

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 621

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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>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>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>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 fulfilled, then destroy.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>