Supplemental Information on NDSU Extension
Records Retention Schedule
As of 8/7/2018

**Impact Statements**: ACFY (After Current Fiscal Year) + 6, then Archives
- Covered under NDUS RSS 900206 (Annual Reports)

**Narrative Reports**: AFRS (After Final Report Submitted) +3, then Archives
- Covered under NDUS RSS 900207 (Reports/Plans)

**Travel Records**: ACFY+3, then Recycle
- Covered under NDUS RSS 850301 (Travel Records)

**Budgets**: ACFY+6, then Landfill/Delete
- County budget information would be covered under NDUS RSS 010406 (“Proposed Budget and Working Papers”). This would cover information exchanged between counties and Extension district directors relating to developing and finalizing county budgets.

**General Correspondence**:

A. Administrative Correspondence: ACFY+3, then Landfill/Delete
- Covered under NDUS RSS 450103
  - “This record series contains documents sent or received intra-office, intra-campus, or with external organizations or individuals that contain significant information. The information may be used for fiscal or administrative purposes.”

B. Executive Correspondence: ACFY+6, then Archives
- Covered under NDUS RSS 450104
  - “This record series contains information sent or received intra-office, intra-campus, or with external organizations or individuals that documents significant events and the development of administrative structure for the college/university. It may also include the historical development of an office/department. This type of correspondence may include, but is not limited to, letters; memoranda; or acknowledgements sent or received.”

C. General Correspondence: ACFY+1, then Landfill/Delete
- Covered under NDUS 450105
  - “This record series contains documents sent or received intra-office, intra-campus, or with external organizations or individuals that pertain to any communications that does not contain any significant information. The correspondence is general in routing or nature.”