



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

ARCHIVES NO.
 05-47

DEPARTMENT REVENUE		DIVISION CASH & DOCUMENT PROCESSING		SECTION MAIL PROCESSING CENTER		PERMANENT	x
						NON-PERMANENT	x
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS			
1	Daily Production Sheets DR 5536	1 Year + Current		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.			
2	Time Cards	5 Years (original) + Current					
3	Employee Time Sheets DR 4501	3 Years + Current					
4	Temporary Time Sheet DR 5081	1 Year + Current					
5	Expected Docs. For Month	1 Year + Current					
6	Payroll Compensatory DR 4531	1 Year + Current					
7	Leave Summary Reports	1 Year + Current					
8	Flat/Letter Count Sheet	1 Year + Current					
9	Carry-over Report	1 Year + Current					
10	Vendor Invoices	1 Year + Current					
11	Performance Reviews & PDQ's (Copy)	Retain until employee leaves or superseded					
13	Monthly Production Charts and Graphs	1 Year + Current					
14	Request For Leave	1 Year + 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 Kittelson</i>	Date <i>9-8-2004</i>	Records Liaison Officer's Signature <i>Julie Raybal</i>	Date <i>8-31-04</i>
Attorney General's Signature <i>John W. Swihers by mmm</i>	Date <i>4/18/05</i>	State Auditor's Signature <i>Dorely Dymant</i>	Date <i>9/24/04</i>