

This record series consists of duplicate vouchers, invoices, payroll information printouts, ledgers, telephone logs, budget reports and matching reports (matching incoming funds with outgoing funds).

The originals of these documents are maintained by the General Accounting, Disbursements, Purchasing and Budget Offices.

This item supersedes State Records Application 87-63, item 361, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in office for three (3) 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.

365.05 Personnel Files (Duplicates)

Dates: 1984 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of personnel files for the administrators and civil service employees of the Small Business Development Center. Included are employment evaluations, requests for vacation/sick leave, and correspondence related to personnel matters.

Original personnel files are maintained by Personnel Services for sixty-five years.

This item supersedes State Records Application 87-63, item 362, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain five (5) years in the office following the date of separation from employment, then dispose of.