



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

ARCHIVES NO.
 06-07

DEPARTMENT REVENUE	DIVISION Cash & Document Processing	SECTION Remittance Processing	PERMANENT <input checked="" type="checkbox"/>
			NON-PERMANENT <input checked="" type="checkbox"/>

ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1	Time Cards	5 Years + Current	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.
2	Employee Time Sheets	3 Years + Current	
3	Performance Reviews & PDQ's	Retain until employee leaves or superseded	
4	Request For Leave	1 Year + Current	
5	Leave Summary Reports	1 Year + Current	
6	Leave Summary Spreadsheet	1 Year + Current	
7	Remittance Processing Daily Reports	1 Year + Current	
8	Deposit Reports	2 Years + Current	
9	Cash Desk Documents	2 Years + Current	
10	Courier Sign Off Log Sheet	1 month	
11	CD Burn Log	1 month + Current burn month	

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>Larry Ketselsen</i>	Date 6/14/2005	Records Liaison Officer's Signature <i>Julie Raybal</i>	Date 6-13-05
Attorney General's Signature <i>John Suthers by mnm</i>	Date 6/24/05	State Auditor's Signature <i>Dakley Symanski</i>	Date 6/17/05