

RECORDS RETENTION AND DISPOSAL SCHEDULE

PUBLIC SERVICE COMMISSION - ADMINISTRATIVE DIVISION - FISCAL SECTION

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p style="text-align: center;"><u>Supersedes Schedule 979-1, Page 3 of 7, Item 1</u></p> <p><u>ACCOUNTING RECORDS</u></p> <p><u>A. General Accounting Records</u> Certificate of Deposit & Bank Deposit Slips Distribution of Charges Memorandum of Adjustments Monthly Report of State Funds Collected and Deposited</p> <p><u>B. Special Accounting Records</u> 1. Reports of audits conducted by the Legislative Auditors 2. Reports of audits conducted by persons or agencies other than the Legislative Auditors 3. Books of Final Entry - General Ledgers</p> <p><u>C. Budget and Fiscal Planning Records</u> Budget Estimates Budget Schedule Admendment Materials and Supplies Physical Inventory Report of Materials and Supplies Request for Position Action</p> <p><u>D. Payroll Accounting Records</u> Payroll and Check Register Payroll Exceptions Time Report Payroll Transmittals</p> <p><u>E. Miscellaneous Accounting Records</u> Bank Books, Statements, and Deposit Receipts Budget Papers and Work Sheets Cancelled Checks, Check Copies and Check Stubs Paid Bills and Invoices Periodic Financial Reports to Local/State Agencies Receipt Copies and Stubs Reconciliation and Trial Balance Sheets Requisitions and Purchase Orders Stock Record Cards Time Sheets Withholding Tax Forms and Statements (Local, State and Federal) Copies of Assessment Invoices and their Control Ledger Copies of Invoices for Copies of Documents and Miscellaneous Sales</p>	<p>Retain in office for 3 yrs and until all audit requirements have been fulfilled, then destroy.</p> <p>1. Retain 10 yrs, then destroy. 2. Retain permanently; transfer periodically to State Archives. 3. Retain permanently; transfer periodically to State Archives.</p> <p>Retain for 3 yrs and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for 3 yrs and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for 3 yrs 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

2/14/91 B.E. Hawkins Exec. Sec.
Date Signature Title

2/24/91 [Signature]
Date State Archivist