

COMP TROLLER OF THE TREASURY

HALL OF RECORDS COMMISSION

544
Schedule Number
1

Department or Agency
GENERAL OFFICE - FIDELITY BONDS

RECORDS MANAGEMENT DIVISION
RECORDS RETENTION SCHEDULE

Subdivision or Bureau

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)
			B. Distribution		
			A.	B.	
1	F-1	Official Bond - J.P. - Counties (GAO 1000)--(Annual Renewal)	1	White - General Office	5 years, audit, destroy (Bonds are recorded in the permanent records of Clerks of the County Courts).
2	F-3	Official Bond - J.P. - Counties - Trial or Committing (Annual Renewal)	1	White - General Office	5 years, audit, destroy
3	F-5	Bond Record (28-b)	1	White - General Office	5 years, audit, destroy
4	F-6	Acknowledgement of Bond Received (28c)	3	Orange - General Office Yellow - State Law Department White - To Bondee	5 years, audit, destroy Agency Retention Schedule
5	F-9	Official Bond - First Three Years - Clerk of Court, Register of Wills, Sheriff, States Attorney (Bond covers first three years in office)	1	White - General Office	5 years, audit, destroy (Bonds are recorded in the permanent records of the Clerks of the County Courts)
6	F-10	Official Bond - Fourth Year - Clerk of Court, Register of Wills, Sheriff, States Attorney (Bond covers last year in office.	1	White - General	5 years, audit, destroy (Bonds are recorded in the permanent records of the Clerks of the County Courts)

Agency, Division or Bureau Representative <i>Michael J. Rothbart</i> Signature Chief, General Accounting Division Title OCT 6 1971 Date:	Schedule Authorized by Hall of Records Commission 08 21, 1971 <i>Monica F. Reedell</i> Date Archivist	Disposal Authorized by Board of Public Works Oct 27, 1971 <i>Ludwig H. ...</i> Date Secretary
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