



DEPARTMENT OF PERSONNEL & ADMINISTRATION  
 STATE ARCHIVES AND PUBLIC RECORDS  
 RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.  
 07-34

DEPARTMENT	DIVISION	SECTION	PERMANENT
Local Affairs	Executive Directors Office	Accounting and Financial Services	NON-PERMANENT <b>X</b>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1.	Purchase Orders	6 Years + current	Attached to Payment Vouchers
2.	Contract Files	6 Years + current	<i>life of contract +</i> (mm) (TK)
3.	Leasing Contract Files	6 Years + current	<i>life of contract/lease +</i> (mm) (TK)
4.	State Controller Delegation Authority Letters	Until new letter is issued or delegation is rescinded	
5.	Appropriation Documents	5 Years + current	
6.	Payment Vouchers	6 Years + current	
7.	Cash Receipts & Adjustments	5 Years + current	
8.	Credit Card Receipts	5 Years + current	
9.	Deposits with State Treasurer	5 Years + current	
10.	External Bank Account Records	5 Years + current	
11.	External Bank Account Authorization	Until accounts are closed + 2 years (TK) 1/2/2007	
12.	Signature Authority Forms	Until changed	
13.	Travel Authorizations and Reimbursement Requests	5 Years + current	
14.	Inter-Departmental Transfers	5 Years + current	

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Terry Ketselsen</i>	Date 1/2/2007	Records Manager's Signature <i>Rose Marie Antem</i>	Date 1/6/06
Attorney General's Signature <i>John W. Santers by mm</i>	Date 2/2/07	State Auditor's Signature <i>Robert K. Reed</i>	Date 3/2/07



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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
15.	Petty Cash Records	5 Years + current		
16.	Procurement Card Records	5 Years + current		
17.	Event Card Records	5 Years + current		
18.	Fixed Asset Records	5 Years + current		
19.	Depreciation Schedules	5 Years + current		
20.	Adjusting Journal Entries	5 Years + current		
21.	Grant Files	5 Years + current		
22.	Loan Records	3 Years after paid in full		
23.	Revenue Contracts	5 Years + current		

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State Archivist's Signature <i>Terry Kitchner</i>	Date 1/2/2007	Records Liaison Officer's Signature <i>Gene Marie Auten</i>	Date 11/16/06
Attorney General's Signature <i>John W. Suthers by mm</i>	Date 2/2/07	State Auditor's Signature <i>Carroll E. King</i>	Date 3/2/07