

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. 690-13 B

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Personnel		State Accident Fund
AGENCY		DIVISION
Item No.	Description	Retention
1.	Vouchers Medical Payment Voucher for Payment to Medical Vendors	Retain in State Records Center 5 years thereafter from date of receipt then destroy.
1.	Requisitions- Total and Permanent Partial Requisition for Payment to Claimants. Temporary	Retain in State Records Center 5 years thereafter from date of receipt then destroy.
1.	Claim Checks Partial Payment, Temporary Total Payment and Medical Payment. for Permanent	Retain in State Records Center 5 years thereafter from date of receipt then destroy.

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

12/30/85 *William J. Johnson* <sup>Asst.</sup> <sub>Supt.</sub>  
Date Signature Title

1/27/86 *Edward C. Jr.*  
Date State Archivist

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