

General Schedule 1

<u>Record Series No.</u>	<u>Record Series Title and Description</u>	<u>Retention</u>
GS1.A	General Office Administrative Records	
GS1.A1.a	General Correspondence	See GRS 5.1
GS1.A1.b	Subject Correspondence	See GRS 5.1
GS1.A1.c	Interagency Correspondence	See GRS 5.1
GS1.A1.d	Intradepartmental Memos	See GRS 5.1
GS1.A1.e	Mail Logs	See GRS 5.3
GS1.A2	Policy Memos	See GRS 1.3
GS1.A3	Phone Logs	See GRS 5.2
GS1.A4.a	Personnel Case Files	See GRS9.1
GS1.A4.b	Personnel Injury File	See GRS9.9
GS1.A4.c	Labor Relations Case File	See GRS1.17
GS1.A4.d	Personnel Sign-Out File	See GS2.27
GS1.A4.e	Personnel Absentee File	See GS2.28
GS1.A5	Job Application Case Files	See GRS 9.2
GS1.A6	Affirmative Action File	See GRS 9.5
GS1.A7	Personnel Request File	See GRS 9.3
GS1.A8	Job Description File	See GRS 9.10
GS1.A9.a	Payroll Records Case File	See GS2.23
GS1.A9.b	Employee Time Sheets	See GS2.24
GS1.A9.c	Employee Time Cards	See GS2.24

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GS1.A10.a	Department Annual Report	See GRS 1.5
GS1.A10.b	Department Annual Report Work Papers	See GRS 1.5
GS1.A11.a	Division Annual Reports	See GRS 1.5
GS1.A11.b	Division Annual Report Work Papers	See GRS 1.5
GS1.A12.a	Section Annual Reports	See GRS 1.5
GS1.A12.b	Section Annual Report Work Papers	See GRS 1.5.
GS1.A13	Rules and Regulations File	See GRS 2.5
GS1.A14	Staff Meetings Minutes Documents relating to office staff meetings. Included are minutes of meetings.	Cut off at the end of the calendar year.
GS1.A15	Committee/Commission Meeting Minutes.	See GRS 1.7
GS1.A16	Professional Organizations Case File	See GRS 5.12
GS1.A17	Legislation Case File	See GRS 2.3 and 2.4
GS1.A18	Office Equipment Inventory Case File Documents relating to equipment and furniture in the office. Included are inventory cards, inventory sheets.	Retain until updated, then discard.
GS1.A19	Public Relations Case File	See GRS 5.7
GS1.A20	Newspaper Clippings	See GRS 5.6
GS1.A21.a	Annual Work Plans File	See GRS1.20
GS1.A21.b	Annual Work Plans Working Papers	See GRS 1.20
GS1.A22	Long-Range Plans File (e.g. 5 year Plans)	See GRS 1.2

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GS1.A23	Building Blueprints File	See GRS 4.1
GS1.B	Fiscal Records	
GS1.B1	Purchase Requisition File	Official Copy - cut off at the end of the fiscal year and retain for audit. After audit discard all except current plus 1 year. Duplicates - cut off at the end of the fiscal year. Retain current plus 1 year or as needed.
GS1.B2	Purchase Orders	Official Copy - cut off at the end of the fiscal year and retain for audit. After audit discard all except current plus 1 year. Duplicates - cut off at the end of the fiscal year. Retain current plus 1 year or as needed.
GS1.B3	Utility Purchase Orders	Official Copy - cut off at the end of the fiscal year and retain for audit. After audit discard all except current plus 1 year. Duplicates - cut off at the end of the fiscal year. Retain current plus 1 year or as needed.

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GS1.B4	Invoice Vouchers	Official Copy - cut off at the end of the fiscal year and retain for audit. After audit discard all except current plus 1 year. Duplicates - cut off at the end of the fiscal year. Retain current plus 1 year or as needed.
GS1.B5	Travel Expense Vouchers	Official Copy - cut off at the end of the fiscal year and retain for audit. After audit discard all except current plus 1 year. Duplicates - cut off at the end of the fiscal year. Retain current plus 1 year or as needed.
GS1.B6	Imprest Cash Vouchers	Official Copy - cut off at the end of the fiscal year and retain for audit. After audit discard all except current plus 1 year. Duplicates - cut off at the end of the fiscal year. Retain current plus 1 year or as needed.

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GS1.B7	Imprest Cash Receipts Vouchers	Official Copy - cut off at the end of the fiscal year and retain for audit. After audit discard all except current plus 1 year. Duplicates - cut off at the end of the fiscal year. Retain current plus 1 year or as needed.
GS1.B8	Controller's Statements A,B,C,D (Monthly Financial Reports)	Official Copy - cut off at the end of the fiscal year and retain for audit. After audit discard all except current plus 1 year. Duplicates - cut off at the end of the fiscal year. Retain current plus 1 year or as needed.
GS1.B9	Report of Equipment Acquired Forms	Official Copy - cut off at the end of the fiscal year and retain for audit. After audit discard all except current plus 1 year. Duplicates - cut off at the end of the fiscal year. Retain current plus 1 year or as needed.

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GS1.B10	Report of Obsolete or Surplus Equipment	Official Copy - cut off at the end of the fiscal year and retain for audit. After audit discard all except current plus 1 year. Duplicates - cut off at the end of the fiscal year. Retain current plus 1 year or as needed.
GS1.B11	Vendor Case File Documents relating to purchase made from a particular vendor. Included are purchase requisitions, purchase orders, purchase order vouchers, requests for delivery forms, invoices, invoice vouchers, receipts vouchers, utility purchase orders, contract purchase orders, receipts transmittal vouchers.	Cut off at the end of the fiscal year and retain for audit. After audit, discard all except current plus 1 year.
GS1.B12	Budget Code Case File Documents relating to purchases made through specific budgets (numbered by code). Included are all of the above plus travel expense vouchers.	Cut off at the end of the fiscal year and retain all except current year plus 1 year, then discard.
GS1.B13	Cash Receipts Case File Documents relating to monies received by the agency. Included are cash receipts, receipts journals, cash register tapes.	Cut off at the end of the fiscal year and retain for audit. After audit discard all except current plus 1 year.
GS1.B14	Bad Check Case File Documents relating to checks received by the state which have been returned for insufficient funds. Included are checks, notices of return of checks, debit memos, correspondence.	Cut off at the end of the fiscal year. Retain current plus 5 years, then discard.

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GS1.B15	Accounts Receivable Case Files Documents relating to monies owed the agency. Included are receipted invoices, related correspondence.	Cut off at the end of the fiscal year and retain for audit. After audit discard all except current plus 1 year.
GS1.B16.a	Service Contracts Case File-Original Documents relating to services contracted from private businesses (e.g. repair and maintenance contracts, service contracts). Included are contracts, related correspondence.	Cut off upon termination of contract and retain for audit. After audit discard all except current plus 1 year.
GS1.B16.b	Service Contracts Duplicate File Documents related to services contracted from private businesses. Included are copies of contracts.	Cut off and discard upon termination of contract.
GS1.B17.a	Audit Reports File Documents relating to the auditing of financial records. Included are audit reports.	Cut off upon completion of audit. Retain current plus 1 year in office. Transfer to Records Center. Retain for 5 years, then discard.
GS1.B17.b	Audit Work Papers Included are work papers used in preparation of an audit report.	Cut off upon completion of audit. Retain current plus 1 year in office. Transfer to Records Center. Retain 5 years, then discard.
GS1.B18.a	Annual Financial Reports File Documents relating to annual financial reports. Included are annual financial reports.	Cut off at the end of the fiscal year and retain for audit. After audit discard all except current plus 1 year.

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GS1.B18.b	Annual Financial Reports Work Papers	Retain until annual report is completed, then discard.
GS1.B19	Ledger Book File Documents relating to department expenditures and receipts. Included are ledger books.	Cut off at the end of the fiscal year and retain for audit. After audit discard all except current plus 1 year.
GS1.B20	Budget Request Case File Documents relating to the annual budget of the division. Included are budget requests, budget work papers.	Cut off at the end of the fiscal year. Retain until no longer needed, then discard.
GS1.C	Reference Records	
GS1.C1	Technical Reference File Documents used as a source of technical reference. Included are technical manuals, technical periodicals, procedural manuals, instructional manuals.	See GRS 5.11
GS1.C2	General Reference File Documents used as a source of general reference. Included are reference books, brochures, manuals, printed and published reports.	See GRS 5.11

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