



Department: Department of Revenue  
Division: Taxation Bureau

### Agency Records Disposition Schedule

Section: Tax Administration  
Sub-Section: Franchise Tax

<b>TITLE:</b> Administrative Dissolution Notices	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Administrative Dissolution Notices	<b>RETENTION:</b> Years: 5 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 206	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 07/31/2003
<b>TITLE:</b> Audits for Compliance	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Audits for Compliance - Corporation number (original sent by Dept. of Revenue to Secretary of State)	<b>RETENTION:</b> Years: 5 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 209	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 07/31/2003
<b>TITLE:</b> Batch Report	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Batch Report	<b>RETENTION:</b> Years: 5 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 208	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 07/31/2003
<b>TITLE:</b> Corporate Assessment Statement Notices	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Corporate Assessment Statement Notices	<b>RETENTION:</b> Years: 5 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 207	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 07/31/2003



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<b>TITLE:</b> Daily Deposit Report	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> total amount of dollars transmitted by the Secretary of State (daily, month to date, and adjustments)	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 204	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/31/2003
<b>TITLE:</b> Franchise Tax Bad Check Records	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Franchise Tax Bad Check Records - corporation number	<b>RETENTION:</b> Years: 5 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 201	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/31/2003
<b>TITLE:</b> Franchise Tax Balance Due	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> non-filers and forfeiture print out listings - accounts certified to Attorney General	<b>RETENTION:</b> Years: 5 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 202	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/31/2003
<b>TITLE:</b> Franchise Tax Report	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> (FT1) filing document financial information	<b>RETENTION:</b> Years: 5 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 200	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/31/2003



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<b>TITLE:</b> Revenue Transmittals and Backup Ticket Files	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Substantiation amount of monies deposited daily by Cashier's Office	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 210 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/31/2003
<b>TITLE:</b> Transaction Log	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> corporation number, tax due, interest penalty due, and balance due	<b>RETENTION:</b> Years:    Months:    Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 203 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/31/2003
<b>TITLE:</b> Year to Date Listing of Delinquent Notices	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> corporation number terminal digit order	<b>RETENTION:</b> Years: 5 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 205 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/31/2003