

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
BUDGET**

SERIES #	SERIES TITLE AND DESCRIPTION	VITAL	RETENTION INSTRUCTIONS
LGBUD-001	<p><b>BUDGET PREPARATION FILES</b></p> <p>Budget requests or estimates submitted by agency or department head. Include but not limited to the tentative budget appropriation and staffing requests, estimates of revenues or expenditures, narrative of services budget message, and related records.</p> <p>A. Budget office copy</p> <p>B. Reporting office copy</p>		<p>Retain at agency 3 yrs; destroy.</p> <p>Retain at agency 3 yrs; destroy.</p>
LGBUD-002	<p><b>BUDGET HEARING AND REVIEW FILES</b></p> <p>Includes review of estimates and requests, and review of tentative budget.</p>		<p>Retain at agency 2 yrs; destroy.</p>
LGBUD-003	<p><b>PRELIMINARY OR TENTATIVE BUDGETS</b></p> <p>Draft budgets that are conditional until review process is complete.</p>		<p>Retain at agency 2 yrs; destroy.</p>
LGBUD-004	<p><b>ANNUAL BUDGET REPORTS</b></p> <p>Approved annual departmental request to budget office or governing body/commission for allocations of operational funds for the upcoming fiscal year/calendar year.</p> <p>A. Official copy when not included in minutes</p> <p>B. When budget is included in minutes</p> <p>C. Reporting office copy</p>	<p>VITAL</p>	<p>Retain at agency 3 yrs; successful audit; transfer to Archives for permanent preservation.</p> <p>Retain at agency until officially recorded in minutes; destroy.</p> <p>Retain at agency 3 yrs; destroy.</p>
LGBUD-005	<p><b>SPECIAL BUDGETS</b></p> <p>Budgets filed with state or federal agencies.</p>		<p>Retain at agency 3 yrs; successful audit; destroy.</p>

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<b>LGBUD-006</b>	<p><b>BUDGET STATUS REPORTS</b></p> <p>Reports on allocation, receipts, expenditures, encumbrances and unencumbered funds.</p> <p><b>A. Cumulative reports</b></p> <p><b>B. Monthly or quarterly reports</b></p>	<p><b>VITAL</b></p>	<p>Retain at agency 3 yrs; successful audit; destroy.</p> <p>Retain at agency; successful audit; destroy.</p>
<b>LGBUD-007</b>	<p><b>BUDGETARY CHANGE REQUESTS</b></p> <p>Includes approval or denial for change in approved budget and including, but not limited to, transfer of funds from one budget item to another, overtime authorization, or request for supplemental funds.</p>		<p>Retain at agency 3 yrs; successful audit; destroy.</p>