

COMMONWEALTH OF VIRGINIA
 VIRGINIA STATE LIBRARY AND ARCHIVES
 ARCHIVES AND RECORDS DIVISION
 (804) 786-5634

RECORDS RETENTION AND DISPOSITION SCHEDULE

SPECIFIC SCHEDULE NO. 151-099

AGENCY: Department of Accounts
 DIVISION: Accounting and Reporting
 SUBUNIT: General Accounting

This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§42.1-76 et seq. Code of Virginia, for the retention and disposition of the records as stated. This schedule supersedes previously approved applicable schedules. Request approval on Form RM-3, Certificate of Records Disposal, for the destruction of record series noted in this schedule. Any records created prior to the Constitution of 1902 must first be offered to the VSL&A before applying these disposition instructions.

AGENCY APPROVAL

STATE APPROVAL

AGENCY HEAD OR DEPUTY _____

STATE ARCHIVIST _____

AGENCY RECORDS MANAGER R. Jerry Spencer

COMPTROLLER OR DEPUTY JW Fisher

EFFECTIVE SCHEDULE DATE: JUN 06 1994

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RECORD SERIES NUMBER AND TITLE SCHEDULED RETENTION AND DISPOSITION

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| 11. | Fiscal Year Designation Test 1987-88
(Discontinued Series) | Destroy accumulation. |
| 12. | Fund Ledger Account Analysis (ACTB 1040) | Retain 5 years or until audited, whichever is longer; then destroy. |
| 13. | Negative Cash Letters and Reports | Retain 5 years, then destroy. |
| 14. | Overexpenditure and Expenditure Credit Letters and Reports | Retain 5 years, then destroy. |
| 15. | Petty Cash Confirmation/Reconciliation Report | Retain 5 years or until audited, whichever is longer; then destroy. |
| 16. | Planning and Budget Interface Transmittal | Retain 5 years or until audited, whichever is longer; then destroy. |
| 17. | Roll Forward Reports | Retain 2 years after the end of the current fiscal year, transfer to VSLA Records Center for 3 years; then destroy. |
| 18. | System Integrity Records | Retain 5 years or until audited, whichever is longer; then destroy. |
| 19. | System Modification-CARS II | Retain 5 years, then destroy. |
| 20. | System Process Control Report | Retain 1 year, then destroy. |
| 21. | Table Maintenance Change | Retain 2 years in agency or until audited, whichever is longer, transfer to VSLA Records Center for 3 years; then destroy. |
| 22. | Transaction Voucher (Journal Entries and Log Sheet) | Retain 10 years or until audited, whichever is longer; then destroy. |