



ARCHIVES#
16-44

DEPARTMENT Revenue		DIVISION Executive Director's Office		SECTION Budget Office		PERMANENT <input type="checkbox"/>		NON-PERMANENT <input checked="" type="checkbox"/>	
ITEM NO.	RECORD TITLE	RETENTION PERIOD		CITATIONS/SPECIAL INSTRUCTIONS					
01	Budget Submission Document	Retained by state agency/institution for three years		#1, 7, C - 2					
02	Budget Work Papers - Documents used to create the annual budget submission	Retain by agency for 3 years and then destroy		#1, 2 - 3					
03	Federal Grant Yearly Reports	Retain by agency for 3 years after grant ends and then destroy.		#1, 2 - 5					
04	Grant Management Files - Accepted applications - Grant agreements - Grant related correspondence - Grant Budget Allocations	Retain by agency for 3 years after grant has ended and then destroy.		#1, 2 - 8					
05	Budget Policies	Retain by agency for 7 years then transfer to State Archives		#1, 2 - 7					
06	Monthly Budget Reports - Cash flows for cash funds - Expenditure Analysis - Monthly year-end projections and actuals reconciliations	Retain by agency for 3 years after the close of the fiscal year and then destroy.		#1, 2 - 10					
07	Annual Approved Spending Plans	Retain by agency for 2 years and then destroy		#1, 2 - 4					
08	Unsuccessful Grant Application Files	Retain for 2 years after rejection or withdrawal and then destroy.		#1, 2 - 11					
09	Construction Budget Requests	Retain by agency for 5 years and then destroy.		#1, 6 - 5					
10	Coded Long Bill	Retain by agency for 3 years. Retained by State Controller's Office for 10 years.		#1, 7, C - 1					

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY LEGAL CASE, CLAIM, ACTION OR AUDIT.

I request approval of the above records disposition. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records.

State Archivist's Signature 	Date 11/30/2015	Records Liaison Officer's Signature 	Date 11.16.15
Attorney General's Signature C.K. B. for Cynthia H. Coffman	Date 12/8/15	State Auditor's Signature 	Date 1-7-16