Agency Records Disposition Schedule

Department: Office of Administration   Section:

Division: Systems Development-PARS, SAM   Sub-Section:

TITLE: Conversion Data   **CUTOFF**:

DESCRIPTION: Conversion Data - materials and correspondence relating to the conversion from one accounting system to another by the state. Contains reports, trial runs, monthly computer runs. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 3012   **SERIES STATUS**: Approved   **APPROVAL DATE**:   09/02/1982

TITLE: JCL (Job Control Language) Production Run   **CUTOFF**:

DESCRIPTION: JCL (Job Control Language) Production Run. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 3011   **SERIES STATUS**: Approved   **APPROVAL DATE**:   09/02/1982

TITLE: Time Logs   **CUTOFF**:

DESCRIPTION: Time Logs - Time record of contractors and state employees. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 3013   **SERIES STATUS**: Approved   **APPROVAL DATE**:   09/02/1982