



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

ARCHIVES NO.
05-85

DEPARTMENT REVENUE		DIVISION CASH & DOCUMENT PROCESSING		SECTION Forms & Outgoing Mail Administration		PERMANENT	x
						NON-PERMANENT	x
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS			
1	Employee Time Sheets, DR4501	3 Years + Current		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.			
2	Performance Reviews & PDQ's	Retain until employee leaves + 1 Year.					
3	Vendor Invoices	1 Year + Current					
4	Request for Leave	1 Year + Current					
5	Compensatory Time Sheets	1 Year + Current					
6	Leave Summary Reports	1 Year + Current					
7	Section Policies & Procedures	Retain until obsolete, superseded or administrative value is lost					
8	Section Budgets	5 Years + Current					
9	Consumable Inventory	5 Years + Current					
10	Purchase Orders	5 Years + Current					
11	Cost Accounting Report	5 Years + Current					
12	Passed House/Senate Bill Information	5 Years + Current					
13	Income Tax Booklet Information	5 Years + Current					
14	Income Warrant Information	5 Years + Current					
15	Objectives	5 Years + Current					
16	Section Productivity Reports	5 Years + Current					
17	Customer Service Surveys	1 Year + Current					
18	Customer Service Survey Reports	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 Helgeson</i>	Date <i>10/1/2004</i>	Records Liaison Officer's Signature <i>Judie Graybeal</i>	Date <i>9-16-04</i>
Attorney General's Signature <i>John W. Suthers by mm m</i>	Date <i>4/18/05</i>	State Auditor's Signature <i>Dalley Dymanski</i>	Date <i>10/8/04</i>



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

ARCHIVES NO.
 05-85

DEPARTMENT REVENUE		DIVISION CASH & DOCUMENT PROCESSING		SECTION Forms & Outgoing Mail Administration		PERMANENT	x
						NON-PERMANENT	x
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS			
19	Weekly Status Report	5 Years + Current		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.			
20	Management Indicator Report	5 Years + Current					
21	Income Warrant Issues Mailed Report	1 Year + Current					
22	MS Track Log	5 Years + Current					
23	Counts of Taxpayer Forms Printed	1 Year + Current					
24	Monthly Computer Schedule	Current 13 Months					
25	Franklin Planner	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 Ketselsen</i>	Date 10/1/2004	Records Liaison Officer's Signature <i>Julie Korbal</i>	Date 9-16-04
Attorney General's Signature <i>John W. Suthers by mnm</i>	Date 4/18/05	State Auditor's Signature <i>Sally Jonnust</i>	Date 10/8/04

SA-194 (REV 1/78)