



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

ARCHIVES NO.  
 05-49

DEPARTMENT REVENUE	DIVISION CASH & DOCUMENT PROCESSING	SECTION INCOME TAX CLEARING	PERMANENT x	NON-PERMANENT x
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1	Validation Log DR 1147	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	Time Cards	5 Years (original) + Current		
4	Employee Time Sheets DR 4501	3 Years + Current		
5	Memos	Retain until no longer needed or superseded		
6	Performance Reviews & PDQ's (Copy)	Retain until employee leaves		
7	State or Agency Timesheets	1 Year + Current		
8	Compensatory Timesheets	1 Year + Current		
9	Vendor Invoices	1 Year + Current		
10	Request For Leave DR4466	1 Year + Current		
11	Leave Summary Reports	1 Year + Current		
12	Monthly Production Charts and 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 Keltner</i>	Date 9-8-2004	Records Liaison Officer's Signature <i>Julio Raybal</i>	Date 8-31-04
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date 4/18/05	State Auditor's Signature <i>Sally Symantch</i>	Date 9/24/04