

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

SCHEDULE NO. 150

Hall of Records  
Commission

PAGE NO. 1. ✓

1. Requesting Agency

2. Division or Bureau of Requesting Agency

**DEPARTMENT OF PUBLIC IMPROVEMENTS**

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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**1. ACCOUNTING RECORDS**

Period Covered: 1947 - -  
Quantity: 14 legal size drawers (29 cubic feet)  
File Arrangement: chronological  
Annual Accumulation: 4 cubic feet  
Disposable Amount: 16 cubic feet  
Audited by: State

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

Comptroller of the Treasury

Form No.

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

Purchasing Bureau (Department of Budget & Procurement)

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

*Approved Hall of  
Records Commission*

7. Agency, Division or Bureau Representative

*James M. ...*  
Signature

Acting 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. Redaff*  
Archivist

APR 11 1955  
Date

*J. Melusker*  
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

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	<p>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-8 Copy of Contract Awarded                Delivery Notice            26- A Notice of Award of Contract            52 Credit Memorandum            51 Report of Partial Delivery</p> <p style="text-align: center;">Budget Bureau (Department of Budget &amp; Procurement)</p> <p>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</p> <p>Budget Forms            1 thru 11 Budget Estimates Fiscal Year (13 pages including Form Statement)</p> <p>BP Inv. 1 Stores Record            BP Inv. 2 Equipment Record            BP Inv. 3 Motor Vehicle Record                Memorandum of Adjustment</p> <p style="text-align: center;">Others</p> <p>Vendors Invoices            Bank Deposit Slips            Bank Statements            Bank Deposit Receipts            Cancelled Checks            Check Stubs            Refund Receipts</p> <p style="text-align: right;">APPROVED BY            BOARD OF PUBLIC WORKS            Date APR 11 1955              Secretary</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p>	
2.	<p><u>ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL RECORDS RETENTION SCHEDULE</u></p> <p>PAYROLL (Prior to July 1, 1953) - The agency copy of this payroll is to be retained for five years or until audited, whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, January 11, 1954).</p> <p>PAYROLL JOURNAL - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-2, Item 1-d, approved by the Board of Public Works, January 11, 1954).</p>	<p><i>Approved Hall of Records Commission</i></p>

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	<p><b>PAYROLL EXCEPTIONS, Additions and Exceptions</b> - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. 2, Item 3-b, approved by the Board of Public Works, January 11, 1954).</p> <p><b>PAY WARRANTS</b> - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. 3, Item 3, approved by the Board of Public Works, May 10, 1954).</p> <p><b>RECEIVING WARRANTS</b> - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. 4, Item 3, approved by the Board of Public Works, May 10, 1954).</p> <p><b>TRANSMITTAL FORM E-1 or E-2</b> (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. 5, Item 3, approved by the Board of Public Works, May 10, 1954).</p>	<p style="text-align: center;">APPROVED BY BOARD OF PUBLIC WORKS APR 11 1955 Date .....</p> <p style="text-align: center;"><i>J. Melusker</i> ..... SECRET</p>