

# ***ARCHIVING FILES***

ARIS 115's--Maintained for 5 years after reprint is received.

BUDGET--Current plus 5 years (in case of 5-year review).

CORRESPONDENCE (including e-mail)--Current plus 5 years (unless we think we need it or want to keep for samples).

PATENT INFORMATION--Current plus 5 years (unless we think we need it or want to keep for samples).

PROGRESS REPORTS AND PLANS--Current plus 5 years (in case of 5-year review).

PURCHASE ORDERS--Current plus 2 years.

SHEM Records—Maintained continuously, maybe electronically archived, check available technology at regular interval and document update of records.

STATUS OF FUNDS--Current plus 2 years.

T&As--Current plus 6 years (this should include backup documentation; e.g., leave slips and audits).

TRAVEL DOCUMENTS--Current plus 6 years (includes all domestic and foreign authorizations and vouchers).

TRAINING FORMS--Current plus 3 years (SF-182).