

III. RECORDS RETENTION SCHEDULE

ALL BOARDS AND COMMISSIONS

DEPARTMENT OF LICENSING AND REGULATION

Schedule No. 612-1

This schedule lists those records prevalent, to some degree, in each Board and Commission of the Department of Licensing and Regulation that, because of common characteristics or features, uniform retention recommendations can be applied.

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION

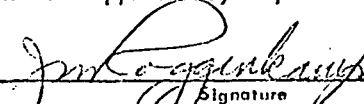
All Boards and Commissions

AGENCY

DIVISION


Item No.	Description	Retention
1.	<p><u>MINUTES</u></p> <p>The record of staff or board meetings covering the official acts of an agency with respect to policy and matters relating to administrative operations and procedures.</p>	<p>Retain permanently.</p>
2.	<p><u>ACCOUNTING RECORDS</u></p> <p>This series includes all standard State accounting forms as well as other accounting media which provide supporting data for the special and general accounting records.</p> <p>Changes in records format will not necessarily require revision of the retention schedule. However, should the scope or content of a records series be altered, the schedule may be amended to reflect such changes.</p> <p>Each agency will use all or some of the following records which are governed by the indicated retention period:</p> <p>A. Special Accounting Records:</p> <p style="padding-left: 40px;">Books of Final Entry - General Ledgers Audit Reports</p> <p>B. General Accounting Records:</p> <p style="padding-left: 40px;">Memorandum of Adjustments Distribution of Charges Transmittals Certificate of Deposit and Bank Deposit Slips Monthly Report of State Funds Collected and Deposited</p>	<p>Retain permanently.</p> <p>Retain for three (3) years and until all audit requirements have been met, then destroy.</p>

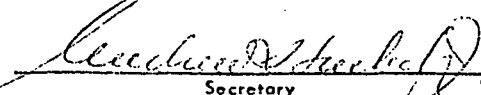
Schedule approved by Department, Agency or Division Representative


Director,
Administrative Services
July 31, 1975
Signature
Title
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

8-28-75

Date
Archivist

SEP 22 1975

Date
Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 612-1

PAGE
NO. 2 of 3

Item No.	Description	Retention
	<p>C. Purchasing Records:</p> <ul style="list-style-type: none"> Requisition for Supplies (also Agency Interoffice Requisitions) Purchase Order Out-of-Schedule Requisition for Supplies Stores Requisition Copy of Contract Awarded Actual Emergency and Repairs Report Notice of Award of Contract Report of Partial Delivery Credit Memorandum 	<p>Retain for three (3) years and until all audit requirements have been met, then destroy.</p>
	<p>D. Budget and Fiscal Planning Records:</p> <ul style="list-style-type: none"> Budget Schedule Amendment Report of Fixed Assets Report of Materials and Supplies Materials and Supplies Physical Inventory Budget Estimates Request for Position Action 	<p>Retain for three (3) years and until all audit requirements have been met, then destroy.</p>
	<p>E. Payroll Accounting Records:</p> <ul style="list-style-type: none"> Payroll and Check Register Payroll Exceptions Time Report Payroll Warrants Payroll Transmittals Employee Roster Card File 	<p>Retain for three (3) years and until all audit requirements have been met, then destroy.</p>
	<p>F. Miscellaneous Accounting Records:</p> <ul style="list-style-type: none"> Paid Bonds and Coupons Paid Bills and Invoices Receipt Copies and Stubs Bank Books, Statements, and Deposit Receipts Cancelled Checks, Check Copies and Check Stubs Reconciliation and Trial Balance Sheets Budget Papers and Work Sheets Requisitions and Purchase Orders Delivery Orders and Receipts Receiving Reports Daily and Monthly Time Sheets Gas Withdrawal Tickets and Mileage Reports Stock Record Card Memorandum Receipt and Property Condemnation Report Delivery Order and Receipt Periodic Financial Reports to Local & State Agencies Withholding Tax Forms and Statements (Local, State and Federal) Renewable Licenses 	<p>Retain for three (3) years and until all audit requirements have been met, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

No.	Description	Retention
3.	<p><u>GENERAL ADMINISTRATIVE CORRESPONDENCE</u></p> <p>Letters, reports, memoranda, telegrams and miscellaneous materials which reflect the routine operations of the Board or Commission.</p>	<p>A. Retain three (3) years and audit, then destroy.</p> <p>B. Retain for permanent retention in the State Archives all material which documents the official policies and organizational status of the Office of the Secretary and each Board and Commission.</p>
4.	<p><u>PERSONNEL FILES</u></p> <p>Individual employee folders containing appointment forms, resumes, correspondence relating to personnel policies and practices, change of status cards, applications for employment, leave records, copies of Retirement System forms, appointing authorities' reports on probationary employees, employee efficiency rating forms, copies of Certification of Eligibles lists, etc. The basic information found in these files can be reproduced from the permanent history cards maintained by the State Department of Personnel.</p>	<p>Retain for three (3) years after employee separation or retirement, then destroy.</p>