



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

ARCHIVES NO.  
 05-74

DEPARTMENT REVENUE	DIVISION Motor Carrier Services	SECTION Port of Entry (Accounting)	PERMANENT <input checked="" type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1	Bank Statements	6 Years + Current	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.
2	Billings / Receiving Reports	3 Years + Current	
3	Business Accounting Documents	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 Hietanen</i>	Date 9/30/2004	Records Liaison Officer's Signature <i>Julie Rybal</i>	Date 9-17-04
Attorney General's Signature <i>Ken Salazar by yes 4 Nov 2004</i>	Date 4 Nov 2004	State Auditor's Signature <i>Sally G. Manski</i>	Date 10/8/04

SA-194 (REV 1/78)