

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Licensing and Regulation		Division of Labor and Industry - Accounting
AGENCY		DIVISION
Item No.	Description	Retention
1.	<p><u>ACCOUNTING RECORDS</u></p> <p><u>A. Division of Labor and Industry Working Fund.</u></p> <p>Expense Accounts Distribution of Charges - Posting Advice Disbursement Transmittal and Cover Sheet Summary of Reimbursements to Employees Cancelled Checks Check Stubs</p> <p><u>B. Receipts of fines and fees.</u></p> <p>Certificates of Deposit Deposit Slips Transmittals</p> <p><u>C. Special Accounting Records</u></p> <p>Reports of audits conducted by the Legislative Auditors.</p>	<p>Retain for 2 years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for 2 years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for 6 years, then destroy.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

Edward C. Papenfuss

NOV. 21 1991

8-21-91 *Roger A. Subb* Director

Date

Signature

Title

Date

State Archivist