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### FINANCIAL SYSTEMS DOCUMENTATION

**Description:** Consists of project related records, including user acceptance test plans and results, job aids, feed processes, training documents, and Excel Macros and SQL queries. Excludes any vendor documentation, which is maintained by Information Technology Services.

**Filing Guidelines:** Records must be securely stored until final disposition. Vendor documentation and user guides are maintained by Information Technology Services.

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<b>MUNCLASS Function:</b>	Finance (FN)
<b>Responsible Unit(s):</b>	Financial and Administrative Services
<b>Retention:</b>	System life cycle complete + 1 year
<b>Disposition:</b>	Delete
<b>Media:</b>	Electronic
<b>Authority:</b>	Anticipated Operational Use

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Version 01

**Approved:** October 26, 2020: RS 2020-015

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