



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

ARCHIVES NO.  
 07-21

DEPARTMENT SECRETARY OF STATE		DIVISION ADMINISTRATION	SECTION BUDGET & FINANCE Budget Files	PERMANENT <del>NON-PERMANENT</del> <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1	BUDGET DOCUMENT	Retain by agency for 3 years then destroy.	NOTE: No record shall be destroyed that pertains to any pending legal case, claim, action or audit.	
2	BUDGET WORK PAPERS	Retain by agency for 3 years then destroy.		
3	ANNUAL BUDGET REPORTS	Retain by agency for 7 years then sent to Archives to be permanent record.		
4	APPROPRIATION DOCUMENTS	Retain by agency for 2 years.		

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 on page 4-10 of the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Terry Helgeson</i>	Date 11/6/2006	Records Liaison Officer's Signature <i>Harleen Shanon</i>	Date 5/18/06
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date 11/27/06	State Auditor's Signature <i>Charles E. Kelly</i>	Date 11/9/06