

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

SCHEDULE NO. 149

PAGE NO. 1

1. Requesting Agency  
DEPARTMENT OF GAME AND INLAND FISH

2. Division or Bureau of Requesting Agency

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.

1. ACCOUNTING RECORDS

Period Covered: 1951 - -  
Quantity: 4 cubic feet  
File Arrangement: chronological  
Annual Accumulation: 1 cubic foot  
Disposable Amount: 1 cubic foot  
Audited: State and Federal

This item includes all standard accounting forms used by State agencies. Specifically, these are:

Comptroller of the Treasury

Form No.

- E-1-3 Distribution of Charges
- E-1 & E-3 Transmittal
- DD-1 Certificate of Deposit
- R-2 (formerly IR-2) Monthly Report of State Funds Collected and Deposited
- Monthly Statement of Balances
- Distribution of Unexpended and Obligated Balances

Purchasing Bureau (Department of Budget & Procurement)

- L-A Requisition for Supplies
- 47-A Purchase Order
- 100-16 Out of Schedule Requisition for Supplies
- 39A & 40A Stores Requisition

Approved and by  
Records Commission

7. Agency, Division or Bureau Representative

*Harold L. Gibson*  
Signature

Assistant Director  
Title

April 5, 1955  
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.

4/6/55  
Date

*Morris S. Radloff*  
Archivist

APR 11 1955  
Date

*Harold L. Gibson*  
Secretary

LIST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

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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CF-2 Copy of Contract Awarded  
 CF-1 Capital Fund Requisition for Equipment  
 100/24 Actual Emergency and Repairs Report  
 27-A Copy of Contract Awarded  
 CF-3 Copy of Contract Awarded  
 Delivery Notice  
 26-A Notice of Award of Contract  
 52 Credit Memorandum  
 51 Report of Partial Delivery

Budget Bureau (Department of Budget and Procurement)

BB-1 (Rev.) Formerly BB-1 and BB-2  
 Budget Schedule Amendment Sheet  
 BP Inv. R101 Report of Fixed Assets (annual)  
 BP Inv. R102 Report of Materials and Supplies (annual)  
 BP Inv. 6 Materials and Supplies Physical Inventory (annual)  
 BB-40 Request for Position Action  
 Budget Forms  
 1 thru 11 Budget Estimates Fiscal Year (13 pages including Form Statement)  
 BP Inv. 1 Stores Record  
 BP Inv. 2 Equipment Record  
 BP Inv. 3 Motor Vehicle Record  
 Memorandum of Adjustment

Others

Vendors Invoices  
 Bank Deposit Slips  
 Bank Statements  
 Bank Deposit Receipts  
 Cancelled Checks  
 Check Stubs

APPROVED BY  
BOARD OF PUBLIC WORKS

Date....APR. 11, 1955

*[Signature]*  
 Secretary

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

2. ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL RECORDS RETENTION SCHEDULE

*Approved Hall of Records Commission*

PAYROLL (Prior to July 1, 1953) - The agency copy of this payroll is to be retained for five years or until audited (State and Federal), whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, Jan. 11, 1954).

PAYROLL JOURNAL - The agency copy is to be retained for three years or until audited (State and Federal) whichever is later, and then destroyed. (General Schedule No. G-2, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL EXCEPTIONS, Additions and Exceptions - The agency copy is to

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(Continuation Sheet)

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

Item No.

be retained for three years or until audited, (State and Federal), whichever is later, and then destroyed. (General Schedule No. 2, Item 3-b, approved by the Board of Public Works, January 11, 1954.)

PAY WARRANTS - The agency copy is to be retained for three years or until audited (State and Federal), whichever is later, and then destroyed. (General Schedule No. 3, Item 3, approved by the Board of Public Works, May 10, 1954).

RECEIVING WARRANTS - The agency copy is to be retained for three years or until audited, (State and Federal), whichever is later, and then destroyed. (General Schedule No. 4, Item 3, approved by the Board of Public Works, May 10, 1954).

TRANSMITTAL FORM E-1 or E-1/2 (Comptroller of the Treasury Form) is to be retained for three years or until audited, (State and Federal), whichever is later, and then destroyed. (General Schedule No. 5, Item 3, approved by the Board of Public Works, May 10, 1954).

APPROVED BY  
BOARD OF PUBLIC WORKS  
Date APR 11 1955

*J. Melusko*  
Secretary