

# RECORDS RETENTION

## LEGISLATIVE AND LEGAL (LEG)

- ▣ **LEG 4 COOPERATION**
  - General correspondence relating to cooperative interagency and interagency relations, including transactions with foreign countries.  
**Originating office:** Destroy when 3 years old. ADO and ADODR  
**All other offices:** Destroy when 2 years old.
- ▣ **LEG 4-1 Cooperative Agreements**
  - Memorandums of Understanding and Cooperative Agreements reflecting cooperation with other Federal agencies, foreign governments, and private companies. Case file as necessary.  
**Originating office:** Destroy 5 years after superseded or terminated. ADO and ADODR  
**All other offices:** Destroy in Agency when superseded or obsolete.
- ▣ **LEG 4-2 Federal-State Relations**
  - Cooperative Agreements, amendments, and Memorandums of Understanding relating to programs conducted in cooperation with the State governments.  
**EXCEPT:** Survey evaluations, review, and other material relating to specific subjects or cases. See appropriate subject.  
**Originating Office:** Destroy in Agency 5 years after declared obsolete. ADO and ADODR  
**All other offices:** Destroy when superseded or obsolete.
    - Original award documents maintained in ADO's files. This changed when Minneapolis stated they no longer needed the original to obligate.
    - ADODR will likely have documentation in that file that is not located anywhere else, so it is important to either maintain that file as well, or merge and purge with ADO's file upon closeout of the agreement.

## FISCAL AFFAIRS (FIS)

### ▣ FIS 4-1 Obligations

- Work Plan Folders only. Subdivide by accounting code and by object class, if necessary. Includes basic documents used in recording and accumulating obligations, such as, purchase orders, requisition, and travel vouchers. Maintain separate folders for liquidated and unliquidated obligations.

**Originating Office:** Destroy 5 years after liquidation. Account Holder (ADO) and MFSB

**All other offices:** Destroy 5 years after liquidation.