

RECORDS INVENTORY AND RETENTION SCHEDULE

Department	Item	Office Responsible	Recommended Retention Period
<i>Department of Fiscal Services</i>	Requisitions	Purchasing	3 yrs. and until all audit requirements are met
<i>Department of Fiscal Services</i>	Furniture and Equipment List (State Approved)	Purchasing	3 yrs. and until all audit requirements are met
<i>Department of Fiscal Services</i>	Correspondence Files	Purchasing	3 yrs. and until all audit requirements are met
<i>Department of Fiscal Services</i>	Purchase Orders	Purchasing	5 yrs. and until all audit requirements are met

Revised: 02/18/09

Revised: 08/25/10

Revised: 01/26/12

Revised: 02/25/16