

Department or Agency
Finance & Accounting Division
General Accounting - Miscellaneous
 Subdivision or Bureau

RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION SCHEDULE

Schedule Number

1 of 1

Page Number

Item Number	Form Number	Record Title (Show former Schedule and Item Number, if any)	A. Number of Copies		Retention of Record Copies (Dispose of nonrecord material when no longer needed by office)	SRC Spec. No.
			A.	B. Distribution		
1		Billing Form - Special Hauling Permits	1	White - To F&A for entry of collections and balances due for issuance of special hauling permits.	3 yrs, audit, destroy	651
2	NP1	Special Hauling Permit Copy	1	White - To F&A	3 yrs, audit, destroy	651
3	SRC 546	Mileage Reports by Project	1	White - To F&A from consulting engineers	3 yrs, audit, destroy	652

Agency, Division or Bureau Representative

Original Signed By

L. G. Hermes

Signature

Chief, Budgets and Cost Accounting

Title

Date:

10/22/69

Schedule Authorized by Hall of Records Commission

10/30/69
DateM. L. Raboff
Archivist

Disposal Authorized by Board of Public Works

11/2/69
DateRichard H. H. H.
Secretary