

ACCOUNTING SERVICES

FINANCIAL ACCOUNTING DOCUMENTS

480.09 Schedules **SERIES ENDED
Currently handled by Accounts Payable.**

Dates: 1970-2001
Volume: 6 Cubic Feet
Annual Accumulation: 3 Cubic Feet
Arrangement: Numerical

This record series consists of schedules for the Carbondale, Edwardsville and Springfield campuses. (Schedules on a control document used to transmit batches of vouchers with the same fund, appropriation and fiscal year to the Comptroller.)

Recommendation: Retain in office for two (2) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

480.10 Warrant Listings **SERIES ENDED
Currently handled by Accounts Payable.**

Dates: 1985-2001
Volume: 1 ½ Cubic Feet
Annual Accumulation: 1 Cubic Foot
Arrangement: Numerical

This record series consists of lists of warrants issued each day by the State Comptroller's Office.

Recommendation: Retain in office for two (2) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**480.11 Warrant and Action Request and Expenditure
Adjustment Transmittal Files**

Dates: 1985-
Volume: 1 Cubic Foot

Annual Accumulation: ½ Cubic Foot
Arrangement: Chronological by category

This record series consists of copies of warrant action requests filled out by the Accounts Payable and Accounting Service Offices instructing the State Comptroller's Office what action should be taken on warrant (these actions include stop payments, release of stop payment, last minute hold or cancellation). This also includes copies of expenditure adjustment transmittal forms which are filled out by the Accounts Payable Office when returning payment to the State Comptroller's Office for erroneous or overpayment.

Recommendation: Retain in office for two (2) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

480.12

**Payroll Void and Rewrite Vouchers SERIES ENDED
Currently handled by Accounts Payable and Payroll
Offices.**

Dates: 1986-
Volume: 1.5 Cubic Feet
Annual Accumulation: 1.1 Cubic Feet
Arrangement: Chronological

This record series consists of void slips and vouchers authorizing the rewrite of payroll checks and all supporting documentation. These are kept for fifteen (15) months before being sent to Micrographics for filming.

This item supersedes item 480.01 of State Records Application 87-66 in order to specify a retention period of five (5) years for the working and security copies of microfilm produced from hard copy records after they have been maintained in office for fifteen (15) months.

Recommendation: Retain hard copies in office for fifteen (15) months then microfilm and dispose of paper documents.

Retain the working copy of the microfilm in the office for five (5) years then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Retain the security copy of the microfilm at a site

overview screenshots, payee completed forms, and stop payment confirmation screenshots from applicable bank websites. One copy is also filed with the vouchers and this file is maintained as cross reference. These forms are to be retained for (1) year in the office, then sent to Records Management for filming.

This item supersedes item 480.03 of State Records Application 87-66 in order to specify a retention period of five (5) years for the working and security copies of microfilm produced from hard copy records after they have been maintained in office for one (1) year.

Recommendation: Retain hard copies in office for one (1) year then microfilm and dispose of paper documents.

Retain the working copy of the microfilm in the office for five (5) years then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Retain the security copy of the microfilm at a site designated by the agency for five (5) years then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

480.15 Bank Deposit Slips File

Dates:	1986-
Volume:	15 Cubic Feet
Annual Accumulation:	12 Cubic Feet
Arrangement:	Alphabetical by payee name

This record series consists of documents generated from the payroll system showing deposits to be made to payee's account.

This item supersedes item 480.04 of State Records Application 87-66 in order to specify a retention period of five (5) years for the working and security copies of microfilm produced from hard copy records after they have been maintained in office for one (1) year.

Recommendation: Retain hard copies in office for one (1) year then microfilm and dispose of paper documents.

Retain the working copy of the microfilm in the office for five (5) years then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Retain the security copy of the microfilm at a site designated by the agency for five (5) years then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

480.16 Fiscal Officer Reports

Dates:	1984 –
Volume:	155 Cubic Feet
Annual Accumulation:	52 Cubic Feet
Arrangement:	Chronological

This record series consists of agency record copies of the AMO 90 monthly status report and the AMO 91 reports and transactions. These show the account status by major/minor code, the open commitment status, and the transaction processed during the month.

These reports are kept in office for two (2) years before they are sent to Micrographics to be filmed. Two copies of the fiche are returned to Accounting Services (one maintained permanently).

This item supersedes item 480.05 of State Records Application 87-66 in order to specify a retention eriod of four (4) years for the working and security copies of microfilm produced from the hard copy records after they have been maintained in office for two (2) years.

Recommendation: Retain hard copies in office for two (2) years then microfilm and dispose of paper documents. Working copy of microfilm shall be retained in office for four (4) years then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Security copy of microfilm to be stored at site designated by agency shall be retained for four (4) years then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

480.17 Outstanding Check Letters File

Dates: 1986-
Volume 5 Cubic Feet
Annual Accumulation: 3 Cubic Feet
Arrangement: Numerical

This record series consists of form letters sent to payees on outstanding checks requesting they cash the check or indicate what action is to be taken (i.e. stop payment, rewrite, etc.).

These records are maintained in Accounting Services for fifteen (15) months before being sent to Micrographics for filming.

This item supersedes item 480.06 of State Records Application 87-66 in order to specify a retention period of five (5) years for the working and security copies of microfilm produced from hard copy records after they have been maintained in office for fifteen (15) months.

Recommendation: Retain hard copies in office for fifteen (15) months then microfilm and dispose of paper documents.

Retain the working copy of the microfilm in the office for five (5) years then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Retain the security copy of the microfilm at a site designated by the agency for five (5) years then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

480.18 Payroll Books File SERIES ENDED

Dates: 1985-2003
Volume: 25 Cubic Feet
Annual Accumulation: 12 ½ Cubic Feet
Arrangement: Chronological

This record series consists of several reports generated from the Payroll system. Included in this are reimbursements listings, local vouchers, payroll distributions, check registers, state vouchers, and state warrant listings.

This item supersedes item 480.05 of State Records Application 87-66 in order to specify a retention period of four (4) years for the working and security copies of microfilm produced from hard copy records after they have been maintained in office for two (2) years.

Recommendation: Retain hard copies in office for two (2) years then microfilm and dispose of paper documents.

Retain the working copy of the microfilm in the office for four (4) years then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Retain the security copy of the microfilm at a site designated by the agency for four (4) years then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

480.19

Vouchers (Agency Record Copy)

Dates:	1966-
Volume:	720 Cubic Feet
Annual Accumulation:	103 Cubic Feet
Arrangement:	Numerical

This record series consists of agency record copies of state vouchers, local vouchers, transfer vouchers, and Bursars Receivable System vouchers for goods and services received, also including voucher correction notes.

Original state agency vouchers are maintained for three (3) fiscal years under the authority of State Records Application 97-47E, item 2, by the State Comptroller's Office.

This item supersedes item 480.08 of State Records Application 87-66 in order to specify a retention period of five (5) years for the working and security copies of microfilm produced from hard copy records after they have been maintained in office for one (1) year.

Recommendation: Retain hard copies in office for one (1) year then microfilm and dispose of paper documents.

Retain the working copy of the microfilm in the office for five (5) years then dispose of provided all

audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Retain the security copy of the microfilm at a site designated by the agency for five (5) years then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.