

# ***ARCHIVING FILES***

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

PROGRESS 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 (unless we think we need it or want to keep for samples).

T&As, Hard Copy--Current plus 6 years (this should include backup documentation; e.g., leave slips).

T&As, Disk Copy--26 Pay Periods

TRAVEL (DOMESTIC)--Current plus 6 years.

TRAVEL (FOREIGN)--Current plus 6 years.

TRAVEL AUTHORIZATION--Current plus 6 years.

TRAVEL VOUCHERS--Current plus 6 years.

COMPTIME/CREDIT HOUR SPEED MEMO--Current plus 1 year.

TRAINING FORMS--Current plus 3 years

CORRESPONDENCE--Current plus 5 years (unless we think we need it or want to keep for samples).