

Reports of State Auditor on State Institutions and Boards, 1933-1936, 1 transfile case.

Reports of State Auditor on Tax Collectors, Registers of Wills and Clerks of Court, 1933-1936, 6 transfile cases.

Paid Claims for Miscellaneous Refunds (taxes erroneously paid to State), 1927-1944, 2 transfile cases.

Payroll Cards for Withholding Tax, 1942-1945, 13 transfile cases.

The records were refused on June 21, 1951.

EDUCATION, DEPARTMENT OF

On February 20, 1951, we received an inquiry by telephone regarding the procedure for disposing of certain records of the Division of Finance and Research. After careful examination, lists were prepared to indicate the records that should be retained and those that should be destroyed. It was recommended that a disposal schedule be established. However, the Division has decided to take no action at present.

At the same time, the Division of Vocational Rehabilitation inquired about the disposal of applications and case records of individuals seeking assistance which had been accumulating since 1929. Investigation disclosed that the records were sometimes referred to by firms hiring persons aided by the Division. We recommended that the records be filmed before being destroyed.

EMPLOYMENT AND REGISTRATION, DEPARTMENT OF

On May 25, 1950, the Employment Commissioner wrote us, proposing to establish a schedule for the destruction of transmittals and bills, audited and paid, after they have reached the age of five years. This schedule was approved by the Hall of Records on July 21 and by the Board of Public Works on August 22. A certificate of destruction dated October 11, 1950, indicates that transmittals and bills, audited and paid, for the period 1942-1945, have been destroyed.

On January 22, 1951, the Commissioner submitted for our consideration a schedule for the destruction of factual physical examination reports after they have been kept for five years. This schedule was approved by us on January 24 and by the Board of Public Works on February 13. On April 2, 1951, the Commissioner certified that factual physical examination reports, 1937-1945, had been destroyed.