

















# PaperJamming Reference

## Administrative Files II

Type	Stage	Details
<input type="checkbox"/> Travel forms (e.g., reimbursement requests, ticket stubs, receipts, and check stubs)		3 years from end of year
<input type="checkbox"/> Hardware and software documentation (e.g., manuals, license information, warranties, and version information)		When obsolete; transfer to new owner if sold
<input type="checkbox"/>	  	
<input type="checkbox"/>	  	
<input type="checkbox"/>	  	
<input type="checkbox"/>	  	

Key:  Continuing  One Time  Permanent