

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

SCHEDULE
NO. *103A*

PAGE
NO. 1

1. Requesting Agency

STATE ROADS COMMISSION

2. Division or Bureau of Requesting Agency

FINANCE AND ACCOUNTING DIVISION

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>VOUCHER FILE</p> <p>Size: Folded papers Quantity: 248 document files (current); 29 transfiles (noncurrent) Dates: 1940 -- (Vouchers prior to June, 1967 have been microfilmed as of the date of this schedule) Audit: State and Federal (in case Federal funds are involved) File Arrangement: Numerical by Voucher number</p> <p>The individual folders in the Voucher File contain all or some of the following papers: -</p> <ul style="list-style-type: none"> Bills and invoices Machine tapes and work sheets Voucher distribution forms (SRC 570, 580) Partial Order forms (SRC 566) Partial Receiving Report forms (SRC 516) Confirming Purchase Orders (SRC 504) Pay Warrants (SRC) Emergency Purchase Orders (SRC 556) Purchasing Bureau Award of Contract SRC Contractor's Current Estimates Accounts Payable Vouchers (SRC 584 & 584A) Disbursement Transmittal Lists (SRC 506) Employees Expense Statements (SRC 502) R/W Form K (Order to Pay) R/W Form 303 (Contract Finalization Notice) R/W Form 80 (Recommendation to Pay Money into Court) Correspondence 	

7. Agency, Division or Bureau Representative

L. G. Adams
Signature

Chief, Budgets and Cost Accounting

Title

11/15/69
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.

11/2/69
Date

Adams & Board
Archivist

1-7-70
Date

Andrew W. Heckel
Secretary

In the presence and with the approval of the Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE

(Continuation Sheet)

SCHEDULE

NO. 494

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NO.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.

Original papers, beginning with July 1, 1969, are being filmed currently. This system is designed to eliminate loss of papers or misfiling. It is anticipated that the Federal Bureau of Public Roads will approve the microfilming procedure, and permit the destruction of the original papers after a specific retention period. Until such approval is obtained, the following recommendations will apply.

RECOMMENDATION: A. MICROFILM VOUCHER FILE PAPERS CURRENTLY; RETAIN PERMANENTLY. DEPOSIT SECURITY MICROFILM COPY AT THE HALL OF RECORDS

B. RETAIN COPY UNTIL ALL FEDERAL AND STATE AUDIT REQUIREMENTS HAVE BEEN FULFILLED, THEN DESTROY

2. ALPHABETICAL INDEX TO VOUCHERS

Size: 8" x 8" Voucher copies

Dates: 1940 - -

Quantity: 10 cu. ft. per annum

File Arrangement: Alphabetical by name of vendor

The Alphabetical Index to Vouchers is composed of voucher copies filed alphabetically by names of vendors and is a permanently retained file.

However, this file is recommended for conversion to microfilm at the end of each fiscal year to compliment the recommendation for filming the Voucher File (Item 1). The Recommendations below would be applicable to such a microfilm program if established. Otherwise the Index File would be retained permanently if it is hard copy only.

RECOMMENDATION: A. MICROFILM THE ALPHABETICAL INDEX TO VOUCHERS IMMEDIATELY AFTER THE ANNUAL FILE CUT-OFF. RETAIN MICROFILM PERMANENTLY; DEPOSIT A SECURITY MICROFILM COPY IN THE HALL OF RECORDS AFTER MICROFILMING.

B. RETAIN HARD COPY AFTER MICROFILMING UNTIL ALL ALL AUDIT REQUIREMENTS, FEDERAL AND STATE, HAVE BEEN FULFILLED, THEN DESTROY.