



ARCHIVES#  
1440

DEPARTMENT REVENUE		DIVISION Executive Director's Office	SECTION Accounting and Financial Services/Pierce Cashiers	PERMANENT <input type="checkbox"/>	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS		
1	Budget Work Papers	Retain by agency for 3 years and then destroy	#1, 2-5		
2	Administrative Personnel Unit Files	Retain until administrative needs ends and then destroy	#1, 11-2		
3	Agency Personnel Files for Permanent Employees - Record Copy	Transfer to Department of Personnel and microfilm or scan. Retain for 10 years after retirement or separation of employee and then destroy	#1, 11-2		
4	Employees Performance Appraisals - Duplicate Copies	Retain by agency until superseded and then destroy	#1, 11-17		
5	Leave Records Summary- Duplicate Copies	Retain until administrative needs ends and then destroy	#1, 11-27		
6	Leave Slips - Duplicate Copies	Retain until administrative needs ends and then destroy	#1, 11-28		
7	Position Descriptions (PDQ) - Duplicate Copies	Retain until superseded or obsolete and then destroy	#1, 11-43		
8	Policies and Procedures Documentation	Retain 2 years after superseded or obsolete	#2, 40.220, A		
9	Time Cards	Retain 5 years	#2, 90.140, I (CRS 8-72-107)		
10	Interview Records	Retain by Agency for 6 months after hiring decision is made and then destroy	#1, 11-22		
11	Compensatory Timesheets (DR4531)	Retain 3 years	#2, 90.140, A (29 CFR 516.2, 29 CFR 516.5, 29 CFR 1627.3)		
12	Monthly Production Charts	Retain by agency for 1 year and then destroy	#1, 1-8		

**NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY LEGAL CASE, CLAIM, ACTION OR AUDIT.**

I request approval of the above records disposition. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records.

State Archivist's Signature 	Date 11/30/2015	Records Liaison Officer's Signature 	Date 11.16.15
Attorney General's Signature 	Date 12/8/15	State Auditor's Signature 	Date 1-7-16



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ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS
13	Purchase Orders and Invoices	Retain until superseded	#2, 30.030, C
14	Armored Service Log	Retain by agency for 2 years and then destroy	#1, 4-2
15	Bank Records *Deposit Slips *Over/Short Reports *Original/Copy of Cash Envelopes *Suspense Sheets	Retained by Department of Treasury/state agency/institution for three years	#1, 7 D, 1
16	Daily Production Sheets	Retain for 2 years	#2, 40.290, B
17	Authorization for EFT for Tax Payments	Retained by State Controller's Office for seven years after the last distribution per NACHA guidelines	#1, 4 D
18	Daily ComCash Reports (End of Day Reports)	Retain for 3 years	#2, 30.050, A
19	Reinstatement Log and Penalty Assessment Log	Retain for 3 years	#2, 30.020
20	Petty Cash Reports	Retained by state/agency/institution for three years	#1, 7, F, 5

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