

REQUEST FOR RECORDS RETENTION SCHEDULE

To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. 381

Hall of Records Commission

PAGE NO. 1

1. Requesting Agency DEPARTMENT OF MENTAL HYGIENE	2. Division or Bureau of Requesting Agency BUDGET AND ACCOUNTS SECTION
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3. Authorization Requested (Check only one of the squares below).

<input type="checkbox"/> A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.	<input checked="" type="checkbox"/> 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.	<input type="checkbox"/> C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.
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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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SUPERVISOR

1. GENERAL CORRESPONDENCE

Size: 8½" x 11" in legal folders
 Dates: 1951 - -
 Quantity: 1 drawer
 File Arrangement: Alphabetical by name or subject

This file is composed of general correspondence and relates to the Section's contact with professional organizations and associations. Other records in the file are similar to material filed in the Correspondence and Reports File (Item 2). These records are: personnel time records, cut-off information, institutional time and attendance information, and records concerned with travel approval procedure.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

2. CORRESPONDENCE AND REPORTS

Size: 8½" x 11" in legal folders
 Dates: 1958 - -
 Quantity: 1½ drawers (3 cubic feet)
 File Arrangement: Alphabetical by subject or type of record

This file is composed of intra-office correspondence, institutional correspondence, and records relating to budget preparation and the establishment of administrative or accounting procedures. Correspondence is concerned primarily with the approval of purchase requests

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative <i>R. K. Barnes</i> Signature	Chief, Division of Administration and Finance Title	12/5/1960 Date
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Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission. 12/7/1960 Date	<i>Morris S. Radoff</i> Archivist	Disposal Authorized as Indicated in Col. 6 by Board of Public Works. DEC 1 2 1960 Date	<i>Andrew Stulberg</i> Secretary
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REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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or encumbrances of funds. Budget workpapers and reports in the file such as those on institutional capital improvements facilitate budget preparation. Budget papers subject to audit are covered in Schedule 275, Item 1.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

DISBURSING

3. LEDGERS

Dates: 1947 - -
Quantity: 4 ledger books
File Arrangement: Chronological
Audit: State

This item includes Ledgers which were not individually listed in the previously-approved item governing Accounting Records (Schedule 275, Item 1). These are: General Ledger (1947 - -) and the Construction Loan Ledger (1953 - -).

RECOMMENDATION: RETAIN PERMANENTLY.

4. VENDOR FILE

Size: 8½" x 11"
Dates: 1957 - -
Quantity: 2 drawers (4 cubic feet)
File Arrangement: Alphabetical by name of vendor
Annual Accumulation: 1 cubic foot

This item is composed of correspondence with vendors.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY SECRETARY OF PUBLIC WORKS	
DEC 15 1950	
<i>Andrew Stuckert, Jr.</i> SECRETARY	