

GRS8 Fiscal Records

This schedule is the records retention and disposition authority for use by the following agencies:

- a. State agencies that use the services of state financial authorities. *
- b. Local government agencies that use the services of municipal financial authorities. *
- c. Quasi-public agencies that use the services of state financial authorities. *

Agencies that do not use the services of the above financial authorities cannot use this schedule as a disposal authority for their financial records. They should contact the State Archives/Public Records Administration.

Before actual records destruction may take place, agencies must submit a Certificate of Records Destruction to the State Archives/Public Records Administration (RIGL §38-1-10, §38-3-6(j), §42-8.1-10). Certificates of Records Destruction authorize the disposal of records and act as the legal replacement for the actual records subsequently destroyed.

Section 8 of the General Records Schedule contains the following sections:

- GRS8.1 Authorization Records**
- GRS8.2 Expenditure Management Records**
- GRS8.3 Capital Purchase and Equipment Assets Management Records**
- GRS8.4 Debt Service Records**
- GRS8.5 Income/Receipt Records**
- GRS8.6 Accounting Records**
- GRS8.7 Accounting Reports**
- GRS8.8 Payroll Records**
- GRS8.9 Budget Records**
- GRS8.10 Procurement Records**
- GRS8.11 Miscellaneous Records – Audits, Insurance**

Appendix: Permanent Records

* “Financial authority” As used in this document, financial authority may mean:

1. For state agencies and quasi-public agencies: Department of Administration: Accounts and Control, Division of Purchasing, Budget Office, as well as the General Treasurer.
2. For local government agencies: Finance Director, Treasurer, Purchasing Agent, or any other financial authority.

GRS8 Fiscal Schedule

GRS8.1 Authorization Records

GRS8.1.1 Financial System Access and Authorization Records

Copies of documentation submitted to financial authority to enable agency personnel to access and use enterprise information services and systems in place for recording and extracting financial transaction information (accounting information, purchases by, and payments. Included are forms submitted by departments requesting access and use privileges for specific applications of the enterprise automated financial information system by designated agency staff, forms seeking designation of specific departmental personnel as agents authorized to approve and sign for purchases made on the department's behalf, and office supply purchase order forms. Also includes copies of taxpayer identification forms that agencies submit to the financial authority, as well as access to State Time and Attendance Reporting System (STARS) Access Form.

Retention: Retain three (3) years after authority updated, superseded, or expired.

Note: For state credit card authorization and use see below GRS 8.1.5 Credit Card Payment Record and 8.2.8 Purchase Card Records.

GRS8.1.2 Inter-Agency RIFANS Accounts Access

Documentation relating to agency application to financial authority to have access to a cooperating agency's RIFANS account.

Retention: Retain three (3) years after updated, superseded, or obsolete.

GRS8.1.3 Authorized Purchasing Agent Lists

Documentation concerning personnel that agencies have designated to receive delegated authority from financial authority to act as purchasing agents on its behalf for authorized dollar amounts. Documentation includes level of expenditure authorized, access to Chief Purchasing Agent, and authority to decide on emergency purchase requests. (State Procurement Regulation 5.3)

Retention: Retain three (3) years.

GRS8.1.4 Use of Restricted or Special Revenue Funds

Records documenting source of funds (bequests, bonds, donations, gifts, grants) and agency application for authorization to draw on restricted or special revenue funds and incur obligations against funds that are not otherwise appropriated to the agency by the annual appropriation acts of the regular session of the General Assembly. Use of funds must be previously appropriated or reappropriated or approved by the Governor, the Speaker of the House, and the President of the Senate, and await written authorization in response to agency request. State agencies desiring the Governor's approval to expend or obligate receipts not appropriated or reappropriated by the General Assembly in the annual appropriation act or supplemental appropriation act must forward a request to the proper financial authority for approval. (State: state budget officer, who forwards copy to the

Speaker of the House and the President of the Senate. Records include documentation related to application and approval.) (RIGL § 35-4-22.2, RIGL § 35-4-6)

Retention: Retain seven (7) years.

GRS8.1.5 Credit Card Payment Record

Records documenting agency receipt of proper authorization from financial authority to accept credit card payments for delivery of its products and services. (RIGL § 35-21-1)

Retention: Retain three (3) years after expiration of authority.

Other Authorization Records:

Electronic Funds Transfer Authorizations

See GRS8.8.8 Electronic Funds Transfer Authorizations.

Letters of Authorization – Expedited Purchases

See GRS8.10.4 Emergency Procurement Records.

See GRS8.10.5 Letters of Authorization – Immediate Delivery.

Imprest Cash Fund Authorization Records

See GRS8.5.2 Imprest Cash Fund Application.

Note: For other imprest cash fund management documents see GRS8.5.3 Income/Receipt Records.

Quasi-Public Agencies Audits

See GRS8.11.3 Quasi-Public Agency Audits.

GRS8.2 Expenditure Management Records

GRS8.2.1 Federal Reimbursement Records

Records relating to agency up front expenditures made under federal programs pending receipt of federal funds. Records document agency expenditures and delivery of programs and/or services. Records may include vendor invoices, federal reimbursement forms, supporting documentation and related forms and correspondence. (RIGL § 35-6-42)

a) Records retained exclusively by agency

Retention: Retain ten (10) years after final reimbursement received.

b) Copies of records transmitted to financial authority

Retention: Retain seven (7) years after final reimbursement.

GRS8.2.2 Invoices, Vouchers, and Supporting Documents

Records related to provision of documentation necessary for authorization of payments to vendors for agencies' purchases of products and services. Records may include, but are not limited to, sales invoices, vouchers, packing slips, direct payment documentation for standing orders and regular purchases, backup documentation for vouchers, office supply vouchers as well as authorization to pay vendor forms and adjustment vouchers. (RIGL § 35-6-19)

a) Records retained exclusively by agency

Retention: Retain ten (10) years.

b) Copies of records transmitted to financial authority

Retention: Retain seven (7) years.

Note: See GRS8.10.2 Purchase Requisition Records for purchase requisition documentation.

GRS8.2.3 Encumbrance Documents

Current fiscal year encumbrance and pre-encumbrance detail documents. These documents describe the goods or services requested and include the estimated costs. They are used by fiscal operations to certify the availability of funds and the appropriateness of the charge.

a) Records retained exclusively by agency

Retention: Retain ten (10) years.

b) Copies of records transmitted to financial authority

Retention: Retain seven (7) years.

GRS8.2.4 Disallowed Claims

Records documenting agency claims disallowed by financial authority. (RIGL § 35-6-12)

a) Records retained exclusively by agency

Retention: Retain ten (10) years.

b) Copies of records transmitted to financial authority

Retention: Retain seven (7) years.

GRS8.2.5 Travel Request Records

Copies of business travel request forms submitted to financial authority for lodging, transportation, and car rental authorization. Includes forms and any supporting documentation.

a) Records retained exclusively by agency

Retention: Retain ten (10) years.

b) Copies of records transmitted to financial authority

Retention: Retain seven (7) years.

GRS8.2.6 Travel Expenditure Records

Includes employee forms reporting in-state travel expenses as well as out-of-state travel expenses. Also includes supporting expense documentation as well as employee reimbursement vouchers.

a) Records retained exclusively by agency

Retention: Retain ten (10) years.

b) Copies of records transmitted to financial authority

Retention: Retain seven (7) years.

GRS8.2.7 Payer's Request for Tax Identification Number and Certification

Forms in which agencies, as payers for services, furnish financial authority with taxpayer identification (W-9), as required by the Internal Revenue Service.

Retention: Retain three (3) years or until of no further administrative value, whichever is later.

GRS8.2.8 Purchase Card Records

Government financial authority sometimes finds it convenient to issue and authorize the use of purchase cards (credit cards) to some employees to purchase goods and services directly related to public business. Records document use of cards as well as records of purchases made using cards. Series may include, but is not limited to, copies of monthly credit card purchase statements, with supporting documentation, advertisement purchase request forms, applications/agreements for purchase cards, off-line purchase forms, and "Will call" purchase card forms.

a) Records retained exclusively by agency

Retention: Retain ten (10) years.

b) Copies of records transmitted to financial authority

Retention: Retain seven (7) years.

GRS8.2.9 Rotary Fund Management Records

Records document agency payments to other agencies for products and services under a vendor-customer relationship. Services may include information technology, human resources, state fleet, property, legal, telecommunications, warehousing or other services. Funds are provided by advances from the General Fund. Departments are usually billed once a month on a cost basis. Internal Service Fund billings are prepared periodically during the month on an Internal Transfer Voucher form. These vouchers are forwarded by the billing agency directly to the financial authority (Office of Accounts and Control) for payment. Record includes Monthly Accounts of Disbursing Officers listing fund expenditures submitted to financial authority by agency disbursing officer. May also include supporting documentation such as Cash Receipts, Disbursements Register, Sales and Accounts Receivable Register, Expenses and Accounts Payable Register, Perpetual Inventory Records, General Ledger, and fixed assets as well as monthly. (RIGL § 35-5-5 and A&C Policy (A-20 in 2008).

Note: Rotary Fund may also be known as "Internal Revenue Fund" and "Revolving Fund".

a) Records retained exclusively by agency

Retention: Retain ten (10) years.

b) Copies of records transmitted to financial authority

Retention: Retain seven (7) years.

Note: See also GRS8.7.15 Rotary Funds Monthly Accounts of Disbursing Officers and GRS8.9.5 Agency Budget Request Records.

GRS8.2.10 Vendor Files

Agency records documenting amount agencies disburse to individual vendors. May include supporting documents, including delivery orders, logs, advertising orders, and invoices documenting purchase from a specific vendor.

Retention: Retain three (3) years after updated, superseded or obsolete.

Note: Records in this series may partially duplicate those held in other record series.

GRS8.2.11 Claims in Motor Vehicle Cases

Individual(s) sustaining personal injury or damage to property by reason of the negligent operation by any government officer or employee of a motor vehicle or other motorized equipment owned by the government, may file a claim for the injury or damage with the director of the department in which the officer or employee is employed. If director, after proper investigation of the facts, determines that the claim is proper, individual (s) may, with the approval of the Attorney General/legal counsel and the Director of Administration, allow the claim, in whole or in part, but in no case in excess of one hundred dollars (\$100), and the financial authority, upon receiving notice of the allowance, shall draw his or her order upon the General Treasurer for the payment of such a sum as shall be allowed to the persons entitled thereto. Records may include, but are not limited to, correspondence and forms related to establishment and settlement of claims. (RIGL § 35-6-40)

Retention: Retain three (3) years after settlement of claim.

Note: Retention period for records related to other types of liability claims brought against the state may be found in the Attorney General Records Retention Schedule. Record Series AG.1.1 (Civil Actions Brought By and Against the State). RIGL § 9-1-25 and RIGL § 9-31-1.

Other Expenditure Management Records:

Capital Projects Expenditures Records
See GRS8.3.4 Capital Projects Expenditures.

Purchase Order Change Records
See GRS8.10.3 Purchase Orders, Contracts, Agreements Files.

Travel and Entertainment Expenses of Quasi-Public Agencies
See GRS8.11.4 Quasi-Public Agency Audits.

GRS8.3 Capital Purchase and Equipment Assets Management Records

GRS8.3.1 Capital Assets Acquisition Reports

Agencies must report fixed asset acquisitions to the financial authority, whether through donations, forfeitures, foreclosures, purchases, leases or lease/purchase, custodial trusts, or renovations. Documentation submitted contains detailed information concerning the fixed asset, including its make, model, serial number, and physical location. May also include item given to a vendor that is supplying a new item to replace the old item as part of the purchase price paid for the new item. Acquisition reports (SFA 12) are accompanied by insurance forms.

Retention: Retain three (3) years after disposal of asset.

GRS8.3.2 Surplus Property Disposal Reports

Records include documents agencies submit to financial authority to report assets retirement as a result of catastrophe or natural disaster, through loss or misplacement, or because of theft or sale, or which is declared surplus or scrap (items having no salvage value.) Information covers original cost, description and label number.

Retention: Retain five (5) years after retirement of asset.

GRS8.3.3 Reports of Fixed Asset Transfers

Agencies transferring items they no longer require to another agency must file a report. The items(s) transferred are reported on a report of fixed assets transfer financial authority form. Form also used to report changes in the physical location of an asset when line item number or building number (division) changes. Records contain information about the transfer of assets between agencies. Documentation includes information about releasing and receiving agency, description of item, location of asset, and account funding code information.

Retention: Retain three (3) years after transfer of asset.

GRS8.3.4 Capital Project Expenditures

Files dedicated to project appropriation and expenditure reports with regard to special fund accounts for construction projects and minor capital improvements. Revolving funds are employed to finance government's industrial, commercial, and service activities, the expenses of which are met by operating income, or to finance supply inventories for government institutions. Series documents each check issued from an institutional revolving fund for payroll draws, final pay, or special pay. Series contains copies of issued checks showing: name, date issued, social security number, amount, check disposition, and other data elements.

a) Records retained exclusively by agency

Retention: Retain ten (10) years after project termination.

b) Copies of records transmitted to financial authority

Retention: Retain seven (7) years after project termination.

Note: See also GRS 4.2 Construction and Improvement Records.

Note: See GRS 1.10 Grant Documentation for retention of various types of grant related records.

GRS8.3.5 Vehicle Acquisition Expenditure Records

Records documenting identity of agency, make and model of vehicle, account information, mileage, maintenance and repair costs, and financing of acquisition of vehicles under Vehicle Replacement Plan.

a) Records retained exclusively by agency

Retention: Retain ten (10) years after project termination.

b) Copies of records transmitted to financial authority

Retention: Retain seven (7) years after project termination.

Note: See also GRS8.9.5 Agency Budget Request Records for retention of Vehicle Replacement Plans.

Other Capital Purchase and Equipment Assets Management Records

See GRS8.9.5 Agency Budget Request Records.

GRS8.4 Debt Service Records

GRS8.4.1 Bond Fund Establishment Records

Records pertain to financing of local and state government projects through bonded indebtedness. Records may include, but are not limited to, preliminary studies, legal opinions, proposals and prospectuses, authorizations and certificates for issuance, cancellation and exchange records, and other related correspondence and documentation. Debts may be in form of serial bonds, capital appreciation bonds, and certificates of participation. Records document terms of repayment of obligations and nature of bond-funded expenditures. Contract to make payments on borrowed money, leases, installment purchase agreements, or otherwise, and includes a share, participation, or other interest in that agreement.

Retention: Permanent.

Note: General Treasurer also holds permanent record copy of state issued bonds.

GRS8.4.2 Bonds, Notes, and Coupons Paid

Copies of coupons and notes redeemed throughout life of the bond.

Retention: Retain three (3) years after discharge of bond.

Note: General Treasurer holds permanent record copy of state issued bonds.

GRS8.4.3 Unsold, Repurchased, or Transferred Certificates

Records may include copies of bonds, coupons, and other certificates of indebtedness in possession of the state or municipal governments that have been re-purchased, remained unsold, or whose ownership has been transferred. (RIGL § 35-8-2)

Retention: Retain six (6) years after discharge of bond.

GRS8.4.4 Attestation for Financial Statements to Issue Bonds or Certificates of Indebtedness

State financial authority forms that document city, town, or regional school district attestation to state financial authority regarding annual financial statements, authorized to submit annual financial statements of the city/town to issue bonds and or certificates of indebtedness in accordance with the purposes outlined in a particular legislative bill.

Retention: Retain six (6) years after discharge of bond.

GRS8.4.5 Certificates of Destruction

Notarized certificates of destruction for paid bonds, coupons, and certificates of indebtedness, listing in numerical order bond issue, bond and/or coupon number, date of issue, and denominations of each bond and of each coupon and certificate of indebtedness destroyed, and the time when destroyed. Fiscal agents must submit destruction certificates, provided by the financial authority, in regular intervals each month, together with a certification of the balance of the funds remaining in each bond account for the indebtedness matured and not presented for payment. (RIGL § 35-8-2)

Retention: Permanent.

GRS8.5 Income/Receipt Records

GRS8.5.1 Accounts Receivable Records

Series documents agencies' accounts receivable transactions for funds received in payment of various expenses for billable services, for user licensing fees, examination charges, and other fees for which agency receives payment. Includes cash receipt deposit vouchers.

a) Records retained exclusively by agency

Retention: Retain ten (10) years after final reimbursement.

b) Copies of records transmitted to financial authority

Retention: Retain seven (7) years after final reimbursement.

GRS8.5.2 Imprest Cash Fund Applications

Prior to the establishment of an imprest fund, agencies must submit to the financial authority documentation demonstrating need. If financial authority (State: Controller) determines that a need exists, and that adequate accounting controls are provided, establishment of the fund must then also be approved by other financial authorities (State: Budget Officer and the Chief Purchasing Officer.) Records include application documents, authorization documents, and documents related to qualifying tests for custodian and

disbursing officer designated for delegation of authority to manage fund. Fund lapses with end of each appropriation period. (RIGL § 37-2-55 and Purchasing Regulation)

Retention: Retain three (3) years.

GRS8.5.3 Imprest Cash Fund Transaction Records

Records documenting management of agencies' imprest cash funds. Authorized agency fund custodian (See above, GRS8.5.2 Income/Receipt Records - Imprest Cash Fund Applications) must at least once each month file with the financial authority (Chief Purchasing Officer) a schedule of the disbursements from the fund, supporting vouchers, statements of indebtedness approved by the head of the agency, and a certificate as to the condition of the fund. The amount of the total of the approved voucher is paid to the custodian of the fund on warrant of the financial authority (State: Chief Purchasing Officer) for reimbursement of the fund. (RIGL § 37-2-55 (d) and Procurement Regulation 1.7.2)

a) Records retained exclusively by agency

Retention: Retain ten (10) years.

b) Copies of records transmitted to financial authority

Retention: Retain seven (7) years.

GRS8.5.4 Cash Books, Receipts and Reports

Records may include, but are not limited to, cash books and journals showing receipts, cash account pre-edit listing, daily cash reports and other documentation of receipt of monies for fees, parking tickets, rentals, registrations, etc.

Retention: Retain three (3) years.

GRS8.5.5 Cash Register Validation Tapes

Receipt tapes produced by cash registers and other equipment.

Retention: Retain three (3) years.

GRS8.5.6 Rate and Fee Records

Records documenting agency fees and rates charged for various agency services.

Retention: Retain three (3) years after superseded.

GRS8.5.7 Restricted Account Indirect Cost Recovery Assessment Records

Records related to recovery of established percentage of cash receipts from eligible agency restricted receipt accounts and recorded as general revenues in the general fund. Series may include forms and other documentation completed by agency responsible for restricted account. May also include data justifying exemption from or financial authority of exemption denial from statutory assessments against agencies' recovery of indirect costs in restricted receipt accounts. (RIGL § 35-4-27)

a) Records retained exclusively by agency

Retention: Retain ten (10) years.

b) Copies of records transmitted to financial authority

Retention: Retain seven (7) years.

GRS8.5.8 Custodial Funds

Records of custodial funds received and held in trust by state agencies on behalf of patients, wards, inmates, or residents. Funds are deposited into special accounts within general revenue fund. Records may include, but are not limited to, Treasurer account earning estimates and statements, financial authority documentation of deposits, and vouchers sent to financial authority for withdrawal of funds. (RIGL § 35-4-24)

Retention: Retain five (5) years after close of individual fund.

GRS8.5.9 Bank Depository Accounts Records

Records that document agency application for temporary deposit accounts with banks not already approved by and under the financial authority (State: General Treasurer and State Comptroller). Includes application and approval documents, including periodic account status reports, financial authority (Treasurer's) bank depository authorization letter, bank documentation as well as documentation submitted to Accounts and Controls for approval. (Accounts and Controls Policy A- 44)

a) Records retained exclusively by agency

Retention: Retain ten (10) years.

b) Copies of records transmitted to financial authority

Retention: Retain seven (7) years.

GRS8.5.10 Telecommunication Reimbursement Records

Records relating to employee annual reporting of telecommunication usage and calculation of reimbursement of financial authority for charges on personal use. Also includes calculations related to fringe benefits.

a) Records retained exclusively by agency

Retention: Retain ten (10) years.

b) Copies of records transmitted to financial authority

Retention: Retain seven (7) years.

GRS8.5.11 Federal Grants Forms

Records include federal grants information schedule submitted by agencies to financial authority (Office of Accounts and Control). Information may include, but is not limited to, grant title, award amount, reporting period, federal grant CFDA number (Catalogue of Federal Domestic Assistance), account balance, free balance, and expenditure for the reporting period.

a) Records retained exclusively by agency

Retention: Retain ten (10) years.

b) Copies of records transmitted to financial authority

Retention: Retain seven (7) years.

Note: See also GRS1.18 Executive and High-Level Records – Grant Program Files for other grant related records.

GRS8.5.12 Trial Balance by Accounting Distribution

Records documenting periodic balances in various agency accounts.

Retention: Retain six (6) years.

GRS8.5.13 Employer-Provided Vehicle Usage and Reimbursement Records

Employees assigned a state/municipal vehicle must complete forms detailing payroll account information, description of vehicle, registration information, and vehicle market value. Also reported are personal and business mileage, employee gas expenses, and fringe benefits. Financial authority (Accounts and Control) uses information to report on W-2 forms the value of daily employee commuting, and calculation of fringe benefit. Financial authority may use information to compile and file annual reports. Second form, "Annual Report of State-Owned Vehicle Usage," contains similar information and is used by State Fleet Operations to report annually to the General Assembly on state vehicle ownership and usage to all employees who are assigned a state-owned vehicle. These forms must be completed and submitted by each active employee to whom a vehicle is assigned.

a) Records retained exclusively by agency

Retention: Retain ten (10) years.

b) Copies of records transmitted to financial authority

Retention: Retain seven (7) years.

GRS8.5.14 Gifts and Donations

Records documenting gifts and donations received by agency and turned over to financial authority (General Treasurer) and placed in general fund or restricted fund account, according to provisions of the gift.

a) Records retained exclusively by agency

Retention: Retain ten (10) years.

b) Copies of records transmitted to financial authority

Retention: Retain seven (7) years.

Other Income/Receipt Records:

Rotary Fund Application Records

See GRS8.9.5 Agency Budget Request Records.

Rotary Fund Management Records

See GRS8.7.15 Rotary Funds Monthly Accounts of Disbursing Officers.

GRS8.6 Accounting Records

GRS8.6.1 Charts of Accounts

Records documenting types of accounts and sub-accounts authorized for an agency by financial authority (State Controller).

Retention: Retain three (3) years after superseded by new chart of accounts.

GRS8.6.2 Accrual Documents

Reversing entries that record revenues earned but not yet received, or expenses incurred but not yet paid. Accrual entries are posted to the prior fiscal period and later reversed automatically based on the reversal date appearing on the document.

a) Records retained exclusively by agency

Retention: Retain ten (10) years.

b) Copies of records transmitted to financial authority

Retention: Retain seven (7) years.

GRS8.6.3 Specific Appropriation Account Records

Records documenting management of funds received under appropriations for specific construction or repair of public buildings. Includes periodic and year-to-date balances. (RIGL § 35-6-16)

a) Records retained exclusively by agency

Retention: Retain ten (10) years.

b) Copies of records transmitted to financial authority

Retention: Retain seven (7) years.

GRS8.6.4 Journal Entry Records

Data and documentation relating to agency journal entries listing a wide range of daily transactions, including expenditures, receipts and distributions of funds to be reported for a specific time period. Information includes, but is not restricted to, name of agency, account number, journal entry number, employee identity, and system-assigned agency number. Financial information relates to disbursements and receipts as well as distributions by account number. Journal entries may also record adjustments, allocations, cancellations, cash receipts, check changes, and transfers and redistributions among different funds. Includes information used to create documentation for data entry into financial authority's automated financial system.

a) Records retained exclusively by agency

Retention: Retain ten (10) years.

b) Copies of records transmitted to financial authority

Retention: Retain seven (7) years.

GRS8.6.5 Ledgers

Aggregate records of completed financial transactions (debits and credits) organized under appropriate agency and government account code or number.

a) Records retained exclusively by agency

Retention: Retain ten (10) years.

b) Copies of records transmitted to financial authority

Retention: Retain seven (7) years.

GRS8.7 Accounting Reports

GRS8.7.1 Transaction Register Statements

Periodic agency printouts or downloads of financial transaction data extracted from financial authority's financial system. Includes transactions registered, recorded, and retrievable by various keys, including document ID, check number, purchase order number, object of expenditure, or vendor number.

Retention: Retain three (3) years or until of no further administrative value, whichever is later.

GRS8.7.2 Holds Reports

Regular reports listing supplier name, invoice number and date, purchase order number, amount committed and amount on hold.

Retention: Retain three (3) years after updated or superseded.

GRS8.7.3 Authorized Red Balance Requests

Reporting of projected cash and/or budget deficits and surpluses.

a) Records retained exclusively by agency

Retention: Retain ten (10) years.

b) Copies of records transmitted to financial authority

Retention: Retain seven (7) years.

GRS8.7.4 Federal Grant Reports

Forms providing information to financial authority about grant title, grant source, grant period, and expenditure report.

a) Records retained exclusively by agency

Retention: Retain ten (10) years.

b) Copies of records transmitted to financial authority

Retention: Retain seven (7) years.

Note: See also GRS1.18 Grant Program Files for other grant related records.

GRS8.7.5 Imprest Cash Fund Reports

Annual Report to financial authority regarding financial status, depository location, and status of fund disbursing officer.

a) Records retained exclusively by agency

Retention: Retain ten (10) years.

b) Copies of records transmitted to financial authority

Retention: Retain seven (7) years.

GRS8.7.6 Billing Reports

Includes various accounts payable reports for a particular period of time sent to financial authority. Contains aggregate information documenting agency expenditures and charges for particular purchased products and services. May include, but is not limited to, reports on phone, photocopier, and fax use, technology and computer services billings, postage, and motor pool expenditures

a) Records retained exclusively by agency

Retention: Retain ten (10) years.

b) Copies of records transmitted to financial authority

Retention: Retain seven (7) years.

GRS8.7.7 Erroneous Vendor Payment Reports

Records related to erroneous payment transactions due to such errors as overpayment, underpayment, and incorrect accounting. (RIGL § 35-6-41)

Retention: Retain three (3) years after updated or superseded.

GRS8.7.8 Cancelled, Spoiled, Voided or Stolen Checks

a) Cancelled checks

Retention: Retain six (6) years.

b) Lost, voided, stolen checks

Retention: Retain three (3) years.

GRS8.7.9 Uncollectible Accounts Receivable Reports

Agency reports of uncollectible monies sent to financial authority. Information includes, but is not limited to, account number, payee name, amount due and reason for default, summary aging of account, and explanation (death of payer, error in claim, settlement, bankruptcy, no assets available.)

Retention: See GRS1.5 Statistical Records and Annual Reports, GRS5.8 Daily and Weekly Reports, and GRS5.9 Monthly, Quarterly and Periodic Reports.

GRS8.7.10 Records of Unpaid Checks

Record of all checks signed by the General Treasurer of the state, which may be payable on account of any appropriation made by the General Assembly, which have remained unpaid for one year or more from the date that the checks were signed. (RIGL § 35-6-18)

Retention: Retain three (3) years.

GRS8.7.11 Accounts Payable Reports

Records containing information relating to individual agency expenditures. May include, but is not limited to, debit amount, natural account, Line Item Sequence/Source (LISS) item, expenditure object, project description, reference numbers, and funding sources.

a) Records retained exclusively by agency

Retention: Retain ten (10) years.

b) Copies of records transmitted to financial authority

Retention: Retain seven (7) years.

GRS8.7.12 Annual Agency Financial Statements

Department of Administration requires that state departments, agencies, and public authorities or corporations file annual statements of financial condition and operations. These bodies must submit, as required by the state financial authority, a copy of audited financial statements for the most recent completed fiscal year to the state financial Authority. Statements may include, but are not limited to, statements of trial balance, free balance, and purchase order balances. (RIGL § 35-6-37)

a) Records retained exclusively by agency

Retention: Retain ten (10) years.

b) Copies of records transmitted to financial authority

Retention: Retain seven (7) years.

GRS8.7.13 Quarterly Fiscal Reports

State departments, agencies, and public authorities and corporations must submit to the fiscal advisors of the house and senate, statements of financial conditions and operations within a certain period after close of each of the first three (3) fiscal quarters of each year. Statements may include, but are not limited to, account numbers; allotments; expenditures to-date, estimated expenditures to complete the fiscal year; and surplus or deficiency projections. (RIGL § 35-3-17.1)

Retention: Retain three (3) years.

Note: See also GRS5.9 Monthly, Quarterly, and Periodic Reports.

GRS8.7.14 Monthly Revenue Reports

On-line monthly agency revenue reports available to agencies for printing from the state's automated financial system.

Retention: Retain three (3) years.

Note: See also GRS 5.9 Monthly, Quarterly, and Periodic Reports.

GRS8.7.15 Rotary Funds Monthly Accounts of Disbursing Officers

Monthly statements of expenditures submitted to financial authority by agency disbursing officer. Also includes duly authenticated vouchers, covering expenditures from rotary funds for each month, and when approved by the financial authority disbursing officer draws orders on the financial authority (State: General Treasurer) for the amount necessary to reimburse each fund. (RIGL § 35-5-5)

a) Records retained exclusively by agency

Retention: Retain ten (10) years.

b) Copies of records transmitted to financial authority

Retention: Retain seven (7) years.

GRS8.7.16 Financial Integrity and Accountability Reports

Agencies, public corporations, boards, and commissions are required to prepare annual reports on the adequacy of the entity's systems of internal accounting and administrative control by December 31 of each year. Includes executive self-assessment SWOT (Strengths, Weaknesses, Opportunities, Threats) reports. These reports may include surveys as well as report addressed to the Governor identifying major issues and risks that may affect future performance of agency mission, and description of current measures underway. Copies forwarded to legislature, Auditor General, and Department of Administration, and the State Library. (RIGL § 35-14-6 and RIGL § 35-20-6, and State Controller Policy and Accounts and Control Procedure A-39)

Retention: Permanent.

GRS8.7.17 Monthly Financial Controller Statements

Monthly statements of receipts and disbursements in comparison with monthly estimates and allotments of appropriations that Accounts and Control furnishes to each department with copies of statements covering its operations for the preceding month, as well as estimates and allotments for the ensuing period. (RIGL § 35-6-5)

Retention: Retain seven (7) years.

GRS8.7.18 Statements of Disallowed Claims or Accounts

Whenever it disallows a claim or account, the financial authority must record and transmit reasons for the disallowance. Financial authority keeps a record of denial, date, amount, and name of the person presenting claim, the nature or purport of the claim or account. (RIGL § 35-6-12)

Retention: Retain seven (7) years.

GRRS8.8 Payroll Records

GRS8.8.1 Tax Deposit and Check Change Records

Documentation pertaining to government's federal tax obligations as an employer. Includes forms and other documents related to federal tax deposits as well as check changes and payroll changes which may affect federal portion of payroll record-based taxation. Includes 945 federal tax forms (Annual Return of Withheld Federal Income Tax), federal tax deposit vouchers, payroll check changes, including employee retirement system adjustment check changes, wage and tax statement corrections forms, payroll year-to-date reconciliations, and Employer's Quarterly Federal Tax Return forms.

Retention: Retain three (3) years.

GRS8.8.2 Payment Records

Records relating to government payment of employee wages and salaries, also including employee pensions. Documentation encompasses payroll vouchers, with attachments, which may also include emergency supplemental payroll requests and payroll adjustment forms (A-88, A-88a). Series also includes payroll registers, payroll check registers, and payroll deduction registers as well as pay distribution analysis documents (summary reports), and Department of Children, Youth, and Families payroll documents (foster parents and special payments). This series also includes hard copies of Treasurer pay deposit receipts made available to employees who have arranged for direct electronic deposit of wages into their bank accounts.

Note: Department of Children, Youth and Families employee payroll payments are made on a monthly basis rather than bi-weekly.

a) Records retained exclusively by agency

Retention: Retain ten (10) years.

b) Copies of records transmitted to financial authority

Retention: Retain seven (7) years.

c) Pay stub records – employee copies statements of earnings and deductions

Retention: Retain three (3) years or until of no further administrative value, whichever is later.

GRS8.8.3 Payroll Attendance Reports

Records include originals and copies of employee timesheets reporting number of hours worked per pay period, and various exceptions and forms of leave taken.

a) Records retained exclusively by agency

Retention: Retain ten (10) years.

b) Copies of records transmitted to financial authority

Retention: Retain seven (7) years.

GRS8.8.4 Jury Duty Reports

Forms agencies must complete and submit to financial authority upon employee's return to work from jury duty.

Retention: Retain three (3) years.

GRS8.8.5 Requests for Special Employment

Forms certifying ability to undertake supplementary services outside of regular work schedule and requesting approval. (Accounts and Control Form A-64)

Retention: Retain three (3) years.

GRS8.8.6 Cancelled Payroll Checks and Personal Reimbursement Forms

Documents used to cancel a payroll check or for an employee payroll reimbursement.

Retention: Retain three (3) years.

GRS8.8.7 Garnishment Documents

Records documenting garnishment of employee wages for various reasons.

a) Records retained exclusively by agency

Retention: Retain ten (10) years.

b) Copies of records transmitted to financial authority

Retention: Retain seven (7) years.

GRS8.8.8 Electronic Funds Transfer Authorization

Forms and documentation related to employee authorization for regular direct electronic transfer/deposit of wages and payments into employee bank accounts.

Retention: Retain three (3) years after updated, superseded or obsolete.

GRS8.8.9 Annual Payroll Accrual Records

Financial authority charges accrued payroll costs to all accounts that normally have payroll charges at the end of each year. Purpose of this accrual is to comply with the basic principles of accounting by recognizing expenditures in the period incurred. Payroll accrual charges represent a percentage of the last payroll period amounts charged in the fiscal year.

a) Records retained exclusively by agency

Retention: Retain ten (10) years.

b) Copies of records transmitted to financial authority

Retention: Retain seven (7) years.

GRS8.9 Budget Records

GRS8.9.1 Personnel Positions Approval Records

Documents the Budget Office's approval of positions proposed by departments. Includes requests for approval, approval letters, and other related correspondence.

Retention: Retain seven (7) years.

GRS8.9.2 Annual Allotment and Advice Records

Records documenting annual budget allotment information transmitted by Budget Office to agencies.

Retention: Retain seven (7) years.

Note: Budget Office retains permanent file.

GRS8.9.3 Quarterly and Monthly Allotment and Advice Records

After annual appropriation bill or bills have been passed by the General Assembly and signed by the Governor, Budget Office determines quarterly or monthly allotments, in accordance with seasonal requirements, and division of amounts to be expended under each appropriation. Budget Office makes initial determination within forty-five (45) calendar days of the signing of the annual appropriations bill by the Governor. Copy of the initial determination is forwarded to the chairperson of the House Finance Committee and the chairperson of the Senate Finance Committee. Copies of subsequent determinations are forwarded when made. (RIGL § 35-3-17)

Retention: Retain seven (7) years.

GRS8.9.4 Budget Instruction/Target Records

Instruction documents received from Budget Office concerning the preparation of yearly budget by agency at the beginning of the budget submission process. Includes background materials, legislation, and related correspondence.

Retention: Retain three (3) years or until of no further administrative value, whichever is later.

GRS8.9.5 Agency Budget Request Records

Files contain records that document agencies' preparation of budget request submissions. May include, but is not limited to, original departmental budget submissions (including forms, project narratives and justifications, cost information, vehicle replacement plans, and other documentation related to operating and capital budgets, asset protection, general maintenance), rotary fund requests, budget analyst recommendations, department responses, and related documentation. Agencies requesting or planning the expenditure of funds on capital projects over the five-year planning period are required by law to submit a five-year Capital Improvement Plan (CIP) to the financial authority. These plans include submission of capital budgets, which cover the first budget year as well as the following four years of the CIP. CIPs include detail about new construction, remodeling, reconstruction (major rehabilitation), renovation (minor rehabilitation), asset protection and maintenance. Agencies

with previously approved capital projects in the current CIP, must also submit a capital budget outlining the status of these on-going projects. Documentation may include, but is not limited to, transmittal letter from director, project summary form, project narrative and justification, including project name, ranking of each project and estimated costs. Justification may include such strategic criteria as public safety, code violations, environmental impact, geographic significance, agency mission alignment, and customer service. Documentation also related to project cost/financing for each proposed project. (RIGL § 35-3-7, 42-41-6, 42-41-7)

a) Capital Improvement Plans

Retention: Retain five (5) years after disposition of asset.

b) Budget plans

Retention: Retain five (5) years.

c) Budget preparation documents

Retention: Retain five (5) years.

Note: Budget Office retains official permanent copy of Budget Request records and Capital Improvement Plans.

Note: See GRS4.2 Construction and Improvement Records for records related to actual construction, renovations, building projects, capital improvements and repairs.

Note: See GRS1 for Executive, High-Level and Policy-Making Records.

GRS8.9.6 Fiscal Impact Notes

Documents responses to requests from the House or Senate for fiscal impact analysis of appropriation bills. Includes requests, comments and materials from state agencies, the legislation, the final fiscal impact note response memos or forms, and related correspondence.

Retention: Retain five (5) years.

GRS8.9.7 Overbudget Expenditures

Obligations, encumbrances, or expenditures that exceed amounts appropriated require that agency heads with oversight responsibility make a written determination of the amount and the cause of the “overobligation” or “overexpenditure”, the person(s) responsible, and corrective actions taken to prevent recurrence. Report must contain plan of corrective actions, which includes, but is not limited to, such issues as the implementation of waiting lists, pro-rata reduction in payments, and changes in eligibility criteria as methods to address the shortfall. Report must be filed within thirty (30) days of the discovery of the shortfall, “overobligation” or “overexpenditure” with the financial authority, and the chairpersons of the House and Senate Finance Committees. (RIGL § 35-3-24 (c))

Retention: Retain five (5) years.

Other budget records:

Agency Correspondence
See GRS1.1 Correspondence and Memoranda.

GRS8.10 Procurement Records

GRS8.10.1 Procurement Actions – Annual Report

Annual report agencies send to Division of Purchasing on procurement actions for sole source, emergency, and small purchase contracts made during the preceding fiscal year. Report contains name of contractor, amount and type of each contract. (RIGL 32-2-37 and Procurement Reg. 1.4.1.3.1)

Retention: Retain five (5) years.
(Procurement Regulation 1.4.1.3.2)

GRS8.10.2 Purchase Requisition Records

Records documenting agency requests to Division of Purchasing that a contract be entered into to obtain goods and/or services for a specified need. Request may include, but is not limited to, the technical description of the requested item, delivery requirements, transportation mode request, criteria for evaluation of proposals, and/or suggested sources of supply. (Procurement Regulation 5-1-20, RIGL § 37-2-6 and RIGL § 37-2-15(7))

a) Records retained exclusively by agency

Retention: Retain ten (10) years.

b) Copies of records transmitted to financial authority

Retention: Retain seven (7) years.

GRS8.10.3 Purchase Orders, Contracts, Agreements Files

Documents issued by the State Purchasing Agent to formalize a state agency's purchase transaction with a vendor. Orders contain statements as to the quantity, description, and price of the goods and services ordered, as well as leased or purchased real property, applicable terms as to payment, discounts, date of performance, transportation, and other factors or suitable references pertinent to the purchase and execution by the vendor. Purchase orders may include blanket orders, master price agreements, and utility purchase orders. Purchase Order Supplements may consist of all the following documents: state's General Terms and Conditions, state's request for quotations or proposals, including specifications, contractor's offer which is responsive to the solicitation, and/or appropriate, additional contract provisions. Files may also contain purchase order change records, account summary documents and account detail forms. All agreements and changes to scope of work, price, or other terms must be incorporated into purchase orders via "change order" documents describing contract amendments. Series includes purchase order change forms. Purchasing Regulation.

a) Records retained exclusively by agency

Retention: Retain ten (10) years.

b) Copies of records transmitted to financial authority

Retention: Retain seven (7) years.

c) Small purchases (established legal/regulatory maximum)

Retention: Retain three (3) years.

GRS8.10.4 Emergency Procurement Records

Files documenting purchase of authorized emergency procurements. Contains justifications for emergency. Purchasing Agent may make or authorize others to make emergency procurements when there exists a threat to public health, welfare or safety under emergency conditions as defined in regulations; provided, that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency is also included in contract file.) Also includes agency's copies of documentation submitted to Chief Purchasing Officer for the emergency situation and response action in writing with vouchers for payment. Either the agency director or the designated emergency response official. signs all emergency documentation forms. (RIGL 37-2-21 (b) and Procurement Regulation)

Retention: Retain three (3) years.

GRS8.10.5 Letters of Authorization – Immediate Delivery

Letter of Authorization (LA) signed by the Purchasing Agent authorizes agencies to enter into commitment with vendor so that immediate commencement of delivery of services and supplies can proceed prior to negotiation of "definitive contract." LA represents preliminary authorization subject to the subsequent issuance of a Purchase Order that will supersede the temporary authorization a certain period of time or after delivery of a certain percentage of delivery of the contract. (Department of Administration - Purchasing Regulation)

Retention: Retain three (3) years after conclusion of definitive contract.

GRS8.10.6 Supplemental Service Utilization Plan

Annually, at a date that coincides with the development of the State Budget, user agencies must submit to the Chief Purchasing Officer a Supplemental Service Utilization Plan. Plan specifies number of services, estimated cost of each contract/relationship, anticipated effective period of each relationship, whether activities are ongoing or new endeavors, whether the agency is proposing to continue each relationship into the next fiscal year, and if an ongoing relationship, the initial date of the relationship. Amendments to plans shall be submitted and approved by the Chief Purchasing Officer prior to the commitment of funds.

Retention: Retain three (3) years.

GRS8.11 Miscellaneous Records – Audits, Insurance

GRS8.11.1 Accounting Manuals and Instructions

Records document agency's use of government accounting standards (Governmental Accounting Standards Board – GASB) as well as internal accounting control system record keeping and procedures and authorization adequate to provide effective accounting control over assets, liabilities, revenues, and expenditures. Encompasses standard framework of

guidelines for financial accounting and preparation of financial statements in government. Includes the standards, conventions, and rules accountants follow in recording and summarizing transactions, and in the preparation of financial statements. (RIGL 35-14-4 (3) 35-143-3 (1))

Retention: Retain three (3) years after updated or superseded.

GRS8.11.2 Audit Reports and Documentation

Recommendations and follow-up reviews prepared by auditors relating to agency financial management (RIGL 35-7-4 (c)). Also includes department directors' or agencies' response in writing to all recommendations made by the Bureau of Audits within sixty (60) days following the date of an audit. Copies of each audit, the written response, and auditors' six-month follow-up of each department or agency director to the audit, and the results of each six-month review described in subsection are submitted to the General Assembly. (RIGL 35-7-4)

Retention: Retain five (5) years.

Note: Bureau of Audits retains permanent copy of reports.

GRS8.11.3 Quasi-Public Agency Audits

All quasi-public agencies including corporations, authorities, commissions, and boards created by the authority of the General Assembly, Executive Order, or state law (excluding cities and their subdivisions, towns and their subdivisions, regional school districts and school committees, water districts, fire districts, and any other municipal corporations and their agencies), subject to post audit, must obtain the approval of the Department of Administration Director of and the Auditor General prior to the employment of private auditors. Audit work papers of the private auditors must be made available upon request, at the completion of the audit, to the Auditor General and/or the Department of Administration Director for their review. The audit report must be furnished to the auditor general and the director of administration. (RIGL § 35-7-13 and RIGL § 35-7-14)

a) Records retained exclusively by agency

Retention: Retain ten (10) years.

b) Copies of records transmitted to financial authority

Retention: Retain seven (7) years.

GRS8.11.4 Insurance Records – Documentation

Records documenting insurance policies on agency property and equipment, as well as related correspondence and memoranda. Policies concern, but are not limited to, medical, automobile, liability, fire, and extended coverage, tort liability, listing of office contents and equipment and their value.

Retention: Retain six (6) years after expiration of policies.

GRS8.11.5 Insurance Records – Motor Vehicle Insurance

Insurance coverage on all motor vehicles owned by government agencies and operated by their employees, including personal injury, accident, and property damage. Records consist of copies of insurance documents.

Retention: Retain six (6) years after expiration.

GRS8.11.6 Insurance Records – Reports

Agency reports sent to the Department of Administration detailing damages to or losses of property. (RIGL 37-11-2)

Retention: Retain five (5) years after payments made.

Note: See GRS9 Personnel Records for records related to provision of health insurance coverage for employees.

APPENDIX

Permanent Records

- GRS8.4.1 Debt Service Records – Bond Fund Establishment Records
- GRS8.4.5 Debt Service Records – Certificates of Destruction
- GRS8.7.16 Accounting Reports – Financial Integrity and Accountability Reports