

MIDWEST AREA
STANDARD OPERATING PROCEDURES
MANUAL

**FILES, RETENTION &
DISPOSITION**

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Updated September 2004

FILES, RETENTION AND DISPOSITION

BUDGET -- Current plus 5 years (in case of 5-year review).

ANNUAL REPORTS AND PLANS -- Current plus 5 years (in case of 5-year review).

STATUS OF FUNDS -- Current plus 2 years.

PURCHASE ORDERS -- Current plus 2 years.

PATENT INFORMATION -- Current plus 5 years

T&As, Hard Copy -- Current plus 6 years if you retain originals. (This should include backup documentation; e.g., leave slips).

T&As, Backup Disk Copy -- 26 Pay Periods

TRAVEL (DOMESTIC) -- Current plus 6 years and 3 months.

TRAVEL (FOREIGN) -- Current plus 6 years and 3 months.

TRAVEL AUTHORIZATIONS -- Current plus 6 years and 3 months.

TRAVEL VOUCHERS -- Current plus 6 years and 3 months.

TRAINING FORMS -- Current plus 3 years

CORRESPONDENCE -- Current plus 5 years

115's -- Current plus three years (provided they've been published)

425's -- Current plus five years (funded or unfunded)

PCMS Documentation -- Purchase Under \$2500--Current plus three years.

PCMS Documentation -- Purchase Over \$2500--Current plus six years.

Throw nothing away on program agreements, projects (active or inactive), etc.

Records Management Reference Materials are available on the web (although they have not been updated recently). Please see <http://www.afm.ars.usda.gov/ppweb/reference.htm>