

RECORDS INVENTORY AND RETENTION SCHEDULE

Department	Item	Office Responsible	Recommended Retention Period
<i>Department of Physical Facilities</i>	Warehouse Accounting Records (Including Requisitions, Inventories, Delivery and Receiving Data)	Logistics	5 yrs. or the life of the contract/grant period and until all audit requirements have been met, whichever is longer

Revised: 02/18/09

Revised: 08/25/10

Revised: 01/26/12

Revised: 02/25/16