FORM RM-1 REV, 2/75

## **DEPARTMENT OF GENERAL SERVICES** Records Management Division

SCHEDULE 691

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# RECORDS RETENTION AND DISPOSAL SCHEDULE

	AGENCY	DIVISION
tem No	Description	Retention
1.	ACCOUNTING RECORDS	
		•
	This series includes all standard State accounting forms	
	as well as other accounting media which provide support-	
	ing data for the special and general accounting records.	
	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.	
		13
	Each agency will use all or some of the following	
	records which are governed by the indicated retention	
	period:	
	A. Special Accounting Records:	
	Books of Final Entry - General Ledgers Audit Reports	Retain permanently.
		research permanents.
		•
	B. General Accounting Records:	
:	Memorandum of Adjustments	
•	Distribution of Charges	
	Transmittals	
	Certificate of Deposit and Bank Deposit Slips	Retain for three (3) years
	Monthly Report of State Funds Collected	and until all audit require
	and Deposited	ments have been fulfilled, then destroy.
		then destroy.
		· .
Sch	nedule approved by Department, Agency or Division Representative	
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	Juan Starket Michael Michael Heck	12011 0169100 -
11	Signature Title	Date '

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Secretary

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## RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

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## Description -

#### Retention

#### Purchasing Records:

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

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

### Budget and Fiscal Planning Records:

Credit Memorandum

Budget Schedule Amendment Report of Fixed Assets Report of Materials and Supplies Materials and Supplies Physical Inventory Budget Estimates Request for Position Action

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

#### E. Payroll Accounting Records:

Payroll and Check Register Payroll Exceptions Time Report Payroll Warrants Payroll Transmittals Employee Roster Card File

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

# F. 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 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

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