

Maine State General Schedules – Revised June 2015 (Budget Series)

General Schedule Number: 5 Budget Series

1 BIENNIAL BUDGET REQUEST

Copy retained by agency to prepare work program and as a reference in preparing new budget.

Agency of Record:	Bureau of the Budget
Retention of Record Copy:	10
Disposal:	Destroy
Retention of Copies:	4
Date Adopted:	2/19/1986

2 WORK PROGRAM

Program made out from budget figures approved by the Legislature.

Agency of Record:	Bureau of the Budget
Retention of Record Copy:	10
Disposal:	Destroy
Retention of Copies:	4
Date Adopted:	2/19/1986

3 BUDGET SERIES CORRESPONDENCE

Incoming or outgoing correspondence in any media format relating to the budget series.

Agency of Record:	Creating Agency
Retention of Record Copy:	4
Disposal:	Destroy
Retention of Copies:	N/A
Date Adopted:	6/4/2015

4 FINANCIAL ORDERS UNDER \$45,000 (APPROVED BY STATE BUDGET OFFICER)

Financial orders below \$45,000 can be approved by the State Budget Officer, and do not go to the Secretary of State for permanent retention.

Agency of Record:	Bureau of the Budget
Retention of Record Copy:	4
Disposal:	Destroy
Retention of Copies:	4
Date Adopted:	10/31/2002

¹ Unless noted retention times are in terms of years. If there is a retention time for Retention of Copies, this will be the responsibility of the Creating Agency; unless noted, this is disposition destroy.