

COMPTROLLER OF THE TREASURY

Department or Agency

GENERAL OFFICE COLLECTORS OF THE STATE TAXES

Subdivision or Bureau

HALL OF RECORDS COMMISSION

RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION SCHEDULE

506  
Schedule Number

1 of 2

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)
			A.	B. Distribution	
1	E-1	Taxes Receivable Ledger Control Card - Master, by County	1	Green - General Office	Permanent
2	E-2	Taxes Receivable Ledger Control Card - By Year	1	Green - General Office	Permanent
3	E-3	Taxes Receivable Ledger Detail Card - County and Year	2	Pink - General Office (by County) Yellow - General Office (by Year)	Permanent Permanent
4	E-4	Trial Balance of Collectors per Levy Year	1	Green - General Office	7 years, audit, destroy
5	E-5	Distribution of Transactions by Year	1	Green - General Office	7 years, audit, destroy
6	E-8	Monthly Report of Collector of State Taxes - Posted to E-1	1	White- General Office	7 years, audit, destroy
7	E-9	Report of Annual Assessments and Taxes Levied - Posted to E-1	1	White - General Office, attached to E-8	7 years, audit, destroy
8	E-10	Monthly Report of Additions to Tax Rolls - Posted to E-1	1	Pink - To General Office, attached to E-8	7 years, audit, destroy

Agency, Division or Bureau Representative <i>Michael J. Potthast</i> Signature Chief, General Accounting Division Title	Schedule Authorized by Hall of Records Commission 4/29/70 Date Merrin L. Radloff Archivist	Disposal Authorized by Board of Public Works 5-1-70 Date [Signature] Secretary
Date: 4/28/70		

HALL OF RECORDS COMMISSION

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(Continuation Sheet)

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9	E-11	Monthly Report of Deductions from Tax Rolls - Posted to E-1	1	Brown - General Office, attached to E-8	7 years, audit, destroy
10	E-12	Report of Semi-Annual Levy - Posted to E-1	1	Yellow - General Office attached to E-8	7 years, audit, destroy
11	E-14	Report of Deductions from Semi-Annual Levy - Posted to E-1	1	Blue - General Office attached to E-8	7 years, audit, destroy
12	E-16	Claim for Multiple Refunds	1	White - General Office	7 years, audit, destroy
13	E-17	Claim for Refund of Real and Personal Taxes Erroneously Paid	1	White - General Office	7 years, audit, destroy
14	E-18	Application for Apprival of Pro-Rata Reduction of State and Local Property Taxes	1	Green - General Office	7 years, audit, destroy
15	E-25	Tax Levy Certification of Political Subdivisions	1	White- General Office	3 years, audit, destroy