

Department of General Services
 Records Management Division
RECORDS RETENTION and DISPOSAL SCHEDULE

Schedule No. 971-34

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Agency
 Department of the State Police

Division/Unit
 34 - Technology & Information Management Command

Item No.	Description	Retention
	Schedule, 971-34 is a new schedule and does not supersede any other schedule.	
34-00	<u>PROCUREMENT FILES</u> Contains copies of quotes, requisitions, purchase orders, delivery receipts, invoices received directly from vendor(s) and forwarded for payment, and related paperwork for IT related supplies/equipment ordered within the Agency. MSP IT subscription / renewal dates may vary from annual, up to ten (10) years.	Retain three (3) years past the subscription / renewal date, and then destroy.
34-01	<u>STATE AGENCY AND INTER-AGENCY TRANSFERS</u> Contains paid bills and invoices that were approved and sent to Finance Division or the Grants Management Unit for processing.	Retain for three (3) years, and then destroy.
34-02	<u>MISCELLANEOUS ACCOUNTING RECORDS</u> Reconciliation and Balance Sheets, Budget Papers and Work Sheets, Periodic Financial Reports to Local and State Agencies, Reports of Missing or Stolen IT Equipment.	Retain for three (3) years, and then destroy.
34-03	<u>COMPUTER EQUIPMENT INVENTORY AND SERVICE HISTORY</u> Contains records relating to inventory of computers, and related equipment; contains copies or warranties, loss or damage to capital equipment, requests for repairs or salvage, service receipts, etc.	Retain two (2) years after excess property disposal, and then destroy.
34-04	<u>EXCESS PROPERTY DECLARATION</u> Contains copies of DGS 95009 Excess Property Declarations for IT equipment to be salvaged.	Retain two (2) years after excess property disposal, and then destroy.
34-05	<u>MAIL ROOM OPERATIONS</u> All information related to mail room activities, postage fees equipment.	Retain for three (3) years, and then destroy.

Approved by Department, Agency, Division or Unit Representative
 Date: *January 31, 2013*
 Signature: *Thomas L. Vondersmith, Jr.*
 Type Name: Thomas L. Vondersmith, Jr.
 Title: Department Records Retention & Disposal Schedule Manager

Schedule Authorized by State Archivist
 Date: *3/4/2013*
 Signature: *Edward C. [unclear]*