

## Budget Office Records Retention Schedule

**(Contact persons: Denny Austin: 5-0059, Cathy Hagen: 5-0130)**

DESCRIPTION	CUSTODIAN	RETENTION REQUIREMENTS (yrs.)			OFFICIAL?	CONFID.?	VITAL?	CURRENT RECORD FORMAT	DUPLICATED ELSEWHERE?
		LEGAL	ACTIVE	NON-ACTIVE					
		(CY: Current Yr)							
Monthly/Quarterly Financial Reports	Budget Office	State-3 Federal-3	CY + 10	1	Yes	No	No	Paper/PC	Yes (Board Office)
Budget Request Documents	Budget Office	State-3 Federal-3	CY + 10	1	Yes	No	No	Paper/PC	Yes (Board Office)
Operating Budget Documents	Budget Office	State-3 Federal-3	CY + 10	1	Yes	No	No	Paper/PC	Yes (Board Office)
Departmental Budget Documents	Department	N/A	CY + 3		No	No	No	Paper/PC	Departments
Monthly Close Reports	Budget Office	State-3 Federal-3	CY + 2	1	Yes	No	No	Paper/PC	Yes (Board Office)
Budget Book ("Internal Allocations")	Budget Office	State-3 Federal-3	CY + 3	Perm-anent	Yes	No	Yes	Paper/PC	Yes
Office Correspondence of an Official Nature	Budget Office	State-3 Federal-3	Permanent		Yes	No	No	Paper/PC	
<b>NOTES:</b>									
1) The retention period for convenience copies is 3 years which is a guideline and not a requirement.									
2) The custodian has official responsibility for retention and disposition of the record.									
3) An "Official Record" is the single official copy of a document maintained on file by an administrative unit of FUS which is usually, but not always, the original.									
Convenience copies are not official records.									
4) A "Confidential Record" is unavailable to the general public unless otherwise ordered by court, by the lawful custodian or by another person duly authorized.									
Medical, student and personnel files are examples.									
5) A "Vital Record" is one which is absolutely essential in order to continue doing business or to preserve the rights of the unit, its employees and the general public.									
6) "Office Correspondence of an Official Nature" refers to policies, procedures, reports (internal or external), etc. that are used in the administration and management of the department and that should be memorialized.									