

RECORDS RETENTION AND DISPOSAL SCHEDULE

STATE BOARD FOR COMMUNITY COLLEGES

Office of the Coordinator
for Business Affairs

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>ACCOUNTING RECORDS</u></p> <p>A. <u>Special Accounting Records:</u></p> <p>Audit Reports General Ledgers, Books of Final Entry</p> <p>Letters of Adjustments Letters of Deposits State Aid Payments</p> <p>B. <u>General Accounting Records:</u></p> <p>Transmittals</p> <p>C. <u>Purchasing Records:</u></p> <p>Out-of-Schedule Requisitions for Equipment and Printing Warehouse Requisitions for Supplies</p> <p>D. <u>Budget and Fiscal Planning Records:</u></p> <p>Budget Amendments Object Transfers Budget Estimates Monthly Reports Fleet Operations & Management System Reports Weekly Budget Reports Copies of Contracts</p>	<p>Retain permanently.</p> <p>Retain for ten (10) 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>

Schedule approved by Department, Agency or Division Representative

Robert G. Bull

Signature

Title

4/14/78

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary

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(CONTINUATION SHEET)

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NO. 716

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Item No.	Description	Retention
	<p>E. <u>Payroll Accounting Records:</u></p> <ul style="list-style-type: none">Payroll and Check RegisterPayroll Exception Time ReportsSpecial Payments Payroll and Check RegisterSpecial Payments Contractual Obligations and Special Technical Fees <p>2. <u>CONSTRUCTION PROJECT FILES</u></p> <p>Consist of documents related to the overall function of planning, designing, constructing, renovating, and equipping community colleges under the jurisdiction of the State Board for Community Colleges. Project files may contain copies of correspondence to and from the Board, Certificates of Project Expenditures, Construction Loan Payments, Details of Transactions Processed and related papers.</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain in office until no longer needed for current business, then screen, remove, and destroy all material not needed for future reference. Deposit remainder of files in the State Records Center for permanent retention.</p>