

RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Transportation - Division of Operating Services

AGENCY

DIVISION

Item No.	Description	Retention
1.	<u>ACCOUNTING RECORDS</u>	
	<p>This series includes all standard STATE accounting forms as well as other accounting media which provide supporting data for the special and general accounting records.</p>	
	<p>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.</p>	
	<p>Each agency will use all or some of the following records which 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>
	<p>B. <u>Special Accounting Records</u></p>	
	<p>Reports of audits conducted by the Legislative Auditors</p>	<p>Retain for ten (10) years then destroy.</p>
	<p>Reports of audits conducted by persons or agencies other than the Legislative Auditors</p>	<p>Retain permanently.</p>
	<p>Books of Final Entry - General Ledgers</p>	<p>Retain permanently.</p>

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Hall of Records Commission

1/26/83 *Bob Thomas* Dir. DOS

Date

Signature

Title

Date

State Archivist

Item No.	Description	Retention
C.	<u>Budget and Fiscal Planning Records</u>	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
	Budget Estimates Budget Schedule Amendment Materials and Supplies Physical Inventory Report of Fixed Assets Report of Materials and Supplies Request for Position Action	
D.	<u>Payroll Accounting Records</u>	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
	Employee Roster Card File Payroll and Check Register Payroll Exceptions Time Report Payroll Transmittals Payroll Warrants	
E.	<u>Miscellaneous Accounting Records</u>	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
	Bank Books, Statements, and Deposit Receipts Budget Papers and Work Sheets Cancelled Checks, Check Copies and Check 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)	
F.	<u>Purchasing Records</u>	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
	Actual Emergency and Repairs Report Copy of Contract Awarded Credit Memorandum Notice of Award of Contract Out-of-Schedule Requisition for Supplies Purchase Order Report of Partial Delivery Requisition for Supplies (also Agency Interoffice Requisitions)	

Item No.	Description	Retention
2	<p><u>General Administrative Correspondence</u></p> <p>Letters, reports, memoranda and miscellaneous material pertaining to the routine administrative and operational duties of the Director's Office.</p>	<p>Retain in office for three years and audit, transfer to Records Center for two years, then destroy.</p>