



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

ARCHIVES NO.
 05-77

DEPARTMENT REVENUE	DIVISION CASH & DOCUMENT PROCESSING	SECTION CASH PROCESSING ADMINISTRATION	PERMANENT x	NON-PERMANENT x
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1	Agency Temporary Costs (computer)	2 Years + Current	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
2	ITC/BTC/IMR Budgets	3 Years + Current		
3	Mail Received by Type	3 Years + Current		
4	State Temp Tax Season Log (computer)	2 Years + Current		
5	Production Reports/ Statistics/ Planning	3 Years + Current		
6	Validating Machine Log (computer)	Permanent		
7	Batch Slip Range (computer)	Permanent		
8	Co-Court Forms (background check)	3 Years + Current		
9	Special Projects FILE	Retain until obsolete, superseded or administrative value is lost		
10	Zip Plus Four List (computer)	Permanent		
11	Fixed Asset Lists	3 Years + Current		
12	Tax Season book -- Offsite info and statistics	3 Years + Current		
13	Leave Records	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 Kitcher</i>	Date 9/30/2004	Records Liaison Officer's Signature <i>Julie Roybal</i>	Date 9-14-04
Attorney General's Signature <i>John W. Suthers by mm</i>	Date 4/18/05	State Auditor's Signature <i>Julie Dynanski</i>	Date 10/8/04



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

ARCHIVES NO.
 05-77

DEPARTMENT REVENUE		DIVISION CASH & DOCUMENT PROCESSING		SECTION CASH PROCESSING ADMINISTRATION		PERMANENT x		NON-PERMANENT x	
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS					
14	Performance Plans, PDQ's and Reviews (Copy)	Retain until employee leaves or superseded + 1 Year		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.					
15	Pipeline Org. Units Budgets	3 Years + Current							
16	Pipeline Purchase Order Log Summary	3 Years + Current							
17	Pipeline Org. Unit Charts and Graphs	3 Years + Current							
18	Org. Units Volume and Carryover Reports-daily	1 Year + Current							
19	Refund Processing Report	6 Years + Current, CY basis							
20	Income Tax Statistics Report (ITSR)	4 Years + Current, CY basis							
21	Income Counts and Carryover Reports-weekly	4 Years + Current, CY basis							
22	Income Tax Stats. Summary-weekly	4 Years + Current, CY basis							
23	Business Tax Cycle Time reports	3 Years + Current							
24	Sales Tax Mismatched Postings Report	2 Years + Current							
25	Senate Bill 72 Monthly Report	2 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 Peterson</i>	Date 9/30/2004	Records Liaison Officer's Signature <i>Julie Keybal</i>	Date 9-16-04
Attorney General's Signature <i>John W. Suthers by mm</i>	Date 4/18/05	State Auditor's Signature <i>Dolly Dymant</i>	Date 10/8/04

SA-194 (REV 1/78)



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

ARCHIVES NO.
 05-77

DEPARTMENT REVENUE	DIVISION CASH & DOCUMENT PROCESSING	SECTION CASH PROCESSING ADMINISTRATION	PERMANENT NON-PERMANENT
			x x
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
26	Sales Tax Liabilities Closures Monthly Report	3 Years + Current	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.
27	Sales Tax Spreadsheet and Vertex Prob. Track.	3 Years + Current	
28	Unmatched EFT Items Report	3 Years + Current	
29	Federation of Tax Administrators Survey	3 Years + Current	
30	Edit and Error Detail Report	1 Year + Current	
31	Executive Director Monthly Measures Report	2 Years + Current	
32	Deposit Throughput Reports	2 Years + Current	
33	J&B Software Maintenance Contract (Copy)	Life of system or component + 1 Year	
34	Leave Summary Reports	1 Year + Current	
35	Section Production Summaries	3 Years + Current	
36	On-Line Computer Reports	3 Years + Current	
37	EFT Account Summaries	3 Years + Current	
38	Reference Documents	Retain until obsolete, superseded or administrative value is lost.	

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 Hietelsoen</i>	Date 9/30/2004	Records Liaison Officer's Signature <i>Julie Raybel</i>	Date 9-16-04
Attorney General's Signature <i>John W. Suthers by mm</i>	Date 4/18/05	State Auditor's Signature <i>Sally Symanski</i>	Date 10/8/04

SA-194 (REV 1/78)



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

ARCHIVES NO.
 05-77

DEPARTMENT REVENUE		DIVISION CASH & DOCUMENT PROCESSING		SECTION CASH PROCESSING ADMINISTRATION		PERMANENT	x
						NON-PERMANENT	x
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS			
39	Budgets (Registration Control, Data Entry, Problem Resolution and Error Resolution sections)	3 Years + Current		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.			
40	Summary Document count totals	1 Year + Current					
41	Error Stat Report	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 Ketchum</i>	Date 9/30/2004	Records Liaison Officer's Signature <i>Julie Roybal</i>	Date 9-16-04
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date 4/18/05	State Auditor's Signature <i>Darryl Symons</i>	Date 10/8/04

SA-194 (REV 1/78)