



DEPARTMENT REVENUE	DIVISION TAXATION	SECTION TAX AUDITING & COMPLIANCE/DISCOVERY	PERMANENT <input type="checkbox"/>	NON-PERMANENT <input type="checkbox"/>
ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS	
1.	LEAVE SUMMARY REPORT	DUPLICATE COPIES- RETAIN UNTIL ADMINISTRATIVE NEED ENDS AND THEN DESTROY	#1, 10-14	
2.	LEAVE RECORDS	DUPLICATE COPIES - RETAIN UNTIL ADMINISTRATIVE NEED ENDS AND THEN DESTROY	#1, 11-27	
3.	LEAVE SLIPS	DUPLICATE COPIES - RETAIN UNTIL ADMINISTRATIVE NEED ENDS AND THEN DESTROY	#1, 11-28	
4.	EMPLOYEE PERFORMANCE APPRAISALS	DUPLICATE COPIES - RETAIN BY AGENCY UNTIL SUPERSEDED AND THEN DESTROY	#1, 11-17	
5.	POSITION DESCRIPTIONS (PDQ)	DUPLICATE COPIES - RETAIN UNTIL SUPERSEDED OR OBSOLETE AND THEN DESTROY	#1, 11-43	
6.	POLICES & PROCEDURES DOCUMENTATION CLERICAL OR OTHER ROUTINE MANUALS	TWO YEARS AFTER SUPERSEDED OR OBSOLETE	#2, 40.220,A	
7.	REPORTS DAILY	TWO YEARS	#2, 40.290,B	

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 11.20.15
Attorney General's Signature 	Date 12/8/15	State Auditor's Signature 	Date 1-28-16



ARCHIVES #

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ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS
8.	REPORTS MONTHLY	TWO YEARS	#2,40.290,C
9.	REPORTS WEEKLY	TWO YEARS	#2,40.290,E
10.	TECHNICAL REFERENCE FILES	DUPLICATE COPIES- RETAIN UNTIL NO LONGER NEEDED THEN DESTROY	#1, 1-31
11.	GENERAL CORRESPONDENCE ROUTINE	DUPLICATE COPIES - RETAIN BY AGENCY FOR THREE MONTHS AND THEN DESTROY	#1,1-14
12.	CORRESPONDENCE AND GENERAL DOCUMENTATION ROUTINE VALUE	TWO YEARS	#2, 40.100,B
13.	TAXPAYER RECORDS	RETAINED BY STATE AGENCY/INSTITUTION FOR TEN YEARS	#1,7.N.5

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