

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE
AUDIT**

SERIES #	SERIES TITLE AND DESCRIPTION	VITAL	RETENTION INSTRUCTIONS
LGAUD-001	<p>AUDIT REPORTS</p> <p>Reports prepared by external auditors examining and verifying the local government's financial activities within a fiscal year. Usually includes statements of receipts and disbursements for every department and established fund of the local government. Annual financial statements and OMB A-133 Circulars may also be included.</p>	VITAL	<p>Maintain originals at agency. Transfer copy to Archives for permanent preservation.</p>
LGAUD-002	<p>INTERNAL AUDIT REPORTS</p> <p>Reports prepared by internal auditors on either a scheduled or special basis, examining and verifying the financial activities or condition of a local government or any of its departments, subdivisions, accounts, or funds.</p>	VITAL	<p>Retain through completion/acceptance of outside audit (LGAUD-001) or 3 yrs after all questions raised by the reports have been resolved; destroy.</p> <p>NOTE: If internal audit is done to satisfy the annual audit requirements, retain at agency until no longer needed; transfer to Archives for permanent preservation.</p>
LGAUD-003	<p>AUDIT WORKING PAPERS</p> <p>Working papers, summaries, and similar records created exclusively for the purpose of carrying out an internal audit.</p>	VITAL	<p>Retain at agency 3 yrs after all questions raised by the reports have been resolved; destroy.</p>