

**COMPTROLLER OF THE TREASURY**

Department or Agency

**GENERAL OFFICE - LOAN FUND ACCOUNT**

Subdivision or Bureau

**HALL OF RECORDS COMMISSION**

RECORDS MANAGEMENT DIVISION

RECORDS RETENTION SCHEDULE

543  
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 nonrecord material when no longer needed by office)
			A.	B. Distribution	
1	S-1	Loan Fund Account Bill Form	1	White - General Office	3 years, audit, destroy
2	S-3	Loan Fund Ledger Card	1	Blue - General Office	Permanent
3	S-5	Statement of Loan Fund Appropriations - Capital Improvements Budget (Board of Public Works)	1	General Office	17 years, audit, destroy
4	S-7	Memorandum of Encumbrance - Board of Public Works	4	White - General Office (Register) White - Board of Public Works Pink - D P I Yellow - General Office (GAD File after posting)	15 years, audit, destroy Agency Retention Schedule Agency Retention Schedule Nonrecord
5	S-8	Certificate of Project Expenditures by Incorporated Institutions	3	White - General Office White - Non-State Agency White - General Office	3 years, audit, destroy ----- Nonrecord
6	S-8a	Certificate in Re-Lobbyist (Filed by Corporation or Institution)	2	White - General Office (To Agency returned to General Office) White - General Office	3 years, audit, destroy  Nonrecord
7	S-9	Statement of Unexpended Balances	2	White - General Office (To Agency returned to General Office) White - General Office	3 years, audit, destroy  Nonrecord

<p>Agency, Division or Bureau Representative</p> <p><i>Michael J. Potthast</i> Signature Chief, General Accounting Division Title</p> <p>Date:</p>	<p>Schedule Authorized by Hall of Records Commission</p> <p><i>Maureen L. Ricketts</i> Date: <u>4/29/70</u> Archivist</p>	<p>Disposal Authorized by Board of Public Works</p> <p><i>Arvid E. Fredrickson</i> Date: <u>5/1/70</u> Secretary</p>
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