

Accounting & Budget Records

SCHEDULE NUMBER	SERIES TITLE	DESCRIPTION	DISPOSITION INSTRUCTIONS	DATE APPROVED
G131	Accounting & Budget - State Funded	Accounts payable & receivable, allocations, agency copy of audit reports, banking, CAFR, credit and P-card files, disbursements, financial correspondence, GAAP reports, ledgers, petty cash, purchase orders, receipts, reconciliation, reimbursement, requisitions, sale of commodities, sales tax records, shipping/receiving, SAS reports, travel, trial balance, vendor payment files, warrants, budget reports, budget request forms, related accounting, and budget files.	Hold records three (3) years after audit, then dispose.	4/17/2025
G132	Accounting & Budget Federal and non-state funded	Series includes accounts payable & receivable, allocations, agency copy of audit reports, banking, CAFR, credit and P-card files, disbursement, financial correspondence, GAAP reports, ledgers, petty cash, purchase orders, receipts, reconciliation, reimbursement, requisitions, sale of commodities, sales tax records, shipping/receiving, SAS reports, travel, trial balance, vendor payment files, warrants, budget reports, budget request forms, related accounting, and budget files.	Hold records five (5) years, then dispose. Audit must have been released for three (3) years prior to disposal.	4/17/2025
G66	Unofficial and Office Copies of Accounting & Budget Records	Accounting and budget records, reports, applications, and related files used as work copies.	Hold copy one (1) year; then destroy.	4/17/2025