

ADDITIONAL
DIVISION DIRECTOR

RECORDS RETENTION AND DISPOSAL SCHEDULE

MOTOR VEHICLE ADMINISTRATION

Division of Finance and Statistics

AGENCY

DIVISION

SUPERSEDES SCHEDULE NO. 701

Item No.	Description	Retention
1.	<p>ACCOUNTING RECORDS</p> <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. Special Accounting Records:</p> <p style="padding-left: 40px;">Books of Final Entry - General Ledgers Audit Reports</p> <p>B. General Accounting Records:</p> <p style="padding-left: 40px;">Memorandum of Adjustments Distribution of Charges Transmittals Certificate of Deposit and Bank Deposit Slips Monthly Report of State Funds Collected and Deposited</p>	<p>Retain permanently.</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

12/17/84

Richard J. Pichinski Director
Signature Title

6/24/85 *Edward J. [Signature]*
Date State Archivist

Item No.	Description	Retention
C.	<p>Purchasing Records:</p> <ul style="list-style-type: none"> 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 Credit Memorandum 	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
D.	<p>Budget and Fiscal Planning Records:</p> <ul style="list-style-type: none"> Budget Schedule Amendment Report of Fixed Assets Report of Materials and Supplies Materials and Supplies Physical Inventory Budget Estimates Request for Position Action 	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
E.	<p>Payroll Accounting Records:</p> <ul style="list-style-type: none"> Payroll and Check Register Payroll Exceptions Time Report Payroll Warrants Payroll Transmittals 	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
F.	<p>Miscellaneous Accounting Records:</p> <ul style="list-style-type: none"> 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 	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
2.	<p><u>EMPLOYEES' ROSTER CARD FILE</u></p> <p>Index cards maintained for the entire department. Data on each card includes employee's name, address, marital status, race, sex, social security number, telephone number, and birth date. Columns are provided for recording personnel actions and the nature of the action, classification, effective date, class code, grade, step, annual and bi-weekly salaries.</p>	<p>Retain for ten (10) years from date of employee separation, then destroy.</p>