

Prime Financial Record Retention Transition

By the year 2021, The Office of Finance and Treasury will be fully transitioned to a single, centralized online repository for the following financial documents and associated documentation.

- Supplier Records
- Supplier Contracts
- Purchase Orders
- Supplier Invoices
- Vouchers
- Statement Reports
- Individual Expense Reports
- Receipts

Until the transition is complete,

If departments are storing these documents, they should store only FY 2014 and prior years as listed.

- FY14
- FY13
- FY12
- FY11
- FY10
- FY09



The Office of Finance & Treasury will retain FY 2015 and all future documents in the online repository.

