

Office of the Controller 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 #
Bureau of Buildings Records	Transfer building plans and as-built drawings to University Archives. Hold seven (7) years after final action or audit, then dispose.	Public.	G328
Capital Lease Records	Hold 5 years after completed payment of leases, then dispose. Audit must have been released 3 years prior to disposal.	Public.	G163
Debt Files	Hold 10 years after completed payment of debt, then dispose. Audit must have been released 3 years prior to disposal.	Restricted.	G328
Establishment and Maintenance of Agency Fund Budgets (State Funded)	Hold 3 years, then dispose. Audit must have been released 3 years prior to disposal.	Public.	G131
Establishment and Maintenance of Agency Fund Budgets (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

FEMA Records	Hold 10 years after close of related disaster by FEMA, then dispose. Audit must have been released 3 years prior to disposal. Transfer all finalized FEMA reports and disaster closing documents to University Archives.	Public.	G328
International Student Records	Hold seven (7) years after final action or audit, then dispose.	Restricted.	G328
Investment Reconciliation Records (State Funded)	Hold records three (3) years after audit, then dispose.	Restricted.	G131
Investment Reconciliation Records (Federal and Non-State Funded)	Hold records five (5) years, then dispose. Audit must have been released for three (3) years prior to disposal.	Restricted.	G132
Tax Deduction Records	Hold 5 years, then dispose. Audit must have been released 3 years prior to disposal.	Restricted.	G241