and apportionment</i> Record copy Duplicate copies	Department maintains record copy Retain for 5 years then destroy	Division only has duplicate copies
2.	Audit Reports <i>Annual or special reports prepared by external auditors examining and verifying the state agency's financial activities or the financial activities of a fund, division or other component of the state agency</i> Record copy Duplicate copies	Permanent Retain until no longer needed then destroy	
3.	Audit Work Papers <i>Documentation consisting of routine correspondence with auditors and copies of state agency records compiled for use by auditors in performing an audit</i> Record copy Duplicate copies	Retain for two years plus current after completion of audit then destroy Retain until no longer needed then destroy	

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed in the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Terry Ketelsen</i>	Date <i>3/14/2008</i>	Records Liaison Officer's Signature <i>Ditney Hauale</i>	Date <i>01-25-2008</i>
Attorney General's Signature <i>John Suthers</i>	Date <i>6-25-08</i>	State Auditor's Signature <i>Don E. Key</i>	Date <i>4/24/08</i>

**NO RECORD SHALL BE DESTROYED THAT PERTAINS TO ANY
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Department of Public Health and Environment	Prevention Services	Fiscal Records (Division-Wide)	PERMANENT <input checked="" type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
4.	Budget Policy Files <i>Correspondence or subject files of formally organized budget offices documenting agency policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for agency programs</i> Record copy Duplicate copies	Department maintains record copy Retain until administrative need ends then destroy	Division only has duplicate copies
5.	Cancelled Solicitation Files <i>Formal solicitations to provide products or services that were cancelled prior to executing a contract</i> Record copy Duplicate copies	Retain for 1 year after close of fiscal year then destroy Retain until no longer needed then destroy	

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State Archivist's Signature <i>Terry Kitchener</i>	Date <i>3/14/2008</i>	Records Liaison Officer's Signature <i>Betsy Hannah</i>	Date <i>01-25-2008</i>
Attorney General's Signature	Date	State Auditor's Signature	Date

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DEPARTMENT Department of Public Health and Environment		DIVISION Prevention Services	SECTION Fiscal Records (Division-Wide)	PERMANENT <input checked="" type="checkbox"/>	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS	
6.	Expenditure Records and Control Files <i>Vouchers and all documents related to non-contract payments for agency and employee expenditures, including travel reimbursement. Includes vendor invoices and statements, commitment documents, information verifying date goods or services were received, payment voucher reference number, description of transaction, date and amount of transaction, account information on projects or programs charged and evidence of proper authorization of the charge</i> Record copy Duplicate copies	Department maintains record copy Retain until no longer needed then destroy		Division only has duplicate copies	
7.	Grant Case Files <i>Grants awarded by the Division, including accepted proposals and applications, contracts, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status and monitoring of grants; allocation of funds and project budgets</i> Record copy: Duplicate copies	Retain 3 years after grant has ended then destroy Retain until no longer needed then destroy			

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State Archivist's Signature <i>Terry Kettelsen</i>	Date 3/14/2008	Records Liaison Officer's Signature <i>Betsy Hannah</i>	Date 01-25-2008
Attorney General's Signature	Date	State Auditor's Signature	Date



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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS		
8.	<p>Grant Files <i>Official files regarding financial assistance received by a state agency/institution, from federal or private sources. Documentation includes: announcement and applications, grant award and modifications, budget, financial status reports, close out letter from grantor and other related correspondence, reports and information as necessary to meet audit or statutory requirements of the granting agency.</i></p> <p>Record copy</p> <p>Duplicate copies</p>	<p>Retain by state agency to satisfy the requirements of the grantor then destroy</p> <p>Retain until no longer needed then destroy</p>	Retention period generally is three years after the submission of the final grant report or until any pending audit, claim or litigation has been resolved.		
9.	<p>Inter-departmental Transfers <i>Prepared and used by agencies to request transfer of funds to another agency to pay for services rendered or goods provided</i></p> <p>Record copy</p> <p>Duplicate copies</p>	<p>Retain for 3 years after close of fiscal year then destroy</p> <p>Retain until no longer needed then destroy</p>			

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State Archivist's Signature <i>Terry Ketselsen</i>	Date <i>3/14/2008</i>	Records Liaison Officer's Signature <i>Betsy Hannah</i>	Date <i>01-25-2008</i>
Attorney General's Signature	Date	State Auditor's Signature	Date



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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
10.	Periodic Budget Reports <i>Monthly or routine reports on the status of agency appropriation accounts and apportionment, excluding Annual Budget Reports</i> Record copy Duplicate copies	Retain for 3 years after close of fiscal year then destroy Retain until no longer needed then destroy	Division has the record copy
11.	Procurement Card Records (P-Cards) <i>Credit card receipts and vendor receipts or bills of sale detailing the description, quantity and price of items purchased. Information showing the account charged on the accounting system and authorization for the purchase are included</i> Record Copy Duplicate copies	Retain for 3 years after close of fiscal year then destroy Retain until no longer needed then destroy	
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State Archivist's Signature	Date	Records Liaison Officer's Signature	Date
<i>Terry Ketselsen</i>	<i>3/14/2008</i>	<i>Betsy Hauvald</i>	<i>01-25-2008</i>
Attorney General's Signature	Date	State Auditor's Signature	Date
		<i>[Signature]</i>	



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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
12.	State Contracts <i>Contract files that document procurements for any amount and type, including contract, requisition, purchase order, lease records, correspondence, basis for award, contract administration records of every type including but not limited to payroll files, receipts, inspection reports, audit information and payments</i> Record copy Duplicate copies	6 years after contract period ends, plus any contract terms limiting action then destroy Retain 3 years after contract period ends then destroy	Department has original copy, Division has duplicate copies. Division needs to confirm that Department's retention satisfies the contract terms before destroying its duplicate copies

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State Archivist's Signature <i>Terry Ketelsen</i>	Date <i>3/14/2008</i>	Records Liaison Officer's Signature <i>Betsy Hauke</i>	Date <i>01-25-2008</i>
Attorney General's Signature	Date	State Auditor's Signature	Date

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