

Pennsylvania Office of Administration
Office of Enterprise Records Management
Records Retention and Disposition Schedule
Approved by the Executive Board

Records Retention and Disposition Schedule
By Bureau

3/16/2016

Agency: 000 General Retention Schedules
Bureau: G101 Budget

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G101.001	Budget Files - Planned Projects Includes records directly related to budget formulation process, re-budget, and working papers for projects. *AGY – Retain one (1) year after discontinuation or completion and acceptance of project, whichever applies.	M	No	1Y	0Y	3
G101.002	Budget Planning Documents Records retained by a department, board or commission for reference purposes. Includes, but is not limited to: <ul style="list-style-type: none"> • Records directly related to budget formulation process such as Governor’s Budget document; • Budget instructions; • Hearing materials; • Budget; • Re-budget; and • Working papers. *AGY - Retain three (3) years, or as long as of administrative value.	M	No	3Y	0Y	3