

**RECORDS RETENTION AND DISPOSAL SCHEDULE**

DEPARTMENT OF HEALTH AND MENTAL HYGIENE - DEPUTY SECRETARY FOR OPERATIONS  
GENERAL SERVICES ADMINISTRATION - DIVISION OF ENGINEERING AND MAINTENANCE

Item No.	Description	Retention
1.	<p><b><u>ACCOUNTING RECORDS</u></b></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><b>A. <u>General Accounting Records</u></b></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><b>B. <u>Special Accounting Records</u></b></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>Retain for three (3) years and until all audit requirements have been fulfilled; then destroy.</p> <p>Retain for ten (10) years, then destroy.</p> <p>Retain permanently.</p> <p>Retain permanently.</p>

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

June 4, 1991

THOMAS KRAVITZ

ADMIN. OFFICER

Date

Signature

Title

Date

State Archivist

*Thomas Kravitz*

*8/12/91*

*Edward [Signature]*

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

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NO. 1302

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Item No.	Description	Retention
	<p><b>C. <u>Budget and Fiscal Planning Records</u></b></p> <ul style="list-style-type: none"> <li>Budget Estimates</li> <li>Budget Schedule Amendment</li> <li>Materials and Supplies Physical Inventory</li> <li>Report of Fixed Assets</li> <li>Report of Materials and Supplies</li> <li>Request for Position Action</li> </ul>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
	<p><b>D. <u>Payroll Accounting Records</u></b></p> <ul style="list-style-type: none"> <li>Employee Roster Card File</li> <li>Payroll and Check Register</li> <li>Payroll Exceptions Time Report</li> <li>Payroll Transmittals</li> <li>Payroll Warrants</li> </ul>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
	<p><b>E. <u>Miscellaneous Accounting Records</u></b></p> <ul style="list-style-type: none"> <li>Bank Books, Statements, and Deposit Receipts</li> <li>Budget Papers and Work Sheets</li> <li>Cancelled Checks, Check Copies and Check Stubs</li> <li>Delivery Orders and Receipts</li> <li>Gas Withdrawal Tickets and Mileage Reports</li> <li>Memorandum Receipt and Property Condemnation Reports</li> <li>Paid Bills and Invoices</li> <li>Paid Bonds and Coupons</li> <li>Periodic Financial Reports to Local/State Agencies</li> <li>Receipt Copies and Stubs</li> <li>Receiving Reports</li> <li>Reconciliation and Trial Balance Sheets</li> <li>Renewable Licenses</li> <li>Requisitions and Purchase Orders</li> <li>Stock Record Cards</li> <li>Time Sheets</li> <li>Withholding Tax Forms and Statements (Local, State and Federal)</li> </ul>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
	<p><b>F. <u>Purchasing Records</u></b></p> <ul style="list-style-type: none"> <li>Actual Emergency and Repairs Report</li> <li>Copy of Contract Awarded</li> <li>Credit Memorandum</li> <li>Notice of Award of Contract</li> <li>Out-of-Schedule Requisition for Supplies</li> <li>Purchase Order</li> <li>Report of Partial Delivery</li> <li>Requisition for Supplies (also Agency Interoffice Requisitions)</li> </ul>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>