

Records Management Best Practices: Budget Records

The following best practices were developed in consultation with the Fredonia Budget Department.

The Budget Department is the official record custodian for the list of records below related to Fredonia Budget records. Any convenience copies of these records located in other University offices should be properly secured while held and properly destroyed when they no longer serve a legal, operational, or historic value.

Records subject to these standards include the following:

- **Program Unit Budget Request Files**
- **Agency Budget Preparation Files**
- **Agency Copy of Agency Budget Request (FORM -1)**
- **Budget Allocation Entries**
- **Campus Financial Management Plan**
- **Campus Financial Reporting Package (CFRP)**
- **New York State Summer School for the Arts (NYSSSA) budget records**
- **Budget Book**
- **Payroll Audit records**
- **Payroll Reconciliations**
- **Personal Service Regular (PSR) and Temporary Service(TS) Expenditure Transfer Journal Entries**
- **Procurement Card Audit records**
- **Residence Hall Capital Plan**
- **Residence Hall Financial Plan**
- **Unrelated Business Income Tax (UBIT) survey records**

Note: The Budget Office retains their records for the statutorily mandated period of time. A department may request a copy of a supporting document, provided it is a public record, by calling the Budget Office at (716) 673-3145.