

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

1. Requesting Agency: **STATE PLANNING COMMISSION**  
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 | 6. Recommendation of Hall of Records and Board of Public Works.

1. ACCOUNTING RECORDS  
 Quantity: 4 cubic feet  
 Dates: 1951 - -  
 File Arrangement: chronological  
 Annual Accumulation: 1 cubic foot  
 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
	Monthly Statement of Balances
	Distribution of Unexpended and Obligated 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
CF-2	Copy of Contract Awarded

*Approved Hall of Records Commission*

7. Agency, Division or Bureau Representative  
*Henrietta Laska* Signature      *Records Management* Title      *4/5/55* 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      *Minnie S. Radloff* Archivist      *APR 11 1955* Date      *J. Melusker* Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

SCHEDULE NO. 151

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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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CF-1 100/24 27-A CF-3  26-A 52 51	Capital Fund Requisition for Equipment Actual Emergency and Repairs Report Copy of Contract Awarded Copy of Contract Awarded Delivery Notice Notice of Award of Contract Credit Memorandum Report of Partial Delivery	
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## Budget Bureau (Department of Budget &amp; 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)	
Budget Forms		
1 thru 11	Budget Estimates Fiscal Year (13 pages including the 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

RECEIVED BY  
BOARD OF PUBLIC WORKS  
Date..... APR 11 1955

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

Secretary

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

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, Jan. 11, 1954).

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).

PAYROLL EXCEPTIONS, Additions and Exceptions - The agency copy is to be retained for three years or until audited, whichever

Approved Hall of  
Records Commission

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4.  
Mem  
No.

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

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, 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, 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, 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

*[Handwritten Signature]*  
Secretary