

**SUPERSEDES ITEM 3 SCHEDULE 343**

**REQUEST FOR RECORDS RETENTION SCHEDULE**

Submitted to the Records Management Division  
Hall of Records Commission

SCHEDULE NO.

355

PAGE NO.

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1. Requesting Agency

STATE TREASURER

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.	<p style="text-align: center;"><i>Superseded by Sched. 475 (6-18-69)</i></p> <p><b>CANCELED CHECKS</b></p> <p>Size: 3½" x 9", 3½" x 5"            Dates: 1870 - -            Quantity: Basement, 1,728 drawers or transfiles, 39 document drawers (1,247 cubic feet)                      Office, 413 drawers (295 cubic feet)                      Total, 1,542 cubic feet</p> <p>File Arrangement: By bank and numerical by check number within each year            Annual Accumulation: 140 drawers (100 cubic feet)            Audit: State</p> <p>This item includes all checks drawn by the Treasurer and paid out of State funds. Prior to 1931, each check drawn was covered by an individual warrant and after that date, any number of checks are covered by a single warrant. Checks show the name of the bank on which the check is drawn, the check number, the date, warrant number, date pay period ended (payroll checks), the amount paid, the name of the payee, and the Comptroller's and Treasurer's signatures.</p> <p><b>RECOMMENDATION: RETAIN FOR FIFTEEN YEARS; RETAIN IN OFFICE AREA FOR FIVE YEARS AND UNTIL AUDITED; THEN TRANSFER TO THE STATE RECORD CENTER FOR AN ADDITIONAL FIVE YEARS, AND THEN DESTROY.</b></p> <p><i>PHES CANCELLED 4/15 + R</i></p>	<p style="text-align: right;">#38</p>

7. Agency, Division or Bureau Representative

*[Signature]*  
Signature

*[Title]*  
Title

*10/13/59*  
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.

*10/15/1959*  
Date

*Morris L. Radoff*  
*per Rex Beach*  
Archivist

**OCT 21 1959**  
Date

*[Signature]*  
Secretary