

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. L-77
		Page 1 of 2
Agency Comptroller of the Treasury		Division/Unit Motor Fuel Tax Bureau
Item No.	Description	Retention
1	<p style="text-align: center;"><u>One Time Disposal Authorization</u></p> <p>Motor Fuel Tax Refund Claims Records appears on Schedule 1658 as item number 7. This record series contains original claims for fuel tax refunds, original purchase invoices in support of refund amount claimed, supporting worksheets, calculations and approvals etc. This series is maintained on a fiscal year basis. The retention is "Retain for one (1) year in office, then transfer to the State Records Center for an additional three (3) years, then destroy."</p> <p>A flood occurred in the basement of the LLG Treasury Building as a result of excessive rain in May 2008. The 2008 Motor Fuel Tax Refund Claims Records were severely damaged by water. The Agency has been able to salvage all except 318 records. The purpose of this list is a one time authorization to dispose of these 318 records which are unreadable. When these records have been destroyed, L-77 will become null and void. The sequence of the ruined records appears on page 2 of this list.</p>	Destroy the 318 records ruined by water. Retain all other records in accordance with Schedule 1658.
Schedule Approved by Department, Agency, or Division Representative. Date <u>8/14/08</u> Signature <u>M. Herb Hacke</u> Typed Name <u>M. HERB HACKE</u> Title <u>MANAGER, MATT</u>		Schedule Authorized by State Archivist Date <u>5 Sep 08</u> Signature <u>Edward C. J. [unclear]</u>

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. L-77

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Agency Comptroller of the Treasury	Division/Unit Motor Fuel Tax Bureau
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Item No.	Description	Retention																																																
	<p>Sequence of ruined records</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>000713</td><td>TO</td><td>000714</td></tr> <tr><td>000736</td><td>TO</td><td>000746</td></tr> <tr><td>000748</td><td>TO</td><td>000767</td></tr> <tr><td>000920</td><td>TO</td><td>000921</td></tr> <tr><td>000924</td><td>TO</td><td>00924</td></tr> <tr><td>000980</td><td>TO</td><td>001049</td></tr> <tr><td>001116</td><td>TO</td><td>001144</td></tr> <tr><td>001145</td><td>TO</td><td>001149</td></tr> <tr><td>001256</td><td>TO</td><td>001309</td></tr> <tr><td>001310</td><td>TO</td><td>001360</td></tr> <tr><td>001397</td><td>TO</td><td>001403</td></tr> <tr><td>001470</td><td>TO</td><td>001482</td></tr> <tr><td>001577</td><td>TO</td><td>001577</td></tr> <tr><td>001590</td><td>TO</td><td>001590</td></tr> <tr><td>001635</td><td>TO</td><td>001684</td></tr> <tr><td>001685</td><td>TO</td><td>001688</td></tr> </table>	000713	TO	000714	000736	TO	000746	000748	TO	000767	000920	TO	000921	000924	TO	00924	000980	TO	001049	001116	TO	001144	001145	TO	001149	001256	TO	001309	001310	TO	001360	001397	TO	001403	001470	TO	001482	001577	TO	001577	001590	TO	001590	001635	TO	001684	001685	TO	001688	
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