

COMPTROLLER OF THE TREASURY

Department or Agency

GENERAL OFFICE - CASH RECEIPTS

Subdivision or Bureau

HALL OF RECORDS COMMISSION

RECORDS MANAGEMENT DIVISION
RECORDS RETENTION SCHEDULE

542 ✓

Schedule Number

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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 <u>nonrecord</u> material when no longer needed by office)
			A.	B. Distribution	
1	R-1	Monthly Report of State Funds Collected and Deposited (GAO 1)	1	White - General Office	3 years, audit, destroy
2	R-2	Monthly Report of State Funds Collected and Deposited (GAO 1b) Source	1	White - General Office	3 years, audit, destroy
3	R-3	Receiving Warrant (C/D)	3	White - To Treasurer Yellow - General Office Pink - Agency	Agency Retention Schedule 3 years, audit, destroy Agency Schedule
4	R-4	Receiving Warrant (Direct)	3	White - To Treasurer Yellow - General Office Pink - Agency	Agency Retention Schedule 3 years, audit, destroy Agency Schedule
5	R-5	Cash Receipts Journal Ledger Card	1	Green - General Office	Permanent
6	R-7	Cash Balance Reconciliation	1	White - General Office	3 years, audit, destroy
7	R-9	Cash Receipt Journal for Balance Sheet (Work Sheet)	1	White - General Office	3 years, audit, destroy
8	R-10	Cash Receipts Ledger Card (R-10 and M-5 to be combined FY 1971)	1	Green - General Office	Permanent

Agency, Division or Bureau Representative <i>Michael J. Pothast</i> Signature Chief, General Accounting Division Title	Schedule Authorized by Hall of Records Commission 4/29/70 Date <i>Miriam S. Radell</i> Archivist	Disposal Authorized by Board of Public Works 5/1/70 Date <i>Leahua Helewa</i> Secretary
Date:		

HALL OF RECORDS COMMISSION

RECORDS MANAGEMENT DIVISION
RECORDS RETENTION SCHEDULE
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9	R-12	Recovery of Payroll Charges (Discontinued June 30, 1969, See R-17)	4	White - General Office (Register) Pink - Agency Blue - General Office (GAD Receipt File after posting) Buff - Board of Public Works	7 years, audit, destroy Agency Retention Schedule Nonrecord - see R-17 Agency Retention Schedule
10	R-14	Allocation of Housing and Food Payroll Deductions	1	White - General Office	7 years, audit, destroy
11	R-15	Receipt Adjustment M/A	3	White - General Office (Register) Pink - Agency Yellow - General Office (GAD Adj. File after posting)	Nonrecord Agency Retention Schedule 3 years, audit, destroy
12	R-16	Return of Unused State Vendor Check	1	White - General Office	7 years, audit, destroy
13	R-17	Return of Unused State Payroll Check	4	White - General Office (Register) Pink - Agency Buff - General Office (GAD Agency file after posting) Blue - To Treasurer	7 years, audit, destroy Agency Retention Schedule Nonrecord Agency Retention Schedule
14	R-18	Memorandum of Receipt (Direct Receipt)	1	White - General Office	3 years, audit, destroy
15	R-19	Certificate of Deposit	3	White - To Treasurer Blue - General Office Yellow - Agency	Agency Retention Schedule 3 years, audit, destroy Agency Retention Schedule

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16	R-20	Disbursement/Receipt	3	White - General Office (Register) Pink - Agency Yellow - General Office (GAD File after posting w/letter attached)	5 years, audit, destroy Agency Retention Schedule a) Retain Budget Accounts 5 years, audit, destroy b) Retain Loan Accounts 15 years, audit, destroy