

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

1. Requesting Agency: **REAL ESTATE 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 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. MINUTES

Size: 12" x 10" x 1"
Dates: 1939 - -
Quantity: 2 volumes
File Arrangement: Chronological

Minutes of the Commission contain statements of policy, important actions, and notations relative to complaints which have come up for hearing before the Commission.

RECOMMENDATION: RETAIN PERMANENTLY.

2. LICENSE APPLICATION FILE

Size: 8 1/2" x 11"
Dates: 1939 - -
Quantity: active, 26 legal drawers in office
inactive, 42 cubic feet (estimate in warehouse)
(total 94 cubic feet)
Annual Accumulation: 2 drawers or 4 cubic feet (estimate)
Disposable Amount: 36 cubic feet (estimate)
Audit: State

This file contains all records related to annual registration or renewal of licenses. Each applicant must submit a surety bond along with his license application as proof of surety, the bond remaining in force only for the license year (May 1 - April 30). Each successive renewal must be accompanied by a bond renewal. In 1956 this

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7. Agency, Division or Bureau Representative
M. G. Keckler Executive Secretary
Signature Title Date
March 4, 1957

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.	Disposal Authorized as Indicated in Col. 6 by Board of Public Works.
<u>3/7/57</u> Date	<u>MAR 11 1957</u> Date
<i>Morris S. Radloff</i> Archivist	<i>[Signature]</i> Secretary

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concurrent renewal of bond and license replaced the former procedure of bonding for indefinite periods. The statute of limitations governing the length of time claims may be made against surety bonds expires in three years.

Depending on whether the applicant is a broker or salesman, a case folder may contain any of the following records: bond or bond cancellation; applications for registration and license by salesmen, brokers, or associate brokers; applications for branch office license; applications for renewal, transfer, duplicate, change-of-firm name, or non-resident consent.

If a salesman cancels his license, the license is placed in a suspense file. In the event of a request for license transfer, license is removed and sent to the hiring broker.

RECOMMENDATION: RETAIN FOR FOUR YEARS OR UNTIL AUDITED, WHICHEVER IS LATER; THEN DESTROY.

3. DUPLICATE LICENSES

Size: 8" x 9"
Dates: 1939 - -
Quantity: 4 cubic feet (estimate)
Annual Accumulation: 1 cubic foot (estimate)
File Arrangement: Numerical
Disposable Amount: 3 cubic feet (estimate)
Audit: State

Licenses are issued annually to real estate brokers and individual salesmen. Original copy is issued to licensee and the duplicate is retained by the Commission.

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

4. MASTER CARDS

Size: 4" x 6"
Dates: 1939 - -
Quantity: active, 17 drawers; inactive, 2 cubic feet (total 4 cubic feet)
File Arrangement: Alphabetical by licensee against whom complaint is filed
Annual Accumulation: 3 linear inches

This file consists of complaints and other records related to the conduct and activities of licensees. Records which become part of the complaint case file on individual licensees are: complaints

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MAR 11 1957

SECRETARY

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received, notifications to complainant that the matter has been referred to court; copies of letters sent to licensees; and statements in defense by licensees. An individual complaint case file remains active as long as complaints against the licensee are recurrent. Complaints for the period 1939-1949 have been destroyed.

The file is utilized by the Commission to aid them in eliminating illegal or undesirable practices in real estate transactions and to check for repeat offenders.

RECOMMENDATION: RETAIN FOR LIFETIME OF LICENSEE AND THEN DESTROY

6. GENERAL CORRESPONDENCE

Size: 8½" x 11"

Dates: 1939-1952, in storage
1953 - - , active

Quantity: active, 2 legal drawers; inactive, 2 cubic feet
(total, 4 cubic feet)

File Arrangement: Alphabetical

Annual Accumulation: ½ cubic feet

Disposable Amount: 2 cubic feet

This file consists of the operating records of the Executive Secretary of the Commission, including correspondence with Federal, state, and local agencies; and reports and other papers created or received by the Commission as a result of its licensing activity. Correspondence with licensees or brokerage firms is filed in individual case folders (Item 2).

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

7. ACCOUNTING RECORDS

Size: 8½" x 11"

Dates: 1939 - -

Quantity: 1 legal-size drawer

File Arrangement: Chronological

Annual Accumulation: less than ½ cubic foot

Audit: State

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

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MAR 1 1957

[Signature]

SECRETARY

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Comptroller of the Treasury

Form No.

E-1-S	Memorandum of Adjustment
E-1 and E-1/2	Distribution of Charges
DD-1	Transmittal
R-2 (formerly MR-2)	Certificate of Deposit and Bank Deposit Slip
	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.)	Budget Schedule Amendment Sheet	
Formerly LB-1 and BB-2		
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)	

Budget Form Nos. 1 thru 11	Budget Estimates Fiscal Year
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Others

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

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8. 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-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).

9. MASTER AUTHORIZATION

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 pay 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.

10. LEAVE RECORDS

Dates: 1939 - -
Quantity:
Audit: State

This file includes the following records:

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<p>APPROVED BY BOARD OF PUBLIC WORKS</p> <p>MAR 11 1957</p> <p><i>[Signature]</i> SECRETARY</p>

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Leave Record Card - Form SEC 128-A, a standard State-wide form, prepared annually for each employee
Leave applications
Doctor's certificates

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11-1-57
M. L. ...
SECRETARY