



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

ARCHIVES NO.
 07-18

DEPARTMENT SECRETARY OF STATE		DIVISION ADMINISTRATION	SECTION BUDGET AND FINANCE Accounts Payable	PERMANENT <input checked="" type="checkbox"/> NON-PERMANENT <input type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1	EMPLOYEE TRAVEL REIMBURSEMENTS AND SUPPORTING DOCUMENTATION	Retain in agency for 3 years plus current, filed along with other agency PV's then destroy.	NOTE: No record shall be destroyed that pertains to any pending legal case, claim, action or audit. Files include copy of PV, back up documentation and copy of warrant PV's are generated for all divisions, Administration, Business, Elections, HAVA, IT, Notary, Bingo/Raffle, Licensing and UETA.	
2	INTER-DEPARTMENTAL TRANSFER	Retain in agency for 3 years plus current then destroy.		
3	PROCUREMENT CARD RECORDS	Retain in agency for 3 years plus current then destroy		
4	PURCHASE VOUCHERS FOR GOODS AND SERVICES	Retain in agency for 3 years plus current then destroy		
5	PURCHASE ORDERS	Retained in agency for 6 years then destroy.		
6	JOURNAL VOUCHERS	Retain in agency for 3 years plus current then destroy.		
7	OUT OF STATE TRAVEL AUTHORIZATIONS	Retain in agency for 3 years plus current then destroy.		

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 11/6/2006	Records Liaison Officer's Signature <i>Sharon Shocoin</i>	Date 11/15/06
Attorney General's Signature <i>John W. Suthers by mm</i>	Date 11/27/06	State Auditor's Signature <i>Gregory J. Legg</i>	Date 11/9/06