

FILING AND RETENTION SCHEDULE

Finance Division

Schedule No. 647-3

This schedule lists those records which, because of some unique characteristic or feature, exclusive retention recommendations have to be applied.

FINANCE DIVISION

This File Plan and Records Retention Schedule lists only those records created and/or used by the Finance Division.

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| 300 | Special Accounting Records | Books of Final Entry - General Ledgers. Retain permanently. |
| 301 | General Accounting Records | Memorandum of Adjustments Distribution of Charges Transmittals Certificate of Deposit and Bank Deposit Slips Monthly Report of State Funds Collected and Deposited Retain for three years and until audit, then destroy. |
| 302 | Purchasing Records | Requisition for supplies (also Agency Inter-office Requisitions) Purchase Orders 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 Retain for three years and until audit, then destroy. |
| 303 | Payroll Accounting Records | Payroll and Check Register Payroll Exceptions Time Report Payroll Warrants Payroll Transmittals Employee Roster Card File Retain for three years and until audit, then destroy. |
| 304 | Miscellaneous Accounting Records | 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 |

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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
Periodic Financial Reports to Local
and State Agencies
Withholding Tax Forms and Statements
(Local, State, and Federal)
Renewable Licenses

Retain for three years and until audit, then
destroy.

305 Federal Grant Award
Files

Contains data relating to the availability,
collection, custody and expenditure of funds
awarded to the Department through federal
grants.

Retain until audit requirements have been
met, then transfer to a State Records Center
for ten years, then destroy.

306 State Aid for Police
Protection

Contains financial statements, computations,
expenditures and related data used to
support and document the financial com-
mitment to each county in the State re-
ceiving State Aid for Police Protection.

Retain for three years and until audit, then
transfer to a State Records Center for
twenty years, then destroy.