

COMPTROLLER OF THE TREASURY

HALL OF RECORDS COMMISSION

545
Schedule Number
1 of 1

Department or Agency
GENERAL OFFICE - CORPORATION, GROSS RECEIPT
AND OTHER TAXES
Subdivision or Bureau

RECORDS MANAGEMENT DIVISION
RECORDS RETENTION SCHEDULE

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	K-1	Taxes Receivable Ledger Control Card	1	Green - General Office	Permanent
2	K-2	Taxes Receivable Ledger Detail Card	1	Yellow - General Office	Permanent
3	K-3	Trial Balance of Corporation and Other Accounts	1	Green - General Office	3 years, audit, destroy
4	K-4	Gross Receipts Tax Bill	1	White - General Office	3 years, audit, destroy
5	K-6	Tax on Rolling Stock - Bill Form	1	White - General Office	3 years, audit, destroy
6	K-8	Franchise Tax Return - Buildings, Savings and Loan Association (GAO 51)	1	White - General Office	3 years, audit, destroy
7	K-9	Taxes Due on Dissolution (GAO 61) and Correspondence	1	White - General Office	3 years, audit, destroy

Agency, Division or Bureau Representative <i>Michael J. Rothbart</i> Signature Chief, General Accounting Division Title Date: OCT 6 1971	Schedule Authorized by Hall of Records Commission Oct. 21, 1971 <i>Morris L. Parloff</i> Date Archivist	Disposal Authorized by Board of Public Works Oct. 27, 1971 <i>Andrew Hubert</i> Date Secretary
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