



# Records Retention



STATE OF MONTANA SECRETARY OF STATE RECORDS MANAGEMENT BUREAU <b>GENERAL RECORDS RETENTION SCHEDULE</b>		Records Category ▶ <b>SBAS RECORDS</b>				
		General Schedule Number ▶ <b>1</b>				
		Page 1 of 5 ▶ 1999				
Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
	INFORMATION AND CONTROL CORE FORMS					
1	Agency Description	Accounting Division Agency	3 years 1 year		3 years 1 year	Archives Destroy
2	Accounting Entity Descriptions	Accounting Division Agency	3 years 1 year		3 years 1 year	Archives Destroy
3	Control Account Descriptions	Accounting Division Agency	3 years 1 year		3 years 1 year	Archives Destroy
4	Program Descriptions	Accounting Division Agency	3 years 1 year		3 years 1 year	Archives Destroy
5	Object of Expenditure Description	Accounting Division Agency	3 years 1 year		3 years 1 year	Archives Destroy
6	Statewide Revenue Classification Description	Accounting Division Agency	3 years 1 year		3 years 1 year	Archives Destroy
7	Object of Revenue Description	Accounting Division Agency	3 years 1 year		3 years 1 year	Destroy Destroy
8	Responsibility Center Attributes	Agency	1 year		1 year	Destroy
9	Reporting Center Specifications	Agency	1 year		1 year	Destroy
	TRANSACTION DOCUMENTS					
10	Notice of Legislative Appropriation	Office of Budget & pp Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
11	Notice of Appropriation	Office of Budget & pp Agency	1 year 3 years	3 years	4 years 3 years	Archives Destroy
12	Operational Plan/Budget Amendment	Office of Budget & pp Agency	1 year 3 years	3 years	4 years 3 years	Archives Destroy

STATE OF MONTANA SECRETARY OF STATE RECORDS MANAGEMENT BUREAU <b>GENERAL RECORDS RETENTION SCHEDULE</b>		Records Category <b>General Financial Records</b>				
		General Schedule Number <b>1</b>				
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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
<b>ACCOUNTING FORMS</b>						
1	Business Unit Form (GL,AR,AP, AM, PO, Billing...)	Accounting Division	3 years*		3 years*	Destroy
		Agency	1 year*		1 year*	Destroy
2	Fund Description Form	Accounting Division	3 years*		3 years*	Destroy
		Agency	1 year*		1 year*	Destroy
3	Account Form Request	Accounting Division	3 years*		3 years*	Destroy
		Agency	1 year*		1 year*	Destroy
4	Inter-Entity Loan Request Form	Accounting Division	3 years**		3 years**	Destroy
		Agency	3 years**		3 years**	Destroy
5	Other <u>Chartfields</u> Documentation Forms	Agency	1 year*		1 year*	Destroy
<b>TRANSACTION DOCUMENTS</b>						
6	Appropriation Budgets	Office of Budget & pp	1 year	5 years	6 years	Archives
		Agency	5 years		5 years	Destroy
7	Organizational Budgets	Office of Budget & pp	1 year	5 years	6 years	Archives
		Agency	5 years		5 years	Destroy
8	Journal Documentation (Including but not limited to the following- SWI, AR, AP, AM, ONL, IU, EAC)	Agency	3 years		3 years	Destroy
9	Revenue Estimate Budget Journals	Office of Budget & pp	3 years	5 years	8 years	Destroy
		Agency	5 years		5 years	Destroy

\*-After Inactivated/Closed/Rescinded

\*\* -Paid Off

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
<b>STATE ACCOUNTING DOCUMENTATION</b>						
10	SWCAP (Statewide Cost Allocation Plan)	Accounting Division	10 years	N/A	10 years	Destroy
11	CMIA (Cash Management Improvement Act)	Accounting Division	10 years	N/A	10 years	Destroy
12	Printed CAFR (Comprehensive Annual Financial Report)	Accounting Division	Permanent	N/A	Permanent	Archive
13	CAFR Adjustment Files	Accounting Division	10 years	N/A	10 years	Destroy
14	Accounting Policy	Accounting Division	2 Years*	N/A	2 Years*	N/A
<b>VOUCHER DOCUMENTS</b>						
15	Voucher Documentation	Agency	4 years	3 years	4 years	Destroy
16	Warrant Cancellation Notice	Accounting Division	3 years	3 years	6 years	Destroy
17	Vender Form (Non-Interface vendor – Submitted to DOA)	Agency	3 years		3 years	Destroy
		Accounting Division	5 years	N/A	5 years	Destroy
18	Vender W-9/W-8 (Submitted to DOA)	Agency	3 years		3 years	Destroy
		Accounting Division	5 years	N/A	5 years	Destroy
19	Vender W-9/W-8 (Interface Vendor)	Agency	3 years		3 years	Destroy
		Accounting Division	5 years	N/A	5 years	Destroy
20	Warrant- Replacement State Date Forms	Agency	3 years		3 years	Destroy
		Accounting Division	5 years	N/A	5 years	Destroy
21	All Purpose Warrant Signature Authorization Forms	Agency	3 years		3 years	Destroy
		Accounting Division	5 years	N/A	5 years	Destroy
22	All Purpose Warrant Sign In/Out Sheet	Accounting Division	5 years	N/A	5 years	Destroy
23	Payment Fraud File	Accounting Division	5 Years*	N/A	5 Years*	N/A

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		General Schedule Number <b>1</b>				
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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
<b>IRS DOCUMENTS</b>						
24	CP 2100 (Invalid Name TIN Match)	Accounting Division	10 years	N/A	10 Years	Destroy
25	972CG Notice (Info Return Proposed Penalty Notice)	Accounting Division	10 years	N/A	10 Years	Destroy
26	B Notice Solicitation	Accounting Division	10 years	N/A	10 Years	Destroy
27	1099-MISC	Accounting Division	10 years	N/A	10 Years	Destroy
28	1099-S	Agency	10 years	N/A	10 Years	Destroy
29	1099-C	Agency	10 years	N/A	10 Years	Destroy
30	1099-INT	Agency	10 years	N/A	10 Years	Destroy
31	1099-W2G	Agency	10 years	N/A	10 Years	Destroy
32	Excise Fuel Tax	Accounting Division	10 years	N/A	10 Years	Destroy
		Agency	10 years	N/A	10 Years	Destroy
33	Other IRS Correspondence	Accounting Division	10 years	N/A	10 Years	Destroy
		Agency	10 years	N/A	10 Years	Destroy
<b>TREASURY DOCUMENTS</b>						
34	Bank Statement	Treasury Unit	5 years	N/A	5 years	Destroy
		Agency	3 years	2 years	5 years	Destroy
35	EFT Payment Forms Documentation	Treasury Unit	5 years	N/A	5 years	Destroy
		Agency	3 years		3 years	Destroy
36	Bank Reconciliation	Treasury Unit	5 years	N/A	5 years	Destroy
		Agency	3 years		3 years	Destroy
37	ACH Reconciliation	Treasury Unit	5 years	N/A	5 years	Destroy
		Agency	3 years		3 years	Destroy

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STATE OF MONTANA  
SECRETARY OF STATE  
RECORDS MANAGEMENT BUREAU  
**GENERAL RECORDS RETENTION SCHEDULE**

Records Category      **General Financial Records**

General  
Schedule Number      **1**

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
38	Cash Sheets Documentation	Treasury Unit	5 years	N/A	5 years	Destroy
39	Cash Concentration	Treasury Unit	1 years	N/A	1 years	Destroy
40	Treasury Deposit Ticket	Treasury Unit	5 years	N/A	5 years	Destroy
		Agency	3 years		3 years	Destroy
41	Treasury Posting (999 Posting sheet)	Treasury Unit	5 years	N/A	5 years	Destroy
42	Notice of Dishonored Checks (From Bank)	Treasury Unit	5 years		5 years	Destroy
43	Dishonored Checks	Treasury Unit	5 years	N/A	5 years	Destroy
44	Collateral Reports	Treasury Unit	5 years	N/A	5 years	Destroy
<b>ASSET DOCUMENTATION</b>						
45	Capital Asset Documentation (non-deeded property)	Agency	3 years*	N/A	3 years*	Destroy
46	Expensed Assets Documentation (If insured or sensitive in nature)	Agency	3 years*	N/A	3 years*	Destroy
47	Inventory Listing of sensitive items	Agency	3 years		3 years	Destroy
48	Capital Asset Documentation (Deeded Property)	Agency	3 years*		3 years*	Archive
49	Capital Lease Documentation	Agency	3 years*		3 years*	Destroy
<b>LEGISLATIVE REPORTS</b>						
50	New Internal Service Enterprise Funds	Accounting Division	6 years	N/A	6 years	Destroy
51	Inter-entity Loan Detail Report	Accounting Division	6 years	N/A	6 years	Destroy
52	A-Accrual Extension Information	Accounting Division	6 years	N/A	6 years	Destroy
53	Unaudited General Fund Balance Report	Accounting Division	6 years	N/A	6 years	Destroy
54	Audited General Fund Balance Report	Accounting Division	6 years	N/A	6 years	Destroy
55	Local Government Charge for Services fund Limitation Report	Accounting Division	6 years	N/A	6 years	Destroy
56	Modified Deposit Exception Report	Accounting Division	6 years	N/A	6 years	Destroy

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STATE OF MONTANA SECRETARY OF STATE RECORDS MANAGEMENT BUREAU <b>GENERAL RECORDS RETENTION SCHEDULE</b>		Records Category <b>SABHRS FINANCIAL SYSTEM RECORDS</b>				
		General Schedule Number <b>2</b>				
		Page 1 of 2      2012				
Item	Record Series Title	Distribution	Production System	Archive System	Total	Disposition
<b>SABHRS FINANCIAL MODULE</b>						
1	Accounts Receivable	SABHRS-FAB	2 years*	Up to 10 yr	Up to 12*	Destroy
2	Accounts Payable	SABHRS-FAB	2 years*	Up to 10 yr	Up to 12*	Destroy
3	GL Ledgers	SABHRS-FAB	2 years*	Up to 20 yr	Up to 22*	Destroy
4	GL Journals	SABHRS-FAB	2 years*	Up to 10 yr	Up to 12*	Destroy
5	Budget Ledgers	SABHRS-FAB	5 years*	N/A	5 years*	Destroy
6	Budget Journals	SABHRS-FAB	5 years*	N/A	5 years*	Destroy
7	Asset Management	SABHRS-FAB	2 years#	N/A	2 years #	Destroy
8	Purchasing/Pro Card	SABHRS-FAB	2 years*	Up to 10 yr	Up to 12*	Destroy
9	Billing	SABHRS-FAB	2 years*	Up to 10 yr	Up to 12*	Destroy
<b>SABHRS FAB SYSTEM DOCUMENTATION</b>						
10	System Customization Documentation	SABHRS-FAB	2 years #	N/A	2 years #	Destroy
11	Security Documentation	SABHRS-FAB	2 years #	N/A	2 years #	Destroy

\* - Plus current Year

# - After Inactivated/Retired/Disposal

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		General Schedule Number <b>2</b>				
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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
	<b>BUDGET FORMS</b>					
12	Budget Preparation Forms (Forms B-02, B-7, B-8, A, B, C, B-1000, B-80, B-70)	Agency	3 years		3 years	Destroy
13	Correspondence Concerning Budgets	Office of Budget & pp Agency	2 Years 2 Years	3 Years	5 Years 2 Years	Destroy Destroy
14	Position Control Report	Office of Budget & pp Agency	2 Years 1 Years	3 Years	5 Years 12 Years	Destroy Destroy
15	Position Control Adjustment	Office of Budget & pp Personnel Agency	2 Years 2 Years 2 Years	3 Years	5 Years 2 Years 2 Years	Destroy Destroy Destroy
16	Adjustment Update Report	Office of Budget & pp Agency	2 Years 2 Years	3 Years	5 Years 2 Years	Destroy Destroy
17	Budget Addition Request (Justifications, Program Analysis, Staffing Pattern)	Office of Budget & pp Agency	2 Years 2 Years	3 Years	5 Years 2 Years	Destroy Destroy
18	Budgets	Office of Budget & pp Agency SABHRS-FAB	2 Years 2 Years 5 Years *	3 Years	5 Years 2 Years 5 Years *	Destroy Destroy Destroy

\* - Plus current Year

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