

Office of Fiscal Planning and Analysis Schedules

* More detailed record descriptions may be found by clicking the MDAH numbers. For general information on state records retention guidelines, please visit [MDAH's Webpage](#). Please contact the Curator or Records Management Specialist with any additional questions.

*Record	Retention	Notes	MDAH #
Budget Development and Maintenance Files (State Funded)	Hold records three (3) years after audit, then dispose.	Public.	G131
Budget Development and Maintenance Files (Federal and Non-State Funded)	Hold records five (5) years, then dispose. Audit must have been released for three (3) years prior to disposal.	Public.	G132
Budget Revision Files (State Funded)	Hold records three (3) years after audit, then dispose.	Public.	G131
Budget Revision Files (Federal and Non-State Funded)	Hold records five (5) years, then dispose. Audit must have been released for three (3) years prior to disposal.	Public.	G132
IHL Reports	Hold 10 years; then dispose. Audit must have been released 3 years prior to disposal.	Public.	G328
Internal Reports	Hold seven (7) years after final action or audit, then dispose.	Public.	G328
New Budget Requests (State Funded)	Hold records three (3) years after audit, then dispose.	Public.	G131
New Budget Requests (Federal and Non-State Funded)	Hold records five (5) years, then dispose. Audit must have been released for three (3) years prior to disposal.	Public.	G132

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.	Internal Policy Decision	5951 - IP
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