



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

ARCHIVES NO.

05-48

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DEPARTMENT REVENUE	DIVISION CASH & DOCUMENT PROCESSING	SECTION BUSINESS TAX CLEARING	PERMANENT x NON-PERMANENT x
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1	Validating Log Sheet	1 Year + Current	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.
2	Daily Production Sheets	1 Year + Current	
3	Business Tax Daily Report	1 Year + Current	
4	Time Cards	5 Years (original) + Current	
5	Employee Time Sheets DR 4501	3 Years + Current	
6	Performance Reviews & PDQ's (Copy)	Retain until employee leaves or superseded	
7	State or Agency Timesheet	1 Year + Current	
8	Compensatory Timesheets DR 4531	1 Year + Current	
9	Vendor Invoices	1 Year + Current	
10	Leave Summary Reports (Copy)	1 Year + Current	
11	Injury Reports (Copy)	Retain until employee leaves + 1 Year	
12	Request For Leave	1 Year + Current	
13	Monthly Production Charts & Graphs	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 Littleton</i>	Date 9-8-2004	Records Liaison Officer's Signature <i>Julie Raybal</i>	Date 8-31-04
Attorney General's Signature <i>John W. Suthers by mnm</i>	Date 5/3/05	State Auditor's Signature <i>Dalley Szymanski</i>	Date 9/24/04