



Agency Records Disposition Schedule

Department: Department of Conservation

Section: Internal Audit

Division: Administration

Sub-Section:

TITLE: Final Internal Audit Reports and Special Review Reports

CUTOFF: EOSFY

DESCRIPTION: Final internal audit reports and special review reports on Department operations and compliance. Retain on-site in support of on-going business.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21077

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Hunting and Fishing Privileges Revocation Letters

CUTOFF: EOSFY

DESCRIPTION: Correspondence regarding revocation of hunting and fishing privileges to individuals. Includes supporting documentation. The Internal Audit Section is neutral and independent by profession, therefore it serves as the hearing officer for revocation of hunting and fishing privileges.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21082

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Internal Audit Supporting Work Papers - Federal

CUTOFF: Issuance of final federal report

DESCRIPTION: Internal audit supporting work papers pertaining to federal funds or programs.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21079

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section: Internal Audit

Division: Administration

Sub-Section:

TITLE: Internal Audit Supporting Work Papers - State

CUTOFF: EOSFY

DESCRIPTION: Internal audit supporting work papers pertaining to state funds or programs.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21078

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Memos to Director

CUTOFF: EOSFY

DESCRIPTION: Memos and opinions of Internal Auditor as to Department issues.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21080

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Payroll Records and Time Sheets

CUTOFF: Issuance of final federal report

DESCRIPTION: Payroll records and time sheets associated with federal grants or programs. 50 CFR 80.19(a) requires all financial records pertinent to a project shall be retained for a period of 3 years after submission of the final expenditure report on the project.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21081

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section: Internal Audit

Division: Administration

Sub-Section:

TITLE: Special Projects

CUTOFF: EOSFY

DESCRIPTION: Reports on special requests from the Director or compilation of financial information.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21076

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007
