

**LOWER RUM RIVER WATER MANAGEMENT ORGANIZATION (LRRWMO)  
RECORDS RETENTION SCHEDULE**

<b>SECTION / CODE</b>	<b>RECORD TITLE</b>	<b>RETENTION PERIOD</b>	<b>ARCHIVE</b>	<b>CLASSIFICATION</b>
<b>Administration</b>				
ADM 01000	Annual Reports	Permanent	Yes	Public
ADM 01100	Appointment Files	Until Superseded	No	Public
ADM 01400	Bids, RFPs – Accepted	10 yr. after completion	No	Public
ADM 01500	Bids, RFPs – Not Accepted	6 yrs.	No	Public
PWE 02100	Boundary Changes	Permanent	Yes	Public
ADM 02000	By Laws	Until Superseded	Yes	Public
ADM 01400	Contracts	6 yrs. after exp.	No	Public
ADM 03000	Correspondence, Historical	Permanent	Yes	Public
ADM 03050	Correspondence, Messages	Until Read	No	Public
ADM 03300	Grants	3 yrs. after Audit	No	Public
ADM 01200	Joint Powers Agreements	Permanent	Yes	Public
ADM 00500	Meeting Agendas	Permanent	Yes	Public
ADM 04300	Meeting Minutes	Permanent	Yes	Public
ADM 04700	Meeting Notices	6 years	No	Public
ADM 00500	Meeting Packets	3 years	No	Public
ADM 03200	Quarterly Reports	Permanent	No	Public
RMG 01000	Records Retention Schedules	Until Superseded	No	Public
ADM 05000	Resolutions	Permanent	No	Public
<b>Finance</b>				
FIN 02620	Audits	Permanent	Yes	Public
FIN 01000	Bank Statements	6 years	No	Public
FIN 01310	Budgets	Permanent	No	Public
INS 00400	Insurance	6 years	No	Public
??	Invoices	6 years	No	Public
FIN 01320	Treasurer's Report	2 years	No	Public

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<b>Planning</b>				
PER 03450	Permits	Permanent	No	Public
PLZ 00300	Water Mgmt. Plans	Permanent	Yes	Public