

PROJECT MANAGEMENT

BUDGET PREPARATION FILE

Active: Close of subsequent budget process

Disposition: Retain copy in Laserfiche

FINANCIAL DOCUMENTS

Active: Permanent

Disposition: Retain copy in Laserfiche

LEGAL CONTRACTS

Active: Until contract expired or cancelled

Inactive: 5 years

Disposition: Destroy

PLANS AND PLANNING DOCUMENTS

Active: Permanent

Disposition: Retain copy in Laserfiche