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| 1. Requesting Agency<br><b>DEPARTMENT OF MENTAL HYGIENE</b> | 2. Division or Bureau of Requesting Agency<br><b>SPRINGFIELD STATE HOSPITAL</b> |
|---|---|

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<br>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**

Quantity: 24 letter size drawers (36 cubic feet) plus 40 letter size transfiles (60 cubic feet in storage)  
Total - 96 cubic feet

Dates: 1937 - -

File Arrangement: chronological

Annual Accumulation: 9 cubic feet

Disposable Amount: 48 cubic feet

Audited by: State

This item includes all standard accounting records used by State agencies and also those used only in the hospital. Specifically, these are:

**Comptroller of the Treasury**

**Form No.**

- E-1-9 Distribution of Charges
- E-1 & E-4 Transmittal
- DD-1 Certificate of Deposit and Bank Deposit Slip
- R-2 (formerly MB-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
- 67-A Purchase Order

*Approved Hall of Records Commission*

7. Agency, Division or Bureau Representative

*Daniel A. Daffony*

Signature

**ACCOUNTANT**

Title

*4/1/55*

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

*Morris S. Radloff*  
Archivist

**APR 11 1955**  
Date

*[Signature]*  
Secretary

REPORT FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

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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100-16 Out-of-Schedule Requisition for Supplies  
39A & 40A Stores Requisition  
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 Invoice  
26 A Notice of Award of Contract  
52 Credit Memorandum  
51 Report of Partial Delivery

Budget Bureau (Department of Budget & Procurement)

BB-1 (Rev.) Formerly BE1 and BE2  
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)  
PP 1 A Power Plant Utility Report (monthly)  
Farm Report (annual)  
Farm Report (monthly)  
Food Report (monthly)  
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  
DMM 101 County Patient Maintenance Bills  
DMM P 7 Delivery Order and Receipt (Institutional Storeroom Receipt)  
Guest Ticket Meal Books  
Inventory Work Sheets  
Occupational Therapy Cash Receipt  
General Fund Cash Receipt  
Recreation Fund Receipts  
Leave Request  
PC 8 Sewing Room Report (monthly)  
Form Report (Institutional - Monthly)

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

*[Signature]*  
Secretary

REPORT FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

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The above records are supporting data to the permanent books of account.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, 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 form is to be retained for five years or until audited, whichever is later, and then destroyed. (General Schedule No. C-1, Item 1-d, approved by the Board of Public Works, January 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. C-2, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL EXCEPTIONS, Additions and <sup>Deduction</sup> ~~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, Federal and State, 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  
APR 11 1955  
Date .....

*[Signature]*  
Secretary