



Agency Records Disposition Schedule

Department: Office of Administration

Section: Accounting Analysis Section

Division: Division of Accounting

Sub-Section:

TITLE: Bank Contracts

CUTOFF:

DESCRIPTION: Bank Contracts - state depository for demand or time contracts (contains general information that may not be related to just one contract period)

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3024

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Billings to various agencies for printing, flight, etc.

CUTOFF:

DESCRIPTION: Billings to various agencies for printing, flight, etc.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3025

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Board of Public Buildings Journal and Ledgers

CUTOFF: EOSFY

DESCRIPTION: Board of Public Buildings Journal and Ledgers. The journal and ledgers maintained on these entities are needed because the financial transactions are either not reported on SAM in their entirety or in part. Invoices and other financial transactions sent thru SAM are destroyed. Journal and Ledgers maintained on an accrual basis and financial statements are prepared for each of these entities.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 3045

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996



Agency Records Disposition Schedule

Department: Office of Administration

Section: Accounting Analysis Section

Division: Division of Accounting

Sub-Section:

TITLE: Board of Public Buildings Workfile

CUTOFF:

DESCRIPTION:

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22697

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: CAFR (Comprehensive Annual Financial Report)

CUTOFF: EOSFY

DESCRIPTION: CAFR (Comprehensive Annual Financial Report) Appropriation Activity, Financial Summaries, Final Actual Cash Flows, SWCAP

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 3036

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Cash Flow

CUTOFF:

DESCRIPTION: Cash Flow

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3035

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996



Agency Records Disposition Schedule

Department: Office of Administration

Section: Accounting Analysis Section

Division: Division of Accounting

Sub-Section:

TITLE: Computer Runs

CUTOFF:

DESCRIPTION: Computer Runs - payroll, appropriations, fund ledgers, etc.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3027

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Expense Accounts

CUTOFF:

DESCRIPTION: Expense Accounts

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3017

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Federal Surplus Property Journal, Ledgers and Canceled Checks

CUTOFF: EOFFY

DESCRIPTION: Federal Surplus Property Journal, Ledgers and Canceled Checks. The journal and ledgers maintained on these entities are needed because the financial transactions are either not reported on SAM in their entirety or in part. Invoices and other financial transactions sent thru SAM are destroyed. Journal and Ledgers maintained on an accrual basis and financial statements are prepared for each of these entities.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 3047

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996



Agency Records Disposition Schedule

Department: Office of Administration

Section: Accounting Analysis Section

Division: Division of Accounting

Sub-Section:

TITLE: Federal Surplus Property Workfiles

CUTOFF:

DESCRIPTION: Federal Surplus Property Workfiles

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3046

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Fixed Asset Systems (FAS) -

CUTOFF:

DESCRIPTION: Fixed Asset Systems (FAS) -Contains bid documents, original data acquisitions, FAS reports, and turn-around documents

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3028

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: General Obligation Bonds: Transcript of Proceedings and selected documents as purged from 32A

CUTOFF: EOSFY

DESCRIPTION: Transcript of Proceedings and selected documents as purged from 32A

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 3039

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996



Agency Records Disposition Schedule

Department: Office of Administration

Section: Accounting Analysis Section

Division: Division of Accounting

Sub-Section:

TITLE: General Obligation Bonds: Workfiles and related documents

CUTOFF: Length of bond

DESCRIPTION: Workfiles and related documents. May be destroyed after conclusion of state audit if completed before end of retention period and after cutoff.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3038

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Invoices

CUTOFF:

DESCRIPTION: Invoices

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3021

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Miscellaneous Appropriations

CUTOFF:

DESCRIPTION: Miscellaneous Appropriations - Warrants, workpapers and memorandums

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3055

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996



Agency Records Disposition Schedule

Department: Office of Administration

Section: Accounting Analysis Section

Division: Division of Accounting

Sub-Section:

TITLE: Office of Administration Budget Files

CUTOFF:

DESCRIPTION: Office of Administration Budget Files - Reports, Forms, Workpapers, and Memorandums

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3053

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Office of Administration Financial Statements

CUTOFF: EOSFY

DESCRIPTION: Office of Administration Financial Statements

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 3056

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Personnel File - copies

CUTOFF:

DESCRIPTION: Personnel File - copies

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3016

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996



Agency Records Disposition Schedule

Department: Office of Administration

Section: Accounting Analysis Section

Division: Division of Accounting

Sub-Section:

TITLE: PMS (Position Management Subsystem) Files

CUTOFF:

DESCRIPTION: PMS (Position Management Subsystem) Files - contains bid proposals, requirements, definitions, design documents etc.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3018

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Project Workpapers

CUTOFF:

DESCRIPTION: Project Workpapers - includes CAFR appropriation activity, monthly financial summary, and fund interest adjustments

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3033

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Purchasing Contracts

CUTOFF:

DESCRIPTION: Purchasing Contracts - statewide contracts originated by the Division of Purchasing

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3023

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996



Agency Records Disposition Schedule

Department: Office of Administration

Section: Accounting Analysis Section

Division: Division of Accounting

Sub-Section:

TITLE: Reference and Printed Material

CUTOFF: WSO

DESCRIPTION: Reference and Printed Material

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3052

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Requisitions - copies

CUTOFF: WSO

DESCRIPTION: Requisitions - copies

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3015

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Revenue Bonds - Canceled Bonds

CUTOFF: EOSFY

DESCRIPTION: Canceled Bonds

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 3043

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996



Agency Records Disposition Schedule

Department: Office of Administration

Section: Accounting Analysis Section

Division: Division of Accounting

Sub-Section:

TITLE: Revenue Bonds - Transcript of Proceedings and selected documents as purged from 33A

CUTOFF: EOSFY

DESCRIPTION: Transcript of Proceedings and selected documents as purged from 33A

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 3042

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Revenue Bonds - Workfiles and related documents

CUTOFF: Term of bond

DESCRIPTION: Workfiles and related documents. May be destroyed after conclusion of state audit if completed before end of retention period and after cutoff.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3041

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Revenue Transmittals and Deposits

CUTOFF:

DESCRIPTION: Revenue Transmittals and Deposits

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3022

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996



Agency Records Disposition Schedule

Department: Office of Administration

Section: Accounting Analysis Section

Division: Division of Accounting

Sub-Section:

TITLE: Special Project Files

CUTOFF: EOSFY

DESCRIPTION: Special Project Files - financial workpapers for special projects

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3034

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: State-wide Cost Allocation Negotiated Plan Workpapers

CUTOFF:

DESCRIPTION: State-wide Cost Allocation Negotiated Plan Workpapers

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3032

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: System Design

CUTOFF: EOSFY

DESCRIPTION: System Design

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 3031

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996



Agency Records Disposition Schedule

Department: Office of Administration

Section: Accounting Analysis Section

Division: Division of Accounting

Sub-Section:

TITLE: Time Sheets

CUTOFF: WSO

DESCRIPTION: Time Sheets - copies

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3014

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996
