

Joint Legislative Budget Committee

Division	Schedule #	Title	Description	Disposition
Legislative Budget Office	4579	Budget Files	This series consists of files used by the Legislative Budget Office in preparing an overall balanced budget to be submitted to the State Legislature. The overall budget will consist of three parts. Part One of the overall budget will include the requested budget and the recommended budget for each general fund state agency and the proposed revenue means of which the recommended appropriation can be met. Part Two of the overall budget will include the requested and recommended budget for each special fund state agency. Part Three of the overall budget will consist of an estimated preliminary annual budget of the Dept. of Transportation and the Division of State Aid Road Construction of the Dept. of Transportation. Included are budget work papers used by the budget analysts in the budget process. These work papers will consist of copies of budget requests submitted by State agencies, copies of appropriation bills, research notes, tracking documents, financial analysis documentation and payroll projections from the State Personnel Board. This series is cut off at the fiscal year.	Hold in the current files area fifteen (15) years, the transfer to State Archives.
Legislative Budget Office	4580	Published Budget Reports	This series consists of published Legislative Budget Reports which contain the Joint Legislative Budget Committee's budget recommendation to the Legislature. Every member of the Legislature receives a copy of the published report as well as each state agency included in the budget proposal. Also included are Bulletins which are prepared after appropriations are made which summarize the appropriations. This series is cut off at the end of the fiscal year.	Hold in the current files area fifteen (15) years, then transfer to State Archives.

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Legislative Budget Office	4581	Revenue Reports	This series consists of a five page document compiles and forwarded on a monthly basis to the Members of the Joint Legislative Budget Committee detailing the major revenue sources. Included are documents detailing the Year To Date Sine Die Estimate to the general fund, the current year collection compared to the prior year collections, monthly and quarterly comparison of collections to the current year Sine Die revenue estimate, and the monthly general fund revenue for the current year. This series is cut off at the end of the fiscal year.	Hold in the current files area fifteen (15) years, then transfer to State Archives.
Legislative Budget Office	4582	Director's Correspondence	This series consists of incoming and outgoing correspondence of the Director's Office. Included are inquiries and responses from State agencies pertaining to deficits, changes to programs, and budget information. Also included is correspondence with the Department of Finance and Administration related to the Budgeting process as well as with the Chairmen of Appropriation Committees.	Hold in the current files are ten (10) years, then transfer to State Archives.