

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

1. Requesting Agency

**STATE AUDITOR**

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.
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**1. PROGRESS REPORT**

Size: 8 1/2" x 14"  
Quantity: 1/2 drawer  
Dates: 1939 --  
File Arrangement: Chronological  
Annual Accumulation: less than 1 linear inch

These monthly progress reports show the status of the audit program. The reports, statistical in format, are used for budget preparation, work programming, preparing the annual report, etc. They represent a work history of the office.

**RECOMMENDATION: RETAIN PERMANENTLY.**

**2. AUDIT REPORT**

Size: 8 1/2" x 14"  
Quantity: 5 legal size drawers (20 cubic feet)  
Dates: 1929 --  
File Arrangement: Alphabetical  
Annual Accumulation: less than 1/2 cubic foot

Four or more copies of the Audit Reports are prepared. The State Auditor retains one, the Governor receives one and all other copies are transmitted to the Comptroller of the Treasury who determines their distribution. The recommendation below applies to the copy retained by the State Auditor.

**RECOMMENDATION: RETAIN PERMANENTLY**

**APPROVED  
HALL OF RECORDS COMMISSION**

7. Agency, Division or Bureau Representative

*James L Benson* State Auditor *July 26/1955*  
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.

*8/4/55*  
Date

*Morris S Radoff*  
Archivist

**AUG 8 1955**  
Date

*J. Melusna*  
Secretary

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(Continuation Sheet)

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3. AUDIT WORK PAPERS

Size: 8 1/2" x 11"

Quantity: 73 drawers and 20 cubic feet in office and 18 trans-files in Budget and Procurement Warehouse (Total 190 cubic feet)

Dates: 1929 - -

File Arrangement: Alphabetical

Annual Accumulation: 7 cubic feet

Disposable Amount: 100 cubic feet

Work papers for each audit for each agency are bound and filed in heavy manila envelopes. Besides the working papers the file also contains the first handwritten draft of the audit report, subsequent typewritten drafts, and other documents concerned with the audit.

A. Clerks of Court and Register of Wills Audit Work Papers

RECOMMENDATION: RETAIN THROUGH THE TERM OF EACH OFFICER AND FOR FIVE YEARS AFTER FINAL AUDIT, THEN DESTROY

B. All other Audit Work Papers

RECOMMENDATION: RETAIN FOR TEN YEARS AFTER DATE OF AUDIT REPORT AND THEN DESTROY.

4. LOCAL AUDIT REPORTS

Quantity: 2 drawers (4 cubic feet)

Dates: 1950 - -

File Arrangement: Alphabetical

Annual Accumulation: less than 1/2 cubic foot

Local Audit Reports prepared by certified public accountants or an auditing committee must be filed with the State Auditor (Art. 19, Sec. 14, Annotated Code, 1954 Supplement). There is very infrequent reference to the reports and there is no value attached to them after five years retention.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

5. ACCOUNTING RECORDS

Quantity: 7 cubic feet

Dates: 1933 - -

File Arrangement: Chronological

Annual Accumulation: 3 linear inches

Disposable Amount: 5 cubic feet

Audited by: State

APPROVED  
BOARD  
AUG 8 1955  
Date .....

*J. Macuser*  
.....  
Secretary

This item includes all standard accounting forms used by State

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HALL OF RECORDS COMMISSION

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

agencies as supporting data to the final book of entry. The final book of entry is to be retained permanently. Specifically the supporting documents are:

Comptroller of the Treasury

Form No.

E-1-S	Distribution of Charges
E-1 and E-1/2	Transmittal
DD-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
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

Budget Bureau (Department of Budget and Procurement)

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 form statement)
	Memorandum of Adjustment

APPROVED  
HALL OF RECORDS COMMISSION

AUG 8 1955

*J. Melusson*

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**Others**

- Vendors Invoices
- Bank Deposit Slips
- Bank Statements
- Bank Deposit Receipts
- Canceled Checks
- Checkbooks

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

**6. 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 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, 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 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 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. G-3, Item 3, approved by the Board of Public Works, May 10, 1954).

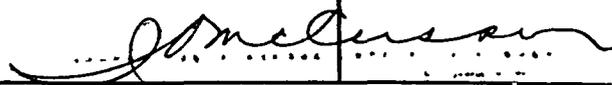
**RECEIVING WARRANTS -** The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-4, Item 3, approved by the Board of Public Works, May 10, 1954).

**TRANSMITTAL FORM E-1 or E-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).

**7. LEAVE RECORDS**

Quantity: 1/2 drawer  
 Dates: 1950 - -  
 Annual Accumulation: 2 linear inches  
 File Arrangement: Alphabetical  
 Audited by: State

APPROVED  
HALL OF RECORDS COMMISSION

DATE: AUG 5 1955  


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File includes the following records:

- Leave record card - Form SEC 128-A - 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.

8. CORRESPONDENCE

- Quantity: 4 drawers (6 cubic feet)
- Dates: 1929 - -
- File Arrangement: Alphabetical
- Annual Accumulation: 4 linear inches
- Disposable Amount: 4 cubic feet

File consists of correspondence concerned with the functions of the office. It is with Federal, State, other state and local agencies, individuals, business and civic groups, etc.

RECOMMENDATION: RETAIN FOR THREE YEARS, AND THEN DESTROY.

APPROVED  
HALL OF RECORDS COMMISSION

APR 10 1955

*[Signature]*  
Secretary