

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
 RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.

2401

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<b>Agency</b>	<b>Division/Unit</b>
<b>DEPARTMENT OF TRANSPORTATION</b>	<b>Accounting Operations Division</b>
<b>State Highway Administration</b>	<b>Financial Accounting &amp; Reporting</b>
<b>Office of Finance &amp; Information Tech.</b>	

Item No.	Description	Retention
	<b><u>THIS SCHEDULES SUPERSEDES 1649 &amp; 1820</u></b>	
1.	INTER-AGENCY EXPENDITURE TRANSACTIONS WITH BACKUP	Retain in the office for two (2) years then send to the State Records Center for an additional five (5) years and until all audit requirements have been fulfilled then destroy.
2.	JOURNAL ENTRIES	SAME AS ABOVE
3.	MDOT TO STATE RECONCILIATIONS	SAME AS ABOVE
4.	FEDERAL AID & HIGHWAY SAFETY RECEIPTS DOCUMENTATIONS	SAME AS ABOVE
5.	REGULAR PAYROLL & CONTRACTUAL PAYROLL DOCUMENTATIONS	SAME AS ABOVE
6.	ACCESS PERMIT RECEIPTS, DISBURSEMENT & MONTHLY RECONCILIATION	SAME AS ABOVE
7.	CLOSING PACKAGE BOOKS AND PBC SCHEDULES	SAME AS ABOVE
8.	EMPLOYEE EXPENSE STATEMENT Form 30-502L	SAME AS ABOVE
9.	EMPLOYEE EXPENSE REIMBURSEMENT REGISTER	SAME AS ABOVE
10.	EMPLOYEE EXPENSE BI-WEEKLY LISTINGS	SAME AS ABOVE
11.	EMPLOYEE EXPENSE RC LISTINGS	SAME AS ABOVE
12.	EMPLOYEE EXPENSE HISTORY FILES	SAME AS ABOVE
13.	EQUIPMENT USAGE REPORTS – FORM 590D	SAME AS ABOVE

**Agency**  
**Department of Transportation**  
**State Highway Administration**

**Division/Unit**  
**Accounting Operations Division**  
**Financial Accounting and**  
**Reporting Section**

14. CASH RECEIPT COMPUTER CONTROL REPORTS  
DAFR7200

Retain in the office for two (2) years then send to the State Records Center for an additional five (5) years, and until all audit requirements have been fulfilled, then destroy.

15. INTERFACE STATISTICS CONTROL REPORTS

SAME AS ABOVE

16. VEHICLE & EQUIPMENT MASTERFILE  
MAINTENANCE DOCUMENTS (CHANGES,  
ADDITIONS AND/OR DELETIONS)

SAME AS ABOVE

17. SIGNATURE SHEETS FOR EXPENSE  
STATEMENTS AND INTERAGENCY PAYMENTS

SAME AS ABOVE

Approved by Department, Agency,  
or Division Representative

Schedule Authorized by State  
Archivist

Date 10/17/05

Date 22 Mar 06

Signature Mary C. Baranoski

Signature Edward C. Papajurich

Type Name Mary C. Baranoski

Title Accounting Operations Manager