

County Extension Document Retention Table

TITLE / DESCRIPTION	OFFICE RESPONSIBLE FOR RETENTION OF ORIGINAL	RETENTION PERIOD	APPROPRIATE MEDIA
Account books (prior to electronic)	County Office	Permanent	Book
Bank Statements & Reconciliation Work Papers	County Office	Previous and current fiscal years as long as no open disputes	Paper
Budgets – Form 674 & attachments Form 678	County Office	Permanent	Paper & Electronic
Budget Work Papers (CB 1 & CB 2)	County Office	5 Years	Paper or Electronic
Financial reports Monthly	County Office	5 Years	Paper or Electronic
Annual	County Office	Permanent	Paper & Electronic
Employee's Wage-Hour Reports	County Office	5 Years	Paper
Indirect Cost Work Papers	County Office	5 Years	Paper or Electronic
Payroll Records IRS Forms W-2 and 1042 IRS Form W-4 Form 111 and 111A (Personnel Action Sheets) Quarterly Reports	County Office	Retain permanently	Paper
Performance Evaluations	Evaluator	5 Years after separation	Paper or Electronic
Petty Cash Records	County Office	5 Years	Paper or Electronic
Resumes for Advertised Job Vacancies	County Office	3 Years	Paper or Electronic
Sponsored Program Award Files	County Office	5 Years after award termination	Paper or Electronic
Sponsored Program Contract Statements	County Office	5 Years	Paper or Electronic
Sponsored Program Cost Share Awards	County Office	5 Years	Paper or Electronic