

QUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. 73

Hall of Records Commission

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1. Requesting Agency

2. Division or Bureau of Requesting Agency

DEPARTMENT OF FORESTS AND PARKS

3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

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INVOICES

The Department receives three copies of the invoice from the vendor. The original is forwarded to the Comptroller with the transmittal for payment. The Department retains one copy for accounting and audit purposes, and sends the other copy to the district office making the purchase.

The recommendation below applies only to the copy retained in the Department's files. This file occupies four drawers (6 cubic feet) in the office, and 18 cubic feet in the basement storeroom. The annual rate of accumulation is 3 cubic feet.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

*Approved Hall of
Records Commission*

7. Agency, Division or Bureau Representative

J. C. Buckingham
Signature

State Auditor
Title

Aug 4 1954
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

8/5/54
Date

Maria S. Dault
Archivist

AUG 9 1954
Date

J. McLesker
Secretary