

**RETENTION AND DISPOSITION  
POLICY FOR  
THE SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**

According to the New Mexico Commission of Public Records, Management Analyst as long as we maintain our files longer than the records retention period annotated there is no need to add the items to the NMSBVI New Mexico Annotated Codes. This memo is to be maintained with the General Records and Retention and Disposition Schedule of the Finance Department for the retention period of the following record that will be maintained **six years** as determined by the Director of Finance. The records descriptions were taken from Title 1, Chapter 15, Part 5 of the General Records Retention and Deposition Schedules, General Financial Schedule (Interpretive).

**1.15.5.101 BUDGET WORK PAPERS:**

- A. Program:** budget records
- B. Maintenance:** [RESERVED]
- C. Description:** work papers used in preparing the appropriations request and operating budget
- D. Retention:** three years after close of fiscal year in which created

**1.15.5.102 BUDGET APPROPRIATIONS REQUEST:**

- A. Program:** budget records
- B. Maintenance:** [RESERVED]
- C. Description:** final draft of proposed budget
- D. Retention:** three years after close of fiscal year in which created

**1.15.5.103 OPERATING BUDGET:**

- A. Program:** budget records
- B. Maintenance:** [RESERVED]
- C. Description:** printed copy of annual budget showing projected receipts and expenditures.
- D. Retention:** three years after close of fiscal year in which created

**1.15.5.104 BUDGET ADJUSTMENT REQUESTS:**

- A. Program:** budget records
- B. Maintenance:** [RESERVED]
- C. Description:** standard form for the revision of an approved operating budget detailing money amounts by line item with explanation and justification.
- D. Retention:** three years after close of fiscal year in which created

**1.15.5.105 BUDGET STATUS REPORT, MONTHLY:**

- A. Program:** budget records
- B. Maintenance:** [RESERVED]
- C. Description:** report generated by finance department listing approved budget by category and line item. Information includes budget adjustments, amounts expended, encumbrances outstanding, unencumbered balance, etc.
- D. Retention:** three years after close of fiscal year in which created

#### **1.15.5.201 ASSESSMENTS:**

**A. Program:** revenue records

**B. Maintenance:** [RESERVED]

**C. Description:** records concerning the various levies imposed by statute to fund agency operations. This is a minimum retention required subject to longer periods listed specifically in individual retention schedules (i.e., municipality schedule, county assessor schedule, etc.).

**D. Retention:** three years after close of fiscal year in which assessment is paid

#### **1.15.5.203 RECEIPTS:**

**A. Program:** revenue records

**B. Maintenance:** [RESERVED]

**C. Description:** department documents that record the receipt of any form of payment to the government entity.

**D. Retention:** three years after close of fiscal year in which created

#### **1.15.5.205 DEPOSIT SLIPS:**

**A. Program:** revenue records

**B. Maintenance:** [RESERVED]

**C. Description:** receipt verifying the amount deposited into bank account or deposited with treasurer.

**D. Retention:**

(1) Bank deposit slips: three years after close of fiscal year in which created

(2) Treasurer's deposit slips:

(a) Treasurer's copy: three years after close of fiscal year in which created

(b) Finance department copy: one year after audit report released

(c) Other department copy: until audit report released

#### **1.15.5.206 REVENUE STATUS REPORT, MONTHLY:**

**A. Program:** revenue records

**B. Maintenance:** [RESERVED]

**C. Description:** report generated by finance department listing recap of budget adjustments by category and line item. Information includes original revenue estimate, adjusted revenue estimate, actual revenue year-to-date, unrealized revenue, current month revenues, etc.

**D. Retention:** three years after close of fiscal year in which created

#### **1.15.5.307 BIDS/QUOTES:**

**A. Program:** expenditure records

**B. Maintenance:** [RESERVED]

**C. Description:** record of each bid submitted by vendors selling goods and/or services.

Information includes request for quotation, bid spread sheet and bid award letter. Awarded bid may also be filed in payment voucher file, 1.15.5.310 NMAC, or in various contract or project files.

**D. Retention:** three years after close of fiscal year in which bid is awarded

#### **1.15.5.308 REQUEST FOR PROPOSAL:**

**A. Program:** expenditure records

**B. Maintenance:** [RESERVED]

**C. Description:** record of requests for proposal solicited by agency. Information includes description, evaluation of proposal, evaluation criteria, overview, audit objectives, scope of work, compensation, bid format, additional conditions, etc. Request for proposal may also be filed in various contract or project files.

**D. Retention:** three years after close of fiscal year in which bid is awarded

**1.15.5.401 TIME CARDS:**

**A. Program:** payroll records

**B. Maintenance:** [RESERVED]

**C. Description:** record of hours worked by employee. Information includes employee name, date, and hours worked.

**D. Retention:**

- (1) Finance department copy: three years after close of fiscal year in which created
- (2) Other department copy: until proved to payroll register

**1.15.5.402 TIME SHEETS:**

**A. Program:** payroll records

**B. Maintenance:** [RESERVED]

**C. Description:** verification of the number of hours worked by employee. Information includes employee's name, employee number, hourly wage, days and hours worked department head approval, etc.

**D. Retention:**

- (1) Finance department copy: three years after close of fiscal year in which created
- (2) Other department copy: until proved to payroll register

**1.15.5.405 EMPLOYEE YEAR-TO-DATE INFORMATION:**

**A. Program:** payroll records

**B. Maintenance:** [RESERVED]

**C. Description:** bi-weekly printout showing year-to-date totals by employee includes gross pay and deductions, etc.

**D. Retention:**

- (1) Finance department copy: three years after close of fiscal year in which created
- (2) Other department copy: until audit report released

**1.15.5.409 W-2 FORMS:**

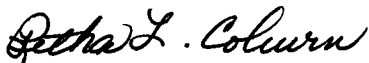
**A. Program:** payroll records

**B. Maintenance:** [RESERVED]

**C. Description:** employer's copy of employee's total earnings and withholdings for the calendar year reported to the internal revenue service. Information includes employer's identification number, employer's name and address, employee's social security number, federal income tax withheld, FICA taxes withheld, total FICA wages and state income tax withheld.

**D. Retention:** five years after close of calendar year for which created

Approved, 21 May 2008



Retha L. Coburn

Director of Business and Finance