



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

ARCHIVES NO.
 06-06

DEPARTMENT REVENUE		DIVISION Cash & Document Processing		SECTION Prepping		PERMANENT	x
						NON-PERMANENT	x
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS			
1	Monthly Production Report	1 Year + Current		Note: No record shall be destroyed that Pertains to any pending legal case claim, action, or audit.			
2	Time Cards (State, Temps and Agency)	5 years + Current					
3	Employee Time Sheets (DR 4511)	3 years + Current					
4	Performance Reviews & PDQ	Retain until employee leaves or until superseded					
5	Vendor Invoices	1 year + Current					
6	Leave Request (DR 4466)	1 year +Current					
7	State or Agency Time sheets	1 year + Current					
8	Leave Summary Reports	1 year + Current					
9	Validating Log sheets (DR 1147)	1 Year + Current					
10	Background Check (DR 4527)	3 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>Jerry Ketelsen</i>	Date 6/14/2005	Records Liaison Officer's Signature <i>Julie Raybal</i>	Date 6-13-05
Attorney General's Signature <i>John Withers by mail</i>	Date 6/24/05	State Auditor's Signature <i>Dalley Symanski</i>	Date 6/17/05