

**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**

11/10/2009

**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<br><br>Includes records directly related to budget formulation Process, re-budget, and working papers for projects.<br><br>*AGY - After discontinuation or completion and acceptance of project, whichever applies.  | M          | No           | 1Y          | 0Y       | 3         |
| G101.002    | Budget Planning Documents<br><br>Records retained by a Department, Board or Commission for reference purposes. Includes records directly related to budget formulation process such as Governor's Budget document, budget instructions, hearing materials, budget, re-budget, and working papers.<br><br>*AGY - Or as long as of administrative value or until superseded. | M          | No           | 3Y          | 0Y       | 3         |