



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

ARCHIVES NO.
 05-217

DEPARTMENT REVENUE	DIVISION GAMING	SECTION ACCOUNTING	PERMANENT	NON-PERMANENT
			x	x
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1	Timesheets	4 Years + Current	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
2	Payroll Records	4 Years + Current		
3	Payment Vouchers	5 Years + Current		
4	1099's	4 Years + Current From Issuance		
5	Intergovernmental Transfers	3 Years + Current		
6	Background Deposit Reconciliations	4 Years + Current		
7	RAS Records	4 Years + Current		
8	Cash Receipt Documents	3 Years + Current		
9	Journal Vouchers	4 Years + Current		
10	Appropriation Documents	2 Years + Current		
11	General Ledgers	3 Years + Current		
12	Daily Deposit Reports	3 Years + Current		
13	Procurement Card Journal Vouchers	3 Years + Current		
14	Purchase Orders	6 Years Following Expiration or Termination		
15	Contracts	6 Years Following Expiration or Termination		

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 Peterson</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 mmm</i>	Date 7/8/05	State Auditor's Signature <i>Darryl Symanski</i>	Date 6/17/05



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						NON-PERMANENT	x
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS			
16	Budget Reports	7 Years + Current		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.			
17	Division Financial Statements	Permanent					
18	Financial Statement Workpapers	7 Years + Current					
19	Budget Workpapers	3 Years + Current					
20	Bank Records	3 Years + Current					
21	Warrants/Canceled/Lost Info	5 Years + Current					
22	Physical Inventory Records	3 Years + Current					
23	Fixed Asset Records	3 Years + Current					
24	Depreciation Schedules	3 Years + Current After Asset is Disposed					
25	Property Acquisition Records	Retained by state agency as long as the property is owned. After disposition, it should be retained by the agency for six years, then transferred to State Archives.					
26	Accounts Receivable Invoices	3 Years + Current After Paid in full					

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State Archivist's Signature <i>Terry Deitch</i>	Date 7/11/2005	Records Liaison Officer's Signature <i>Julie Kaybal</i>	Date 6-13-05
Attorney General's Signature <i>John Suthers by mm</i>	Date 7/8/05	State Auditor's Signature <i>Dolly Symanski</i>	Date 6/17/05