



Agency Records Disposition Schedule

Department: Department of Revenue

Section: Processing

Division: Taxation Bureau

Sub-Section: Administrative

TITLE: Deposit Control Daily Report	CUTOFF:	
DESCRIPTION: Report of number of documents numbered.	RETENTION: Years: 1 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 6858	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Mail Opening Daily Report	CUTOFF:	
DESCRIPTION: Count of boxes of mail read and opened.	RETENTION: Years: 1 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 6856	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Personnel Information	CUTOFF:	
DESCRIPTION: Attendance records, personnel action forms, leave requests, miscellaneous data and reports (Originals maintained in Dept. of Revenue Office of Human Resource Services).	RETENTION: Years: 1 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 6855	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Supporting Reports for Revenue Transmittals.	CUTOFF:	
DESCRIPTION: Supporting Reports for Revenue Transmittals.	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 6862	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003



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TITLE: System Test Material	CUTOFF:
DESCRIPTION: Material used to test changes or modifications to the software running the Time Management and Remittance Processor Systems (TMS and RPS).	RETENTION: Years: 1 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 6860	SERIES STATUS: Approved
	APPROVAL DATE: 07/31/2003

TITLE: Tax Type Deposit Summary	CUTOFF:
DESCRIPTION: Summary of deposits by tax types on calendar and fiscal year basis.	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 6859	SERIES STATUS: Approved
	APPROVAL DATE: 07/31/2003

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: 07/31/2003
