

2. Ledger Account Cards	Permanent or on microfilm after 6 years
3. Ledger Control Cards	6 years
4. Accounting Move Tickets	3 years
5. IBM Punch Cards	3 years
6. IBM Tabulation Sheets	3 years
7. Cancelled Checks	3 years
8. Miscellaneous Correspondence Supporting Sales Tax Returns	3 years
9. Transmittals	3 years
10. Duplicate Copies of Deposit Slips	3 years
11. Duplicate Copies of Certificates of Deposit	3 years

The Division has not yet requested the approval by the Board of Public Works of this schedule.

INSURANCE DEPARTMENT

On October 11, 1951, the Deputy Commissioner of the State Insurance Department wrote to the Board of Public Works and expressed the desire to be relieved of certain records. The letter was referred to the Hall of Records. After examining the records, we prepared the following disposal schedule which was sent to the Department on November 7:

Designation or Description of Record	Minimum Retention Period
1. Applications for Company Licenses	3 years
2. Duplicate Copies of Company Licenses	3 years
3. Applications for Agent's, General Agent's and Solicitor's Licenses	3 years
4. Duplicate Copies of Agent's, General Agent's and Solicitor's Licenses	3 years
5. Applications for Broker's and Broker's Solicitor's Licenses	3 years