<table>
<thead>
<tr>
<th>TITLE</th>
<th>DESCRIPTION</th>
<th>RETENTION</th>
<th>CUTOFF</th>
<th>DISPOSITION ACTION</th>
<th>SERIES</th>
<th>SERIES STATUS</th>
<th>APPROVAL DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Internal Audit Reports and Special Review Reports</td>
<td>Final internal audit reports and special review reports on Department operations and compliance. Retain on-site in support of on-going business.</td>
<td>Years: 0 Months: 0 Days: 0</td>
<td>EOSFY</td>
<td>Permanent</td>
<td>21077</td>
<td>Approved</td>
<td>8/2/2007</td>
</tr>
<tr>
<td>Hunting and Fishing Privileges Revocation Letters</td>
<td>Correspondence regarding revocation of hunting and fishing privileges to individuals. Includes supporting documentation. The Internal Audit Section is neutral and independent by profession, therefore it serves as the hearing officer for revocation of hunting and fishing privileges.</td>
<td>Years: 7 Months: 0 Days: 0</td>
<td>EOSFY</td>
<td>Destroy</td>
<td>21082</td>
<td>Approved</td>
<td>8/2/2007</td>
</tr>
<tr>
<td>Internal Audit Supporting Work Papers - Federal</td>
<td>Internal audit supporting work papers pertaining to federal funds or programs.</td>
<td>Years: 10 Months: 0 Days: 0</td>
<td>Issuance of final federal report</td>
<td>Destroy</td>
<td>21079</td>
<td>Approved</td>
<td>8/2/2007</td>
</tr>
</tbody>
</table>
### Internal Audit Supporting Work Papers - State

**TITLE:** Internal Audit Supporting Work Papers - State  
**DESCRIPTION:** Internal audit supporting work papers pertaining to state funds or programs.  
**CUTOFF:** EOSFY  
**RETENTION:** Years: 10 Months: 0 Days: 0  
**NOTES:**  
**DISPOSITION ACTION:** Destroy  
**SERIES:** 21078  
**SERIES STATUS:** Approved  
**APPROVAL DATE:** 8/2/2007

### Memos to Director

**TITLE:** Memos to Director  
**DESCRIPTION:** Memos and opinions of Internal Auditor as to Department issues.  
**CUTOFF:** EOSFY  
**RETENTION:** Years: 10 Months: 0 Days: 0  
**NOTES:**  
**DISPOSITION ACTION:** Destroy  
**SERIES:** 21080  
**SERIES STATUS:** Approved  
**APPROVAL DATE:** 8/2/2007

### Payroll Records and Time Sheets

**TITLE:** Payroll Records and Time Sheets  
**DESCRIPTION:** Payroll records and time sheets associated with federal grants or programs. 50 CFR 80.19(a) requires all financial records pertinent to a project shall be retained for a period of 3 years after submission of the final expenditure report on the project.  
**CUTOFF:** Issuance of final federal report  
**RETENTION:** Years: 3 Months: 0 Days: 0  
**NOTES:**  
**DISPOSITION ACTION:** Destroy  
**SERIES:** 21081  
**SERIES STATUS:** Approved  
**APPROVAL DATE:** 8/2/2007
### Special Projects

**Title:** Reports on special requests from the Director or compilation of financial information.

**Cutoff:** EOSFY

**Retention:** Years: 10 Months: 0 Days: 0

**Disposition Action:** Destroy

**Series:** 21076

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**Series Status:** Approved

**Approval Date:** 8/2/2007