STATE ROADS COMMISSION
Finance & Accounting Division-
Department or Agency
Budget Preparation and Cost Report Section-
Cost Distribution Unit
Subdivision or Bureau

HALL OF RECORDS COMMISSION
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION SCHEDULE

488
Schedule Number

1 of 3
Page Number

| Item Number | Form Number | Record Title (Show former Schedule and Item Number, if any) | A. Number of Copies | B. Distribution | Retention of Record Copies (Dispose of nonrecord material when no longer needed by office) | SRC Spec. No. |
|---|---|---|---|---|---|---|
| | | | A. | B. | | |
| 1 | SRC 594 | Voucher Distribution Posting Ticket (former schedule 95/2) | 2 | Blue - F. & A.<br>Blue - F. & A. | 3 yrs, audit, destroy<br>Nonrecord | 551 |
| 2 | 573 | Distribution of Inventory Withdrawals | 1 | Green - F. & A. | 3 yrs, audit, destroy | 554 |
| 3 | 578 | Inventory Distribution (posting ticket) | 2 | Green - F. & A.<br>Green - F. & A. | 3 yrs, audit, destroy<br>Nonrecord | 555 |
| 4 | 586 | Material Distribution (posting ticket) (95/2) | 2 | Green - F. & A.<br>Green - F. & A. | 3 yrs, audit, destroy<br>Nonrecord | 556 |
| 5 | 557 | Inventory Distribution (Distribution of charges - Gas & Oil) (95/3) | 1 | Yellow - F. & A. | 3 yrs, audit, destroy | 557 |
| 6 | 545 | Overhead Distribution | 1 | White - F. & A. | 3 yrs, audit, destroy | 558 |
| 7 | 591 | Distribution of Equipment Service Costs by Accounts (95/6) | 1 | Green - F. & A. | 3 yrs, audit, destroy | 559 |
| 8 | 582 | Equipment Report (Usage for Equipment other than Passenger Car) (95/2) | 3 | White - F. & A.<br>White - Issuing Shop<br>White - District Office | 3 yrs, all audits, destroy<br>3 yrs, all audits, destroy<br>Nonrecord | 560 |

Agency, Division or Bureau Representative
Original Signed By
L. G. Hermes
Signature

Chief, Budgets and Cost Accounting
Title

Date: 10/23/69

Schedule Authorized by Hall of Records Commission

10/30/69
Date

Archivist

Disposal Authorized by Board of Public Works

11/7/69
Date

Secretary

Form HR - RM 100 (7/69)

| Item Number | Form Number | Record Title (Show former Schedule and Item Number, if any) | A. Number of Copies | B. Distribution | Retention of Record Copies (Dispose of nonrecord material when no longer needed by office) | SRC Spec. No. |
|---|---|---|---|---|---|---|
| | | | A. | B. | | |
| 9 | 581 | Monthly Mileage Report - Passenger Car | 3 | White - F&A<br>Yellow - Bureau of Equipment<br>Pink - Retained by issuer | 3 yrs, all audits, destroy<br>3 yrs, all audits, destroy<br>Nonrecord | 561 |
| 10 | 587 | Material Journal (95/4) | 1 | Green - to F&A | 3 yrs, audit, destroy | 562 |
| 11 | 585 | Property Condemnation Report (66/2) | 5 | White - F&A<br>Blue - to F&A then to originating office for approval<br>Pink - To F&A then to Equipment Div. after approval<br>Green - F&A then to Budget & Procurement after approval<br>Yellow - Remains in office of origin | 3 yrs, audit, destroy<br>" " " "<br>" " " "<br>Nonrecord<br>Nonrecord | 563 |
| 12 | 559 | Certificate of Expenditure of Funds | 5 | White - To Comptroller after approval<br>Yellow - To Chief Engineer<br>Pink - to Plans & Survey<br>Buff - To District Engineer<br>Blue - Retained in F&A | Permanent<br>"<br>"<br>Nonrecord<br>Nonrecord | 565 |
| 13 | 560 & 560-1 | Statement of Current Project Authorization, Expenditures, and Unexpended Balance | 1 | White 9 2 parts, State funds, Fed. Funds - F. & A. | Permanent | 566 |
| 14 | 531<br>532<br>533<br>534 | Objective Account (95/10)<br>" "<br>" "<br>" " | 1 B<br>1<br>1<br>1 | Buff (plain top) - F&A<br>" (black top) - F&A<br>" (brown top) - F&A<br>" (orange top) - F&A | 3 yrs, audit, destroy | 567 |
| 15 | 535 | Road Section Costs (95/11) | 1 | Buff - F&A | 3 yrs, audit, destroy | 567 |

HALL OF RECORDS COMMISSION

RECORDS MANAGEMENT DIVISION
RECORDS RETENTION SCHEDULE
(Continuation Sheet)

488
Schedule Number

3 of 3
Page Number

| Item Number | Form Number | Record Title (Show former Schedule and Item Number, if any) | A. Number of Copies / B. Distribution A. | B. | Retention of Record Copies (Dispose of nonrecord material when no longer needed by office) | SRC Spec. No. |
|---|---|---|---|---|---|---|
| 16 | 536 | Maintenance Account (95/9) | 1 | Green (green top) - F&A | 3 yrs, audit, destroy | 567 |
| 17 | 547 | Maintenance Account | 1 | Green (plain top) _ F&A | 3 yrs, audit, destroy | 567 |
| 18 | 541 | General Ledger | 1 | Pink - F&A | Permanent | 567 |
| 19 | 542 | Project Ledger Account | 2 | Blue (blue top) - F&A<br>Blue (plain top) - F&A | Permanent<br>" | 567<br>" |
| 20 | 604 | Federal Project Ledger | 1 | Blue - F&A | Permanent | 567 |
| 21 | 588 | Equipment Unit Cost (95/10) | 1 | Buff - F&A | 3 yrs, audit, destroy | 568 |

Form HR - RM 100A (7/69) Hall of Records Commission