

Section E: RECORDS RETENTION SCHEDULE (RC-2) - Part 2
Eastern Alliance EASTERN ALLIANCE COUNCIL OF GOVERNMENT

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For Use By Auditor Of State Or LGRP	(6) RC-3 Required By LGRP
Acct-001	Accounts Receivable Ledger and Documents	3 years provided audited	Paper/Electronic		
Acct-002	Amended Certificates	3 years provided audited	Paper/Electronic		
Acct-003	Annual Departmental Budget/Office Budget	5 years	Paper/Electronic		
Acct-004	Annual Fiscal Reports	Permanent	Paper/Electronic		
Acct-005	Audit Reports	6 years	Paper/Electronic		
Acct-006	Audit Reports (Federal, State, and Internal)	5 years except State Examiners are permanent	Paper/Electronic		
Acct-007	Bank Deposits Receipts	3 years provided audited	Paper/Electronic		
Acct-008	Bank Statements	3 years provided audited	Paper/Electronic		
Acct-009	Budget Preparation Documents (working papers)	4 years	Paper/Electronic		
Acct-010	Cash Books and Cash Journals	3 years provided audited	Paper/Electronic		
Acct-011	Check Registers	3 years provided audited	Paper/Electronic		
Acct-012	Credit Card Agreements	2 years after agreement ended	Paper/Electronic		
Acct-013	Expense Records	3 years	Paper/Electronic		
Acct-014	Fund Transfers	3 years	Paper/Electronic		
Acct-015	Invoices(paid)	3 years provided audited	Paper/Electronic		
Acct-016	Petty Cash Records	3 years provided audited	Paper/Electronic		
Acct-017	Receipt Documents	2 years provided audited	Paper/Electronic		
Acct-018	Records of receipts and expenditures	10 years	Paper/Electronic		
Admin-001	Annual Equipment Inventories & Depreciations	3 years provided audited	Paper/Electronic		
Admin-002	Copies of Administration Records	When no longer of administrative value	Paper/Electronic		
Admin-003	Equipment Maintenance Records	Life of equipment	Paper/Electronic		
Admin-004	General Orders/Directives/Policies/Rules/Regulations/Procedures	Until superseded, obsolete, or replaced	Paper/Electronic		
Admin-005	Management and Operations Reports-Monthly/Quarterly/Semiannual - Annual	5 years	Paper/Electronic		
Admin-006	Meeting Notices	1 year	Paper/Electronic		
Admin-007	Photo File	Appraise for historical value; Until information is no longer current	Paper/Electronic		

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Admin-008	Press/ News Releases	3 years	Paper/Electronic		
CorpRec-001	Board of Directors: Meeting agendas and minutes - official copy	Permanent	Paper/Electronic		
FixAssests-001	Depreciation Schedule	Permanent	Paper/Electronic		
Legal-001	Contracts	15 years after expiration of contract	Paper/Electronic		
ServPay-ment-001	MACSIS/GOSH-Provider Service Claims	6 years	Paper/Electronic		
ServPay-ment-002	MACSIS/GOSH-Remittance Advices (pass thru providers)	7 years	Paper/Electronic		
ServPay-ment-003	MACSIS/GOSH-UCI Request Forms	5 years	Paper/Electronic		
ServPay-ment-004	MACSIS/GOSH-Weekly Error & Processing Logs	7 years	Paper/Electronic		
ServPlan-ning-001	Grants Records	3 years after grant expires	Paper/Electronic		
ServPlan-ning-002	Project Plans/Drawings	Appraise for historical value. Life of project or until obsolete.	Paper/Electronic		