

Office of the Controller Schedules

* More detailed record descriptions may be found by clicking the MDAH numbers. 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. Dispose other files 3 years after close of project. Audit must have been released 3 years prior to disposal.	Public.	5992
Capital Lease Records	Hold 5 years after completed payment of leases, then dispose. Audit must have been released 3 years prior to disposal.	Public.	5999
Debt Files	Hold 10 years after completed payment of debt, then dispose. Audit must have been released 3 years prior to disposal.	Restricted.	5993
Establishment and Maintenance of Agency Fund Budgets	Hold 3 years, then dispose. Audit must have been released 3 years prior to disposal.	Public.	5987
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.	5991
International Student Records	Hold 5 years after release of federal audit, then dispose.	Restricted.	5990

Investment Reconciliation Records	Hold 3 years, then dispose. Audit must be released 3 years prior to disposal.	Restricted.	5989
Tax Deduction Records	Hold 5 years, then dispose. Audit must have been released 3 years prior to disposal.	Restricted.	5988