

## Office of Fiscal Planning and Analysis Schedules

\* More detailed record descriptions may be found by clicking the MDAH numbers. Please contact the Curator or Records Management Specialist with any additional questions.

| *Record                                  | Retention   | Notes   | MDAH #               |
|--|---|---------|----------------------|
| Budget Development and Maintenance Files | Hold 10 years; then dispose. Audit must have been released 3 years prior to disposal.   | Public. | <a href="#">5952</a> |
| Budget Revision Files                    | Hold 10 years; then dispose. Audit must have been released 3 years prior to disposal.   | Public. | <a href="#">5950</a> |
| IHL Reports                              | Hold 10 years; then dispose. Audit must have been released 3 years prior to disposal.   | Public. | <a href="#">5955</a> |
| Internal Reports                         | Hold 5 years; then dispose. Audit must have been released 3 years prior to disposal.  | Public. | <a href="#">5953</a> |
| New Budget Requests                      | Hold 10 years; then dispose. Audit must have been released 3 years prior to disposal.   | Public. | <a href="#">5954</a> |
| University Annual Budget                 | Transfer 2 copies to the University Archives annually and hold permanently. Hold copies in the Office of Fiscal Planning and Analysis 10 years; then dispose. | Public. | <a href="#">5951</a> |