

STATE OF MONTANA
SECRETARY OF STATE
RECORDS AND INFORMATION MANAGEMENT (RIM)
GENERAL RECORDS RETENTION SCHEDULE

Records Category SABHRS Financials

General Schedule Number: 1

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Revised December 2015

Item	Records Series Title	Distribution	Office (in years)	Storage (in years)	Total (in years)	Disposition Toss/Shred/Delete (T/S/D)
ACCOUNTING FORMS						
1	Business Unit Form (add, modify, delete)	State Accounting Agency	3 1	0 0	3 1	T/S/D No RM5 required T/S/D No RM5 required
2	Fund Description Form (add, modify, delete)	State Accounting Agency	3 1	0 0	3 1	T/S/D No RM5 required T/S/D No RM5 required
3	Account Request Form (add, modify, delete)	State Accounting Agency	3 1	0 0	3 1	T/S/D No RM5 required T/S/D No RM5 required
4	Chartfields Documentation (1,2,3, project, other)	Agency	1	0	1	T/S/D No RM5 required
5	Inter-Entity Loan Request Form	State Accounting Agency	3 3	0 0	3 3	T/S/D No RM5 required T/S/D No RM5 required
TRANSACTION DOCUMENTATION						
6	Budgets (Appropriation)	Ofc of Budget & PP Agency	1 5	5 0	6 5	Offer to State Archives RM5 required T/S/D No RM5 required
7	Budgets (Entity/Organizational)	Ofc of Budget & PP Agency	1 5	5 0	6 5	Offer to State Archives RM5 required T/S/D No RM5 required
8	Journals and Support Documentation (Accounts Payables, Accounts Receivables, Asset Management, Billing, Expenditure Accruals, Interunit, Online, Purchase Order, Revenue Accruals, Statewide Interface)	Agency	1	2	3	T/S/D No RM5 required
9	Procard-Users Receipts and Statements	Agency	1	2	3	T/S/D No RM5 required
10	Procard Allocations	State Accounting	3	0	3	T/S/D No RM5 required
11	Revenue Estimate Budget Journals	Ofc of Budget & PP Agency	3 5	5 0	8 5	T/S/D No RM5 required T/S/D No RM5 required

The State Records Committee (SRC) has designated all records marked as “No RM5 Required” **will not require approval from the SRC prior to destruction.** If the ‘Disposition’ above lists “**Offer to State Archives**” **you must** contact the Historical Society at 444-7427 or ASparks@mt.gov before disposing.

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	STATE ACCOUNTING					
12	Statewide Cost Allocation Plan (SWCAP)	State Accounting	10	0	10	RM5 required
13	Cash Management Improvement Act (CMIA)	State Accounting	10	0	10	RM5 required
14	Comprehensive Annual Financial Report (CAFR)	State Accounting	Permanent	0	Permanent	None
15	CAFR Adjustment Files	State Accounting	10	0	10	T/S/D No RM5 required
16	VOUCHER DOCUMENTATION Vouchers and Support Documentation (General Ledger, Accounts Receivables/Payables, Asset Management, Purchase Orders, Billing)	Agency State Accounting	1 3	3 3	4 6	No RM5 required T/S/D unless 30 yrs or older RM5 required. Offer to State Archives No RM5 required T/S/D unless 30 yrs or older RM5 required. Offer to State Archives
17	Warrant Cancellation Notice	Agency State Accounting	3 5	0 0	3 5	T/S/D No RM5 required T/S/D No RM5 required
18	Vender Form-Non-Interface Vendor (submitted to DOA)	Agency State Accounting	3 5	0 0	3 5	T/S/D No RM5 required T/S/D No RM5 required
19	Vender W-9/W-8 (submitted to DOA)	Agency State Accounting	3 5	0 0	3 5	T/S/D No RM5 required T/S/D No RM5 required
20	Vender W-9/W-8 (Interface Vendor)	Agency State Accounting	3 5	0 0	3 5	T/S/D No RM5 required T/S/D No RM5 required
21	Warrant-Replacement Stale Date Forms	Agency State Accounting	3 5	0 0	3 5	T/S/D No RM5 required T/S/D No RM5 required
22	All Purpose Warrant Signature Authorization Forms	State Accounting	5	0	5	T/S/D No RM5 required

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VOUCHER DOCUMENTATION (con't)						
23	All Purpose Warrant Sign In/Out Sheet	State Accounting	5	0	5	T/S/D No RM5 required
24	Payment Fraud File (MCA 5-13-309)	State Accounting	5	0	5	T/S/D No RM5 required
INTERNAL REVENUE SERVICE						
25	CP 2100 (Invalid Name TIN Match)	State Accounting	10	0	10	T/S/D No RM5 required
26	972CG Notice (Info Return Proposed Penalty Notice)	State Accounting	10	0	10	T/S/D No RM5 required
27	B Notice Solicitation	State Accounting	10	0	10	T/S/D No RM5 required
28	1099 MISC	State Accounting Agency	10 10	0 0	10 10	T/S/D No RM5 required T/S/D No RM5 required
29	1099-S	Agency	10	0	10	T/S/D No RM5 required
30	1099-C	Agency	10	0	10	T/S/D No RM5 required
31	1099-INT	Agency	10	0	10	T/S/D No RM5 required
32	1099-W2G	Agency	10	0	10	T/S/D No RM5 required
33	Excise Fuel Tax	State Accounting Agency	10 10	0 0	10 10	T/S/D No RM5 required T/S/D No RM5 required
34	IRS Correspondence	State Accounting Agency	10 10	0 0	10 10	T/S/D No RM5 required T/S/D No RM5 required

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	TREASURY					
35	Bank Statement	State Treasury	5	0	5	T/S/D No RM5 required
		Agency	3	2	5	T/S/D No RM5 required
36	EFT Payment Forms Documentation	State Treasury	5	0	5	T/S/D No RM5 required
		Agency	3	0	3	T/S/D No RM5 required
37	Bank Reconciliation	State Treasury	5	0	5	T/S/D No RM5 required
		Agency	3	0	3	T/S/D No RM5 required
38	ACH Reconciliation	State Treasury	5	0	5	T/S/D No RM5 required
		Agency	3	0	3	T/S/D No RM5 required
39	Cash Sheets Documentation	State Treasury	5	0	5	T/S/D No RM5 required
40	Cash Concentration	State Treasury	1	0	1	T/S/D No RM5 required
41	Treasury Deposit Ticket	State Treasury	5	0	5	T/S/D No RM5 required
		Agency	3	0	3	T/S/D No RM5 required
42	Treasury Posting (999 Posting Sheet)	State Treasury	5	0	5	T/S/D No RM5 required
43	Notice of Dishonored Checks (from bank)	State Treasury	5	0	5	T/S/D No RM5 required
		Agency	3	0	3	T/S/D No RM5 required
44	Dishonored Checks	State Treasury	5	0	5	T/S/D No RM5 required
		Agency	3	0	3	T/S/D No RM5 required
45	Collateral Reports	State Treasury	5	0	5	No RM5 required T/S/D unless 30 yrs or older RM5 required. Offer to State Archives:

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ASSET MANAGEMENT						
46	Capital Asset Documentation (non-deeded property)	Agency	3	0	3	T/S/D No RM5 required
47	Expensed Assets Documentation (insured or sensitive nature)	Agency	3	0	3	T/S/D No RM5 required
48	Inventory Listing – Property	Agency	3	0	3	No RM5 required T/S/D unless 30 yrs or older RM5 required. Offer to State Archives
49	Capital Asset Documentation (deeded property)	Agency	3	0	3	No RM5 required T/S/D unless 30 yrs or older RM5 required. Offer to State Archives
50	Capital Lease Documentation	Agency	3	0	3	T/S/D No RM5 required
LEGISLATIVE REPORTS						
51	New Internal Service Enterprise Funds	State Accounting	6	0	6	T/S/D No RM5 required
52	Inter-entity Loan Detail Report	State Accounting	6	0	6	T/S/D No RM5 required
53	A-Accrual Extension Information	State Accounting	6	0	6	T/S/D No RM5 required
54	Unaudited General Fund Balance Report	State Accounting	6	0	6	T/S/D No RM5 required
55	Audited General Fund Balance Report	State Accounting	6	0	6	T/S/D No RM5 required
56	Local Gov't Charge for Services Fund Limitation Report	State Accounting	6	0	6	T/S/D No RM5 required
57	Modified Deposit Exception Report	State Accounting	6	0	6	T/S/D No RM5 required

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SABHRS FINANCIAL MODULE						
58	Accounts Receivables	SABHRS-FAB Agency	2 2	10 3	12 5	RM5 REQUIRED
59	Accounts Payables	SABHRS-FAB Agency	2 2	10 3	12 5	RM5 REQUIRED
60	General Ledger Ledgers	SABHRS-FAB Agency	2 2	20 3	22 5	No RM5 required T/S/D unless 30 yrs or older RM5 required. Offer to State Archives No RM5 required T/S/D unless 30 yrs or older RM5 required. Offer to State Archives
61	General Ledger Journals	SABHRS-FAB Agency	2 2	10 3	12 5	No RM5 required T/S/D unless 30 yrs or older RM5 required. Offer to State Archives No RM5 required T/S/D unless 30 yrs or older RM5 required. Offer to State Archives
62	Budget Ledgers	SABHRS-FAB Agency	5 5	0 0	5 5	No RM5 required T/S/D unless 30 yrs or older RM5 required. Offer to State Archives No RM5 required T/S/D unless 30 yrs or older RM5 required. Offer to State Archives

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63	Budget Journals	SABHRS-FAB	5	0	5	No RM5 required T/S/D unless 30 yrs or older RM5 required. Offer to State Archives
		Agency	5	0	5	No RM5 required T/S/D unless 30 yrs or older RM5 required. Offer to State Archives
64	Asset Management (Bridges, Buildings, Lands)	SABHRS-FAB	Life + 3	0	Life + 3	Offer to State Archives RM5 Required
		Agency	Life + 3	0	Life + 3	Offer to State Archives RM5 Required
65	Purchasing/Pro Card	SABHRS-FAB Agency	2 1	10 2	12 3	T/S/D No RM5 required T/S/D No RM5 required
66	Billing	SABHRS-FAB Agency	2 1	10 2	12 3	T/S/D No RM5 required T/S/D No RM5 required
FINANCE, ACCOUNTING & BUDGET (FAB)						
67	System Customization Documentation	SABHRS-FAB	3 after obsolete	0	3 after obsolete	T/S/D No RM5 required
68	Security Documentation	SABHRS-FAB	3 after obsolete	0	3 after obsolete	T/S/D No RM5 required

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