

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

MOTOR VEHICLE ADMINISTRATION

Office of Fiscal Affairs Officer

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>STATISTICS FILE</u></p> <p>Statistical data pertaining to the registration and licensing of vehicles, tax and revenue collected, object transfers, license tags issued during rush periods, MVA financial obligations, receipts and deposits, etc.</p>	<p>Retain for three (3) years and audit, then destroy.</p>
2.	<p><u>GENERAL CORRESPONDENCE</u></p> <p>Correspondence and memoranda received or sent pertaining to the routine operation of the office.</p>	<p>Retain for three (3) years, then destroy.</p>
3.	<p><u>LEGISLATION</u></p> <p>Copies of House of Delegates and Senate Bills pertaining to the Motor Vehicle Administration along with along with memoranda describing the effect of each bill on MVA operations.</p>	<p>Retain for five (5) years, then destroy.</p>
4.	<p><u>ACCOUNTING RECORDS</u></p> <p>This series includes all standard <u>STATE</u> accounting forms as well as other accounting media which provide supporting data for the special and general accounting records.</p> <p>Some or all of the following records are used by this agency and are governed by the indicated retention period:</p> <p>A. <u>General Accounting Records</u></p> <p>Certificate of Deposit and Bank Deposit Slips Distribution of Charges Memorandum of Adjustments Monthly Report of State Funds Collected and Deposited</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

Schedule Authorized by
Hall of Records Commission

10/8/79 Charles W. Humble Director
Date Signature Title

Date State Archivist

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(CONTINUATION SHEET)

Item No.	Description	Retention
	<p>B. <u>Special Accounting Records</u></p> <p>Reports of audits conducted by the Legislative Auditors</p> <p>Reports of audits conducted by persons or agencies other than the Legislative Auditors</p> <p>Books of Final Entry - General Ledgers</p> <p>C. <u>Budget and Fiscal Planning Records</u></p> <p>Budget Estimates Budget Schedule Amendment Materials and Supplies Physical Inventory Report of Fixed Assets Report of Materials and Supplies Request for Position Action</p> <p>D. <u>Payroll Accounting Records</u></p> <p>Employee Roster Card File Payroll and Check Register Payroll Exceptions Time Report Payroll Transmittals Payroll Warrants</p> <p>E. <u>Miscellaneous Accounting Records</u></p> <p>Bank Books, Statements, and Deposit Receipts Budget Papers and Work Sheets Cancelled Checks, Check Copies and Chuck Stubs Delivery Orders and Receipts Gas Withdrawal Tickets and Mileage Reports Memorandum Receipt and Property Condemnation Reports Paid Bills and Invoices Paid Bonds and Coupons Periodic Financial Reports to Local/State Agencies Receipt Copies and Stubs Receiving Reports Reconciliation and Trial Balance Sheets Renewable Licenses Requisitions and Purchase Orders Stock Record Cards Time Sheets Withholding Tax Forms and Statements, (Local, State and Federal)</p>	<p>Retain for ten (10) years, then destroy.</p> <p>Retain permanently.</p> <p>Retain permanently.</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>

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Item No.	Description	Retention
	<p>F. <u>Purchasing Records</u></p> <ul style="list-style-type: none">Actual Emergency and Repairs ReportCopy of Contract AwardedCredit MemorandumNotice of Award of ContractOut-of-Schedule Requisition for SuppliesPurchase OrderReport of Partial DeliveryRequisition for Supplies (also Agency Interoffice Requisitions)	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>