



ARCHIVES#
16-42

DEPARTMENT REVENUE		DIVISION Executor Director's Office	SECTION Accounting and Financial Services/Research	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3	Employees Performance Appraisals - Duplicate Copies	Retain by agency until superseded and then destroy	#1, 11-17		
4	Leave Records Summary- Duplicate Copies	Retain until administrative needs ends and then destroy	#1, 11-27		
5	Leave Slips - Duplicate Copies	Retain until administrative needs ends and then destroy	#1, 11-28		
6	Position Descriptions (PDQ) - Duplicate Copies	Retain until superseded or obsolete and then destroy	#1, 11-43		
7	Policies and Procedures Documentation	Retain 2 years after superseded or obsolete	#2, 40.220, A		
8	Time Cards	Retain 5 years	#2, 90.140, I (CRS 8-72-107)		
9	Interview Records	Retain by Agency for 6 months after hiring decision is made and then destroy	#1, 11-22		
10	Compensatory Timesheets (DR4531)	Retain 3 years	#2, 90.140, A (29 CFR 516.2, 29 CFR 516.5, 29 CFR 1627.3)		
11	Monthly Production Charts and Graphs/Statistics	Retain for 2 years a	#2, 40.290, C		
12	Banking Reports *EFT & Cash Daily Balancing CR Documentation	Retain adjusting entries requiring State Controller/State Treasurer approval retained by the State Controller's Office/State Treasurer for five years.	#1, 7, I		

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 11.14.15
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	Armored Service Log	Retain by agency for 2 years and then destroy	#1, 4-2		
14	Shipping Order Forms	Retain by agency for 2 years and then destroy	#1, 4-2		
15	Bank Records *Deposit Slips *Daily ComCash Reports *Suspense Documents and Sheet	Retained by Department of Treasury/state agency/institution for three years	#1, 7 D, 1		
16	Daily Production Sheets	Retain by agency for 1 year then destroy	#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	Bank Statement, Pass Books and Reconciliations *Information on Short Checks *Non Deposit Detail (Cash and EFT Online Batches) *Clearing Items-Undistrib Cash List	Retain for 7 years	#2, 30.050, B		
19	EFT Undistributed Cash Recon.	Retained by state agency/institution for 10 years	#1, 7 N 5		
20	Remittance Processing Archive CDs	Retain for 2 years	#2, 40.100, B		
21	General Correspondence - Routine Value	Retain by agency until updated or superseded and then destroy	#1, 1-30		
22	Time and Attendance Records (Part-Time Employees) Duplicate copy	Retain until administrative need ends and then destroy	#1, 11-48		

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