

REQUEST FOR RECORDS RETENTION SCHEDULE

to be Submitted to the Records Management Division

Hall of Records Commission

1. Requesting Agency

ADMINISTRATOR OF LOAN LAWS

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: 1937 - -  
Quantity: 8 cubic feet  
File Arrangement: chronological  
Annual Accumulation: less than 1/2 cubic foot  
Disposable Amount: 6 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

*W. W. Ballou*  
Signature

Deputy Administrator

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

*Monie S. Duff*  
Archivist

APR 11 1955

Date

*J. McEwen*  
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

Hall of Records  
Commission

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.
	<p>CF-2 Copy of Contract Awarded  CF-1 Capital Fund Requisition for Equipment.  100/24 Actual Emergency and Repairs Report  27A 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</p> <p>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  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</p> <p>Others</p> <p>Vendors Invoices  Bank Deposit Slips  Bank Statements  Bank Deposit Receipts  Cancelled Checks  Check Stubs</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p>	<p>APPROVED BY  BOARD OF PUBLIC WORKS  Date APR 11 1955</p> <p><i>McLuskey</i>  Secretary</p> <p>Approved Hall of  Records Commission</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>Approved Hall of  Records Commission</p>

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(Continuation Sheet)

4.  
Item  
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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.

PAYROLL EXCEPTIONS, Additions and Exceptions - 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).

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-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

*J. Malissen*  
Secretary