

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

SCHEDULE NO. **188**
PAGE NO. **1** ✓

1. Requesting Agency: **COMPTROLLER OF THE TREASURY**
2. Division or Bureau of Requesting Agency: **GASOLINE TAX DIVISION**

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

Quantity: 8 drawers (16 cubic feet)
Dates: 1951 - -
File Arrangement: Chronological
Annual Accumulation: 2 drawers (4 cubic feet)
Disposable Amount: 4 cubic feet
Audited by: State

This item includes all standard accounting forms used by State agencies as supporting data to the final book of entry. The final book of entry is to be retained permanently. Specifically these are:

Comptroller of the Treasury

Form No.

| | |
|---------------------|---|
| E-1-S | Distribution of Charges |
| E-1 and E-2 | Transmittal |
| ID-1 | Certificate of Deposit and Bank Deposit Slip |
| 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 and Procurement)

| | |
|------|--------------------------|
| 1-A | Requisition for Supplies |
| 47-A | Purchase Order |

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

B. F. Howell CHIEF, GAS. TAX. DIV. 6-24-55
Signature Title 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.

7/7/55
Date

Morris S. Radall
Archivist

JUL 14 1955
Date

J. J. [Signature]
Secretary

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|-------------------|--|--|
| | <p>100-16 Out-of-Schedule Requisition for Supplies 39-A and 40-A 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</p> <p>Budget Bureau (Department of Budget and Procurement)</p> <p>BB-1 (Rev.) Formerly BB-1 and BB-2 Budget Schedule Amendment Sheet B.P. Inv. R101 Report of Fixed Assets (annual) B.P. Inv. R102 Report of Materials and Supplies (annual) B.P. Inv. 6 Materials and Supplies Physical Inventory (annual) BB-40 Request for Position Action Budget Form Nos. 1 thru 11 Budget Estimates Fiscal Year (13 pages including farm statement)</p> <p>B.P. Inv. 1 Stores Record B.P. Inv. 2 Equipment Record B.P. Inv. 3 Motor Vehicle Record Memorandum of Adjustment</p> <p>Others</p> <p>Vendors Invoices Bank Deposit Slips Bank Statements Bank Deposit Receipts Canceled Checks Bank Reconciliation Work Sheet Bank Reconciliation Machine Tape</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDIT, WHICHEVER IS LATER, AND THEN DESTROY.</p> <p>2. <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 form is to be retained for five years or until audited, whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d,</p> | <p style="writing-mode: vertical-rl; transform: rotate(180deg);">APPROVED HALL OF RECORDS COMMISSION</p> <p style="text-align: right;">SECRETARY</p> <p style="text-align: center;">JUL 1 1 1955</p> <p style="text-align: right;">Secretary</p> |

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.

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. G-2, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL EXCEPTIONS, Additions and ^{Deductions} ~~Exceptions~~ - 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 2-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. G-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. G-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. G-5, Item 3, approved by the Board of Public Works, May 10, 1954).

3. MASTER AUTHORIZATION

Size: 5" x 8"
Quantity: 1/2 cubic foot
Dates: July 1953 - -
File Arrangement: Alphabetical
Annual Accumulation: 2 linear inches
Audited by: State

This state-wide form of the Commissioner of Personnel is the authorization for entering the employee's name on the payroll or for making any changes in the rate. It also shows all pay deductions.

RECOMMENDATION: RETAIN WHILE EMPLOYED AND FOR THREE YEARS AFTER DATE OF SEPARATION, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

SECRETARY
Date JUN 21 1955
J. Mccluskey
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

Hall of Records
Commission

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|----------|---|---|
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|----------|---|---|

4.

LEAVE RECORDS

Quantity: 1 1/2 cubic feet
 Dates: 1951 - -
 File Arrangement: Alphabetical
 Annual Accumulation: 4 linear inches
 Disposable Amount: 1 cubic foot
 Audited by: State

File includes the following records:

Leave record card - Form SEC 128-A - standard state-wide form,
 prepared annually for each employee
 Leave applications
 Doctor's certificates

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

APPROVED
HALL OF RECORDS COMMISSION

W B
 J. M. [Signature]
 Secretary