

**Department of Administration**

**Bureau of Audits**

Records Retention Schedule Approved November 1990 and Amended June 2002

**BA Bureau of Audits**

**BA1 Accounting Procedures**

Statement or procedures for auditors.

*Retention:* Retain until superseded.

**BA2 Certification Notices**

Certification of court receipts and expenditures, balance due statements, itemized summary.

*Retention:* Retain one (1) year.

**BA3 Correspondence – Town Audits**

Attached bill for services regarding town audits.

*Retention:* Retain one (1) year.

**BA4 Personnel Folders**

CS-3, leave forms etc.

*Retention:* Retain until termination.

**BA5 Reports – Annual Audit – Towns**

State Auditors – audit reports and work papers on Cities and Towns

*Retention:* Retain sixteen (16) years.

**BA6 Reports – examination of accounts**

For City of Providence, State Auditor’s report #2 – 5 copies

*Retention:* Retain six (6) years.

**BA7 Reports – audits of State Agencies**

Includes work sheets and correspondence – Retention supplies to audits and work papers.

*Retention:* Retain until (10) years.

**BA8 Statement “B”**

Control sheets-summary of expenditures.

*Retention:* Retain two (2) years.

**BA9 Subject File**

Payroll and other expenditure reports.

*Retention:* Retain one (1) year.

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**BA10 Time Reports – Auditors**

Time sheets of personnel used in billing cities and towns

*Retention:* Retain one (1) year.

**BA11 Vouchers – Invoice**

Fees to witnesses, officers, jurors

*Retention:* Retain one (1) year.

**BA12 Work Sheets – City of Providence Audit**

Uncollected taxes, assessments and revenue

*Retention:* Retain until superseded.

**BA13 Reports – Annual Financial**

Made by Cities and Towns to Department of Administration

*Retention:* Retain ten (10) years.

**BA14 Inquiry and Investigation Records** (series added 6.2002)

Documents investigations conducted by the Bureau of Audits at the request of the Governor, the Department of Administration Director, or other Departments through the Director. Files consists of investigation records.

*Retention:* Retain five (5) years.

*Note: Generally, a final determination is made outside the Bureau of Audits, although an investigation may lead to the issuance of a public report, which is retained permanently.*