

RECORDS MANAGEMENT MANUAL

STATE GOVERNMENT AGENCIES SCHEDULE NO. 2

BUDGETING RECORDS

2-1. Annual Budget Reports

Agency reports at the end of the fiscal year on the status of appropriation accounts and apportionment.

Retention

Record copy: Permanent. Retain by agency for 7 years and then transfer to State Archives.

Duplicate copies: Retain by agency for 5 years and then destroy.

2-2. Block Grant Monthly Reports

Annual reports on grants received by State agencies from the Federal Government and may contain application, notice of award, program reports, and correspondence.

Retention

Record copy: Retain by agency for 3 years after grant ends and then destroy.

Duplicate copies: Retain by agency for 1 year and then destroy.

2-3. Block Grant Yearly Reports

Annual reports on grants received by State agencies from the Federal Government and may contain application, notice of award, program reports, and correspondence.

Retention

Record copy: Retain by agency for 3 years after grant ends and then destroy.

Duplicate copies: Retain until no longer needed then destroy.

2-4. Budget Apportionment Files

Apportionment and reapportionment schedules, proposing monthly obligations under each authorized appropriation.

Retention

Record copy: Retain by agency for 2 years and then destroy.

Duplicate copies: Retain by agency for 1 year and then destroy.

2-5. Budget Work Papers

Records used to assist in the preparation of the division budget and to justify budget requests presented to the department director. They also contain work program, etc.

Retention

Record copy: Retain by agency for 3 years and then destroy.

Duplicate copies: Retain until no longer needed then destroy.

2-6. Budget Estimates and Justification Files

Copies of budget estimates and justification prepared or consolidated in formally organized budget offices. Included are appropriation language sheets, narrative statements, workload/expansion plans and related schedules and data.

Retention

Record copy: Retain by agency for 5 years and then destroy.

Duplicate copies: Retain until no longer needed then destroy.

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2-7. Budget Policy Files

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.

Retention

Record copy: Retain by agency for 7 years then transfer to State Archives.

Duplicate copies: Retain by agency for 2 years and then destroy.

2-8. Grant Case Files

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. Specific grant case files may have additional retention requirements, please contact the State Archives to schedule a specific retention.

Retention

Record copy: Retain by agency for 3 years after grant has ended and then destroy.

Duplicate copies: Retain until no longer needed then destroy.

2-9. Grant Control Files

Indices, registers, logs, or other records relating to control of assigning numbers or identifying projects, applications, and grants.

Retention

Record copy: Retain by agency for 3 years after grant has ended and then destroy

Duplicate copies: Retain until no longer needed then destroy.

2-10. Periodic Budget Reports

Monthly or routine reports on the status of agency appropriation accounts and apportionment, excluding Annual Budget Reports.

Retention

Record copy: Retain by agency for 3 years after the close of the fiscal year and then destroy.

Duplicate copies: Retain until no longer needed then destroy.

2-11. Unsuccessful Grant Application Files

Rejected or withdrawn grant applications, memoranda, correspondence, and other records relating to the decision to reject the grant proposal.

Retention

Record copy: Retain for 2 years after rejection or withdrawal and then destroy.

Duplicate copies: Retain until no longer needed then destroy