



for **Contractors/Vendors** for **Government Entities** for **State Employees** for the **Public**

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Series
Authorization No: 10551622 **Agency:** AGO **Division:** F564 **Section:** NA **Revision:** 0

Agency Series No.: FIN-06 **Record Series Title:** Budgets and Related Materials

Record Series Description: Records document the preparation of the office's budget request to the Office of Budget Management (OBM) as well as the planned distribution of funds to the the office's sections. Records include, but are not limited to: documents pertaining to the agency budget; budget narratives; expenditure justifications; executive budget proposals; spending authority adjustments; OBM reports that reference appropriations; internal budget plans and projections; reports and supporting budget documentation and tables; documents that support the development of each biennium/annual budget; divisional budget analysis; and other materials relating to specific budget issues during the biennium.

Agency Web Link:

Confidential Description	Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	Retain 3 years from the start of the fiscal year, then destroy provided audited by Auditor of State and audit report is released.		Delete
Paper	Retain 3 years from the start of the fiscal year, then destroy provided audited by Auditor of State and audit report is released, unless saved electronically.		Shred

Approvals:

Created		Date: 8/11/2016
Approved	Nathan Owens, Records Coordinator	Date: 8/11/2016
Approved	Pari Swift, Records Officer	Date: 8/11/2016
Approved	Bunnie Jones, Record Administrator	Date: 9/16/2016
Approved	Fred Previts, State Archivist	Date: 9/20/2016
Approved	Martin Meeks, State Auditor	Date: 9/22/2016

Notes:

Note Date	Note Description	User