DEPARTMENT OF GENERAL SERVICES Records Management Division

SCHEDULE

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RECORDS RETENTION AND DISPOSAL SCHEDULE

BOARD OF COUNTY COMMISSIONERS CALVERY COUNTY DEPARTMENT OF INSPECTIONS AND PERMITS DIVISION AGENCY Item Description Retention No. l. ACCOUNTING RECORDS 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. 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. Each agency will use all or some of the following records which are governed by the indicated retention period: Special Accounting Records: Books of Final Entry - General Ledgers Audit Reports Retain permanently. General Accounting Records: Memorandum of Adjustments Distribution of Charges Transmittals Certificate of Deposit and Bank Deposit Slips Retain for three (3) years Monthly Report of State Funds Collected and until all audit requireand Deposited ments have been fulfilled, Special Accounts and Reports then destroy. Schedule approved by Department, Agency or Division Representative

Signature

Schedule Authorized by Hall'of Records Commission

Disposal Authorized by Board of Public Works

Archivis

Secretary

FORM RM-1A REV. 2/75

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

schedule No. C-437

PAGE 2 of 2 Item No. Description Retention C. Purchasing Records: Retain for three (3) years and until all audit require-Requisition for Supplies ments have been fulfilled. (also Agency Interoffice Requisitions) then destroy. Purchase Order Out-of-Schedule Requisition for Supplies Stores Requisition Copy of Contract Awarded Actual Emergency and Repairs Report Notice of Award of Contract Report of Partial Delivery Credit Memorandum Budget and Fiscal Planning Records: Retain for three (3) years and until all audit require-Budget Schedule Amendment ments have been fulfilled, Report of Fixed Assets then destroy. Report of Materials and Supplies Materials and Supplies Physical Inventory Budget Estimates Request for Position Action Payroll Accounting Records: Retain for three (3) years and until all audit require-Payroll and Check Register ments have been fulfilled, Payroll Exceptions Time Report then destroy. Payroll Warrants Payroll Transmittals Employee Roster Card File Adjustments F. Miscellaneous Accounting Records: Retain for three (3) years Special Collections Records and until all audit require-Paid Bonds and Coupons ments have been fulfilled, Paid Bills and Invoices then destroy. Receipt Copies and Stubs Bank Books, Statements, and Deposit Receipts Cancelled Checks, Check Copies and Check Stubs Reconciliation and Trial Balance Sheets Budget Papers and Work Sheets Requisitions and Purchase Orders Delivery Orders and Receipts Receiving Reports Daily and Monthly Time Sheets, Expense Reports

Gas Withdrawal Tickets and Mileage Reports

Withholding Tax Forms and Statements

Memorandum Receipt and Property Condemnation Report

Periodic Financial Reports to Local & State Agencies

Stock Record Card

Delivery Order and Receipt

(Local, State and Federal) Renewable Licenses