

3.3 BUDGETING

The activities of preparing budget submissions and managing the allotment of revenues and expenditures.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|---|--|--|
| GS 01040 Rev. 1 | <p><i>Allotment Management and Budget Development</i></p> <p>Records relating to the development of agency budget proposals and the management of allotments.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Allotment submittals; • Budget proposals/decision packages; • Legislative notes; • Supporting/backup documentation; • Related correspondence/communications. <p>Excludes:</p> <ul style="list-style-type: none"> • Strategic plans developed in accordance with RCW 43.88.090 and covered by <i>Strategic Plans – Final (Unpublished) (DAN GS 10001)</i>; • Office of Financial Management’s records related to the whole of government coordination of allotment management and budget development. | <p>Retain for 6 years after end of biennium <i>then</i> Destroy.</p> | <p>NON-ARCHIVAL ESSENTIAL OPR</p> |