



**Agency Records Disposition Schedule**

Department: Department of Revenue

Section: Business Tax

Division: Taxation and Collection

Sub-Section: Administrative

**TITLE:** Tax Type Deposit Summary

**CUTOFF:** EOCY

**DESCRIPTION:** Records documenting Cashiering Section's Summary of deposits by all tax types on calendar year basis. Tax types include, but are not limited to individual, corporation, sales, withholding, tire fee, insurance and miscellaneous tax.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 6859

**SERIES STATUS:** Approved

**APPROVAL DATE:** 6/19/2012

**TITLE:** Various Checks (microfilm)

**CUTOFF:**

**DESCRIPTION:** Checks for the following taxes - Withholding, Income, Corporate, Interstate Fuel, Insurance, and Sales/Use, etc.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 6861

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/31/2003