

STATE OF MONTANA
SECRETARY OF STATE
RECORDS MANAGEMENT BUREAU
GENERAL RECORDS RETENTION SCHEDULE

Records Category ▶ **SBAS RECORDS**

General
Schedule Number ▶ **1**

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
	INFORMATION AND CONTROL CORE FORMS					
1	Agency Description	Accounting Division Agency	3 years 1 year		3 years 1 year	Archives Destroy
2	Accounting Entity Descriptions	Accounting Division Agency	3 years 1 year		3 years 1 year	Archives Destroy
3	Control Account Descriptions	Accounting Division Agency	3 years 1 year		3 years 1 year	Archives Destroy
4	Program Descriptions	Accounting Division Agency	3 years 1 year		3 years 1 year	Archives Destroy
5	Object of Expenditure Description	Accounting Division Agency	3 years 1 year		3 years 1 year	Archives Destroy
6	Statewide Revenue Classification Description	Accounting Division Agency	3 years 1 year		3 years 1 year	Archives Destroy
7	Object of Revenue Description	Accounting Division Agency	3 years 1 year		3 years 1 year	Destroy Destroy
8	Responsibility Center Attributes	Agency	1 year		1 year	Destroy
9	Reporting Center Specifications	Agency	1 year		1 year	Destroy
	TRANSACTION DOCUMENTS					
10	Notice of Legislative Appropriation	Office of Budget & pp Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
11	Notice of Appropriation	Office of Budget & pp Agency	1 year 3 years	3 years	4 years 3 years	Archives Destroy
12	Operational Plan/Budget Amendment	Office of Budget & pp Agency	1 year 3 years	3 years	4 years 3 years	Archives Destroy

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13	Notice of Agency Appropriation Allocation	Agency	3 years		3 years	Destroy
14	Notice of Revenue Estimate	Office of Budget & pp Agency	3 years 3 years		3 years 3 years	Destroy Destroy
15	Request for Revenue Estimate Action	Office of Budget & pp Agency	1 year 3 years	2 years	3 years 3 years	Destroy Destroy
16	Notice of Agency Revenue Estimate Allocation	Agency	3 years		3 years	Destroy
17	Encumbrance Estimates	Agency	3 years		3 years	Destroy
18	Agency Purchase Orders	Agency	1 year	3 years	4 years	Destroy
19	Purchase Orders	Purchasing Division Agency	1 year	3 years	4 years 3 years	Destroy Destroy
20	Purchase Order Adjustment	Purchasing Division Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
21	Payroll Encumbrance	Agency	3 years		3 years	Destroy
22	Transfer-Warrant Claim	Agency	4 years		4 years	Destroy
23	No Warrant Transfer	Agency	3 years		3 years	Destroy
24	Treasurer's Check Issued Summary	Accounting Bureau Treasury Unit	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
25	Treasury Disbursement Advise	Accounting Bureau Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
26	Agency Warrant Issued Summary	Accounting Bureau Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
27	Agency Treasury Check Issued Summary	Accounting Bureau Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
28	Auditor's Warrant Issued Summary	Accounting Bureau Warrant Writing Sec A/B	1 year 3 years	3 years	4 years 3 years	Destroy Destroy

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
29	Warrant Cancellation Notice	Accounting Bureau Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
30	Stale-Dated Warrant Cancellation Notice	Accounting Bureau Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
31	Collection Reports (Treasurer's Receipts)	Treasury Unit Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
32	Treasurer's Deposit Correction	Accounting Bureau Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
33	Notice of Dishonored Checks	Accounting Bureau Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
34	Expenditure Accrual Report	Agency	3 years		3 years	Destroy
35	Accounts Receivable Billing Summary	Agency	3 years		3 years	Destroy
36	Inter-Agency Invoice	Agency	3 years		3 years	Destroy
37	Accounts Receivable Invoice	Agency	3 years		3 years	Destroy
38	Journal Voucher	Agency	3 years		3 years	Destroy
39	Notice of U.S. Treasury Transaction	Accounting Bureau Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
40	Notice of Direct Bank Debit (for "credit", the role of A/D and Treasurer reverse)	Accounting Bureau Treasury Unit Agency	1 year 3 years 3 years	3 years	4 years 3 years 3 years	Destroy Destroy Destroy
41	Notice of Transaction Correction	Accounting Bureau Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
42	Intra-Treasury Cash Transfer	Accounting Bureau Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
43	Distribution Voucher	Agency	3 years		3 years	Destroy

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	CONTROL LEDGERS					
44	General Ledger	Agency	3 years		3 years	Destroy
	SUBSIDIARY DETAIL LEDGERS					
45	Bank Demand Deposit Ledger	Treasury Unit	1 year		1 year	Destroy
46	Bank Time Deposit Ledger	Treasury Unit	1 year	4 years	5 years	Destroy
	FINANCIAL REPORTS					
47	Daily Transaction Listing	Agency	1 year		1 year	Destroy
48	SBAS Report Tapes/Microfiche	Accounting Bureau Agency	4 years 3 years		Indefinite 3 years	Destroy
49	SBAS Daily Balancing	Accounting Bureau	1 year	3 years	4 years	Destroy
	PAMS DOCUMENTS					
50	PAMS Property Subsidiary Ledger (Other than Land)	Agency	1 year	0 years	1 year	Destroy
51	PAMS Property Subsidiary Ledger (Land Only)	Agency	1 year	0 years	1 year	Destroy
52	PAMS Property Adjustment Records	Agency	1 year	0 years	1 year	Destroy
53	PAMS Report of Property Survey	Legislative Auditor Agency	4 years 4 years	0 years 0 years	4 years 4 years	Destroy Destroy
54	PAMS Fiscal Year End Master Register	Agency	1 year	0 years	1 year	Destroy
55	PAMS Master Register	Agency	1 year	0 years	1 year	Destroy
56	PAMS Classification/Type of Property by Agency Report	Agency	1 year	0 years	1 year	Destroy
57	PAMS Property by Responsibility Center Report	Agency	1 year	0 years	1 year	Destroy

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
58	PAMS Property by Location Report	Agency	1 year	0 years	1 year	Destroy
59	PAMS Inventory Listing	Agency	3 years	0 years	3 years	Destroy
60	PAMS Detail Depreciation Schedule	Agency	1 year	0 years	1 year	Destroy
61	PAMS Summary Depreciation Schedule	Agency	1 year	0 years	1 year	Destroy
62	PAMS Update Log	Agency	1 year	0 years	1 year	Destroy
63	PAMS Edit Error Report	Agency	1 year	0 years	1 year	Destroy
64	PAMS Deleted Transaction Log	Agency	1 year	0 years	1 year	Destroy
65	PAMS Property Accountability Voucher	Accounting Bureau Agency	1 year 3 years	3 years 0 years	4 years 3 years	Destroy Destroy
66	PAMS Property Action Required List	Agency	1 year	0 years	1 year	Destroy
67	PAMS/SBAS Reconciliation Report	Accounting Bureau	1 year	3 years	4 years	Destroy

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
1	Accounts Receivable/Payable	Agency	3 years	2 years	5 years	Destroy
2	Accounts Uncollectable (Including Write-Off Authority)	Agency	3 years	2 years	5 years	Destroy
3	Deposits, Reconciliations, Stop Payments	Agency	3 years	2 years	5 years	Destroy
4	Ledgers - Books of Final Entry	Agency	5 years		5 years	Archives
5	Journals/Registers - Books of Original Entry	Agency	3 years	2 years	5 years	Destroy
6	Record of Daily Transactions	Agency	3 years	2 years	5 years	Destroy
7	Vouchers	Agency Accounting Division	3 years 1 year	2 years 4 years	5 years 5 years	Destroy Destroy
8	General Journal (Non-SBAS users only)	Agency	3 years	2 years	5 years	Destroy
9	Billing Support Documentation	Agency	2 years	2 years	4 years	Destroy
10	Claims (Request for Payments)	Agency	3 years		3 years	Destroy
BANK AND LOCAL FUND RECORDS						
11	Cancelled & Voided Checks (Warrants)	Agency Auditor	3 years 3 years	2 years	5 years 3 years	Destroy Destroy
12	Bank Statements	Agency	3 years	2 years	5 years	Destroy
13	Bank Deposit Slips	Agency	3 years	2 years	5 years	Destroy
14	Check Registers	Agency	3 years	2 years	5 years	Destroy

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
15	Local Fund Receipts (Receipts for License fees, service, etc. of state agency routine business)	Agency	3 years	2 years	5 years	Destroy
16	Local Fund Correspondence BUDGET FORMS	Agency	3 years		3 years	Destroy
17	Budget Preparation Forms (Forms B-02, B-7, B-8, A, B, C, B-1000, B-80, B-70)	Office of Budget & pp Agency	2 years 2 years	3 years	5 years 2 years	Destroy Destroy
18	Correspondence Concerning Budgets	Office of Budget & pp Agency	2 years 1 year	3 years	5 years 1 year	Destroy Destroy
19	Position Control Report	Office of Budget & pp Personnel Agency	2 years 2 years 2 years	3 years	5 years 2 years 2 years	Destroy Destroy Destroy
20	Position Control Adjustment	Office of Budget & pp Agency	2 years 2 years	3 years	5 years 2 years	Destroy Destroy
21	Adjustment Update Report	Office of Budget & pp Agency	2 years 2 years	3 years	5 years 2 years	Destroy Destroy
22	Budget Addition Request (Justifications, Program Analysis, Staffing Pattern)	Office of Budget & pp Agency	2 years 2 years	3 years	5 years 2 years	Destroy Destroy
23	Budgets	Office of Budget & pp Agency	2 years 2 years	3 years	5 years 2 years	Destroy

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
1	Appointments - Official - Governor	Agency	5 years	0 years	P	Secretary of State
	Appointments - Official - Agency	Agency	5 years	0 years	P	Secretary of State
2	Audit Reports	Legislative Auditor	4 years	0 years	P	Archives (one copy)
		Agency	6 years	0 years	6 years	Destroy
3	Bills of Sale (for capital equipment; excluding real property)	Agency	4 years	4 years	8 years	Destroy
4	Complaints - Written	Agency	3 years	0 years	3 years	Destroy
5	a. Correspondence (Permanent Program and Policy Correspondence)	Agency	3 years	0 years	3 years	Archives
	b. Correspondence (Non-Permanent Correspondence: Routine)	Agency	3 years	0 years	3 years	Destroy
	c. Correspondence (Non-Permanent Correspondence: Transitory)	Agency	30 days	0 years	30 days	Retain for at least 30 days, destroy if no longer needed for administrative purposes.
	d. Correspondence (Non-Permanent Correspondence: Reading Files)	Agency	varies	0 years	varies	Retain until no longer needed for administrative purposes; destroy
	e. Correspondence (Non-Permanent Correspondence: Suspense/Tickler/Follow-up Files)	Agency	varies	0 years	varies	Incorporate into Permanent Program and Policy Correspondence files <i>if appropriate</i> ; if not, destroy after action has been taken
	f. Correspondence (Non-Record Correspondence: Junk Mail)	Agency	NA	0 years	NA	Destroy/delete at will

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
6	Deeds and Titles	Agency	P	0 years	P	Agency
7	Insurance Policies (Other than Worker=s comp.)	Agency	3 years	0 years	3 years	Destroy 8 years after expiration
8	Leases	Agency				Destroy 5 years after expiration
9	Minutes	Agency	4 years	0 years	P	Archives
10	Notices/Affidavits of Publication	Agency	2 years	0 years	2 years	Destroy
11	Ordinances, Codes, Regulations, Directives, Policies	Agency	4 years	0 years	4 years	Archives for review when superseded
12	Financial Reports		6 years	0 years	6 years	Archives (one copy)
13	Operation Reports	Agency	4 years	0 years	4 years	Archives (one copy)
14	Grants & Supporting Documentation	Agency	3 years	2 years	5 years	Retain 5 years after expiration
15	Application for License. Permits, etc.	Agency	3 years	0 years	3 years	
16	Licenses, Permits-originals, renewals	Agency	3 years	0 years	3 years	Retain 3 years after expiration
17	Test Reports, Certification of Accuracy or Validity	Agency	3 years	0 years	3 years	
18	Monthly Reports	Agency	4 years	0 years	4 years	Offer to Archives
19	Reading or Day Files	Agency	2 years	0 years	2 years	Offer to Archives

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
20	Subject Files (Files arranged by subject, may contain correspondence, memoranda, minutes, reports, etc., concerning policy, procedures, Organization, programs, projects, etc.) The type of file can not be listed elsewhere in the General or Agency Retention Schedules. Agency must list the type of file.		varies	varies	varies	If originals, select and retain permanently the documents of continuing administrative, fiscal, legal or research value; if these are duplicates and the originals are filed elsewhere, destroy when no longer needed
21	Individual Contracts (Upon Term)	Agency	3 years	5 years	8 years	Destroy
22	Forms Order	General Services Agency	4 years 1 year		4 years 1 year	Destroy Destroy
23	Inter-Agency Service Agreement	Agency (Office of Origin)				Retain 3 years after termination of service, then destroy
24	Telephone Service Request	Communication Div Agency	3 years 1 year	0 years	3 years 1 year	Destroy Destroy
25	Communication Equipment Request	Communication Div Agency	3 years 1 year	0 years	3 years 1 year	Destroy Destroy

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
26	Inventory Reports (Property Listings) TRAVEL FORMS	Agency				Retain until superseded
27	Personal Vehicle Use Authorization	Motor Pool Employee	3 years	0 years	3 years	Destroy Destroy when no longer of value
28	Actual and Necessary Travel Expense Voucher	Accounting Division Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
29	Transportation Purchase Order	Accounting Division Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
30	Travel Expense Voucher	Accounting Agency	1 year 3 years	3 years	4 years 3 years	Destroy Destroy
31	Vehicle Requisition and Trip Form	Motor Pool Agency Highway Accounting	1 year 1 year 4 years	0 years	1 year 1 year 4 years	Destroy Destroy Destroy
32	Request and Justification for Out-of-State Travel	Accounting Division Agency	1 year 3 years	4 years	5 years 3 years	Destroy Destroy
33	Contracts	Agency	8 years	0 years	8 years	After Termination
34	a. Drafts/Working Papers (Permanent)	Agency	varies	varies	P	Transfer to Archives
	b. Drafts/Working Papers (Non-Permanent)	Agency	1 year after final action is taken	0 years	1 year after final action is taken	Destroy (as long as a copy of the final report is retained permanently).
35	Closed Legal Case Files: Civil	Agency	2 years	3 years	5 years	Offer to Archives
36	Patient Medical Files	Agency	2 years	8 years	10 years	After patient discharge or death or minor reaches age of majority

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
37	Administrative Rules of Montana Support Documentation	Agency	15 yrs	0 yrs	15 yrs	Toss without restrictions
38	Information Technology Proposal Requests (ITPR)	Agency	1 yr after project completion	1 yr after project completion	1 yr after project completion	Toss without restrictions
39	Employee Network and Application Authorization	Agency	Work yrs	1 yr	Work yrs + 1	Toss without restrictions

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Item	Record Series Title	Distribution	Office Storage in Years*	Records Center	Total Retention in Years	Disposition Method
1	Solicitations/Requisitions-negotiable/non-negotiable IFB/RFP/RFQ/RFI/Limited Solicitations	State Procurement	1	3	4 after completion of solicitation	Toss
		Agency	1	3	4 after completion of solicitation	Toss
2	Purchase Orders/Sole Source-Adjustments Contracts: Term/Vendor/Sole Source-Amendments All Supporting Documentation	State Procurement	Until Expires	8	8 after expired	Toss
		Agency	2	6	8 after expired	Toss
3	Contract Security - negotiable/non-negotiable	State Procurement	Until contract or security expires	7	8 after contract expired	Shred
		Agency	2 after contract expired	6	8 after contract expired	Shred

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Item	Record Series Title	Distribution	Office Storage in Years*	Records Center	Total Retention in Years	Disposition Method
4	Proof of Insurance Documentation	State Procurement	Contract or insurance expiration		Contract or insurance expiration	Toss
		Agency	Contract or insurance expiration		Contract or insurance expiration	Toss
5	Newsletters	State Procurement	4	0	4	Offer to Archives
6	Procurement Reports	State Procurement	4	0	4	Toss or Delete
		Agency	2	2	4	
7	Protest of Awarded Contract	State Procurement	4	0	4 after resolved	Shred
		Agency	4	0	4 after resolved	Shred
8	Contracts-Procurement	State Procurement Agency	See item 2		See item 2	See item 2

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Item	Record Series Title	Distribution	Office Storage in Years*	Records Center	Total Retention in Years	Disposition Method
9	Requisitions	State Procurement Agency	See item 1 above		See item 1 above	See item 1 above
10	MT Residents Preference Affidavit	State Procurement	30	0	30	Shred

* Office storage may be based on office space allowance.

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Records Category ▶ **PAYROLL/PERSONNEL**

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
	PAYROLL					
1	Calculated Detail Listing (Payroll Register)	Agency State Payroll Section	4 years 1 year	0 years 49 years	4 years 50 years	Destroy Destroy
2	Cross Reference Listing - Biweekly	Agency State Payroll Section	4 years 1 year	0 years 9 years	4 years 10 years	Destroy Destroy
3	Cross Reference Listing - Yearly	Agency State Payroll Section	4 years 1 year	0 years 19 years	4 years 20 years	Destroy Destroy
4	Decedent's Warrants	Agency	3 years after termination	7 years	Work years plus 10	Destroy
5	Employee Master Record - Bimonthly	Agency State Payroll Section	4 years 1 year	0 years 3 years	4 years 4 years	Destroy Destroy
6	Employee Master Record - Yearly	Agency State Payroll	4 years 1 years	0 years 49 years	4 years 50 years	Destroy Destroy
7	Enrollment Forms	Agency	3 years after termination	7 years	Work years plus 10	Destroy
8	Garnishments	State Payroll Section	3 years after satisfaction	0 years	3 years after satisfaction	Destroy
9	Longevity Records	Agency	3 years after termination	7 years	Work years plus 10	Destroy
10	Monthly Deduction Reports	Agency State Payroll Section	4 years 1 year	0 years 4 years	4 years 5 years	Destroy Destroy

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
11	Payroll Vouchers (Obsolete)	Agency	3 years	2 years	5 years	Destroy
12	Prepayroll Listing	Agency State Payroll Section	4 years 3 months	0 years 3 years	4 years 4 years	Destroy Destroy
13	Quarterly Reports	Agency State Payroll Section	4 years 1 year	0 years 3 years	4 years 4 years	Destroy Destroy
14	Revocations (decedent's warrant, PERS)	Agency	3 years after termination	7 years	Work years plus 10	Destroy
15	Special Reports (turnaround documents, wage/insurance increases, etc.)	Agency State Payroll Section	4 years 1 year	0 years 4 years	4 years 5 years	Destroy Destroy
16	State Share Reports	Agency State Payroll Section	4 years 1 year	0 years 3 years	4 years 4 years	Destroy Destroy
17	Status Forms	Agency	4 years	0 years	4 years	Destroy
18	Time Sheets (includes leave requests; leave use records; request to work overtime/compensatory time)	Agency P/P/P	3 years	0 years	3 years 50 years	Destroy Destroy
19	W-2 undistributed	Agency State Payroll Section	4 years 25 years on fiche	0 years 0 years	4 years 25 years on fiche	Destroy Destroy
20	W-4	Agency	3 years after termination	7 years	Work years plus 10	Destroy
21	W-5	Agency State Payroll Section	1 year	0 years	1 years	Destroy

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
	PERSONNEL					
22	Accident Reports	Agency	10 years after termination	0 years	Work years plus 10	Destroy
23	Alternative Schedule Request	Agency	3 years after termination	7 years	Work years plus 10	Destroy
24	Americans with Disabilities Act Complaint Form	Agency	3 years after resolution or use in litigation	7 years	10 years after use	Destroy
25	Formal Discipline Actions/Documentation (written warning, suspension notice, disciplinary demotion, discharge)	Agency	3 years after termination or according to contract language	7 years	Work years plus 10 or according to contract language	Destroy
26	Education and Training Records	Agency	3 years after termination	7 years	Work years plus 10	Destroy
27	EEO/Affirmation Action Records	Agency State Personnel Div.	Until superseded by updated records		Until superseded by updated records	Destroy
28	Employee Earnings Records (those prior to 1969 that Central Payroll do not maintain)	Agency	50 years	0 years	50 years	Destroy
29	Employee File Folder (Terminated)	Agency	2 years	8 years	10 years	Destroy
30	Exit Interviews	Agency	3 years after termination	7 years	Work years plus 10	Destroy

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
31	Family and Medical Leave Notice of Rights	Agency	3 years after termination	7 years	Work years plus 10	Destroy
32	Grievance Form (Note: This does not include investigation documentation that will be retained according to the specific situation.)	Agency	3 years after termination or according to contract language	7 years	Work years plus 10 or according to contract language	Destroy
33	Immigration Form (I-9)	Agency	3 years after hire or 1 year after termination, whichever is later		3 years after hire or 1 year after termination whichever is later	Destroy
34	Leave Requests (not on Time Sheet, includes annual, sick, sick-leave fund, disability & maternity, disaster & emergency, military, jury duty, witness, holidays, leave-of-absence without pay, compensatory time off)	Agency	3 years after termination	7 years	Work years plus 10	Destroy
35	Licenses and Professional/Technical Certifications	Agency	3 years after termination	7 years	Work years plus 10	Destroy
36	Medical Records (includes disability documentation, medical exams, inquiries about medical conditions, handicap status certification, etc.) ¹	Agency	3 years after termination	7 years	Work years plus 10	Destroy
37	Moving and Relocation Agreements	Agency	3 years after termination	7 years	Work years plus 10	Destroy

¹ The Americans with Disabilities Act (ADA) of 1990 requires that medical records are maintained separately from other employee personnel records. Medical records are confidential and access is limited as provided by the ADA.

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38	Pay Plan Exception-Individual	Agency	3 years after termination	7 years	Work years plus 10	Destroy
39	Pay Plan Exception-Blanket	Agency State Personnel Div.	3 years after superseded	2 years	5 years	Destroy
40	Performance Appraisal	Agency	3 years minimum and 2 years after last use in an employment decision		3 years minimum and 2 years after last use in an employment decision	Destroy
41	Agency Classification Requests	Agency OBPP State Personnel Div.	2 years 4 years 2 years	0 years 0 years 0 years	2 years 4 years 2 years	Destroy Destroy Destroy
42	Classification/Wage Appeal	Agency State Personnel Div.	2 years 4 years	0 years 0 years	2 years 4 years	Destroy
43	Position Descriptions	Agency State Personnel Div.	2 years after superseded	0 years	2 years after superseded	Destroy
44	Position Detail Form	Agency OBPP	5 years after superseded 4 years	0 years 0 years	5 years after superseded 4 years	Destroy Destroy
45	Position Review Form	Agency State Personnel Div.	2 years after superseded	0 years	2 years after superseded	Destroy
46	Probation Extension	Agency	3 years after termination	7 years	Work years plus 10	Destroy

**STATE OF MONTANA
SECRETARY OF STATE
RECORDS MANAGEMENT BUREAU
GENERAL RECORDS RETENTION SCHEDULE**

Records Category ▶ **PAYROLL/PERSONNEL**

General
Schedule Number ▶ **5**

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
47	Promotion	Agency	3 years after termination	7 years	Work years plus 10	Destroy
48	Public Employee Retirement System (PERS) Application for Withdrawal	Agency PERD	3 years after termination Indefinite	7 years	Work years plus 10 Indefinite	Destroy Microfiche & destroy paper; destroy fiche when no longer needed
49	Recruitment/Selection Process Documentation (may include position description, vacancy announcement, advertisements, list of recruitment sources, applications, supplemental questionnaires, other application materials, selection procedures & criteria used to evaluate performance, written evaluations, names & titles of individuals participating in the design or administration of selection procedures, records documenting applicant flow, and correspondence with applicants).	Agency	3 years after each selection		3 years after each selection	Destroy
50	Application Documentation, Hired Employees (including resumes, supplements, etc.)	Agency	3 years after termination	7 years	Work years plus 10	Destroy
51	Application Documentation, Not Hired (including resumes, supplements etc.) Note: Suggest records retained in agency for 3 years in case of litigation	Agency	3 years	0 years	3 years	Destroy
52	Reduction-in-Force Notice (layoff notice)	Agency	3 years after termination	7 years	Work years plus 10	Destroy

STATE OF MONTANA
SECRETARY OF STATE
RECORDS MANAGEMENT BUREAU
GENERAL RECORDS RETENTION SCHEDULE

Records Category ▶ **PAYROLL/PERSONNEL**

General
Schedule Number ▶ **5**

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
53	Reduction-in-Force Reinstatement Offer	Agency	3 years after termination	7 years	Work years plus 10	Destroy
54	Reduction-in-Force Roster and Preference Documentation	Agency Labor and Industry	3 years, or according to contract language		3 years, or according to contract language	Destroy
55	Resignation	Agency	3 years after termination	7 years	Work years plus 10	Destroy
56	Sexual Harassment Complaint	Agency	3 years after termination	7 years	Work years plus 10	Destroy
57	Sexual Harassment Investigation Report and Documentation	Agency	3 years after resolution	7 years	Work years plus 10	Destroy
58	Transfer	Agency	3 years after termination	7 years	Work years plus 10	Destroy
59	Wage and Hour Claims	Agency	3 years after termination	7 years	Work years plus 10	Destroy

STATE OF MONTANA
 SECRETARY OF STATE
 RECORDS MANAGEMENT BUREAU
GENERAL RECORDS RETENTION SCHEDULE

Records Category < DATA PROCESSING

General
 Schedule Number < 6

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
1	Service Agreement	Information Services Div. Agency				Destroy 3 years after termination Destroy when termination
2	Data Processing Request Form	Information Services Div. Agency	1 year	2 years 0 years	3 years 0 years	Destroy Destroy when request is completed
3	Credit Memo	Information Services Div. Agency	3 years 1 year	0 years 0 years	3 years 1 year	Destroy Destroy
4	Tape Removal Authorization	Information Services Div.		0 years	0 years	Destroy when tape is destroyed
5	Agency Billing Summary	Information Services Div. Agency	1 year 1 year	3 years 0 years	4 years 1 year	Destroy Destroy
6	Network Audit Log	Agency	5 years		5 years	Destroy

STATE OF MONTANA
 SECRETARY OF STATE
 RECORDS AND INFORMATION MANAGEMENT (RIM)
GENERAL RECORDS RETENTION SCHEDULE

Records Category **RECORDS & INFORMATION MANAGEMENT**

General
 Schedule Number **7**

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
1	Justification to Acquire Major Office Equipment (RM17)	SOS RIM	4 years	0 years	4 years	Destroy
		Agency	1 year	0 years	1 year	Destroy
2	Records Disposal Exception Report (RM6)	SOS RIM	Until Superceded	30 years after Superceded	30 years after Superceded	Offer to Archives
		Agency	3 years	0 years	3 years	Destroy
3	Records Disposal Request (RM5)	SOS RIM	2 years	28 years	30 years	Offer to Archives
		Agency	3 years	0 years	3 years	Destroy
4	Records Disposal Request Continuation Sheet (RM5.1)	SOS RIM	2 years	28 years	30 years	Offer to Archives
		Agency	3 years	0 years	3 years	Destroy
5	Records Rolling Disposal Request (RM7)	SOS RIM	Until Superceded	30 years	30 years	Offer to Archives
		Agency	3 years	0 years	3 years	Destroy
6	Records Inventory Worksheet (RM8)	Agency	1 year	0 years	1 year	Destroy when Superceded
7	Records Retention Schedule (RM3)	SOS RIM	2 years	28 years	30 years	Offer to Archives
		Agency	Until Superceded			Destroy
8	Records Series Profiles (RM1)	SOS RIM	Until Superceded	30 years after Superceded	30 years after Superceded	Offer to Archives
		Agency	Until Superceded	0 years	Until Superceded	Destroy
9	Transmittal of Records (RM2)	SOS RIM	3 years	0 years	3 years	Destroy after disposal of all boxes listed
		Agency	1 year	0 years	1 year	Destroy
10	Records Center Requests (RM11)	SOS RIM	2 years	3 years	5 years	Destroy
		Agency	1 year	3 years	4 years	Destroy

**GENERAL RECORDS RETENTION SCHEDULE
STATE OF MONTANA
SECRETARY OF STATE RECORDS MANAGEMENT BUREAU**

Records Category Licensing

General Schedule Number 8

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Revision Date: Sep 2006

Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
1	Inspections/Audit Reports - License/Facility	Agency	3	0	3	Destroy
2	Requests for Information (reference GS3-5c)	Agency	90 days	0	90 days	Destroy
3	License Renewals (MCA 37-1-141)	Agency	2	2	4	Shred
4	Complaints – Noticed and Closed	Agency	3	0	3	Shred
5	Final Order Books	Agency	P	0	P	Microfilm & Archive or Image & Archive
6	Continuing Education	Agency	3	0	3	Destroy
7	Licensing Examination Records (State, Board)	Agency	2	0	2	Shred
8	Incomplete or Examination Failure Applications	Agency	2	1	3	Shred
9	Deceased Licensee Files–Hard Copy/Electronic (MCA 37-1-141)	Agency	2	1	3	Shred/Delete
10	Lapsed Licensed Files–Hard Copy/Electronic (MCA 37-1-141)	Agency	2	0	2	Shred/Delete
11	License Files-Hard Copy/Microfilm	Agency	2 after lapse	1 after lapse	3 after lapse	Shred
12	License Files – Imaged	Agency	2 after lapse	1	3 after lapse	Delete

Items 3, 9-13 governed by MCA 37-1-141 [2005]
Item 5, 15 protected by Article II, Ch. 9-10
Item 5, 12 regulated by ARM 44-14.101
Supersedes GS8 1999

13	License Files-Imaged Hardcopy (secondary-see Item 12)	Agency	30 days after QA	0	30 days after QA	Shred
14	Licensing Board Minutes (reference GS3-9)	Agency	4	0	4	Microfilm & Archive
15	Screening and Executive Minutes	Agency	4	0	4	Microfilm & Archive
16	Examination Results - National	Agency	2	0	2	Shred

Items 3, 9-13 governed by MCA 37-1-141 [2005]
Item 5, 15 protected by Article II, Ch. 9-10
Item 5, 12 regulated by ARM 44-14.101
Supercedes GS8 1999

STATE OF MONTANA
SECRETARY OF STATE
RECORDS MANAGEMENT BUREAU
GENERAL RECORDS RETENTION SCHEDULE

Records Category ▶ **NON-RECORD MATERIAL**

General Schedule Number ▶ **9**

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
1	DISPOSAL REQUEST NOT NECESSARY FOR THESE RECORDS Catalogs, Journals & Other Published Materials	Agency				Destroy when they have served their purpose
2	Photo Copies of Bulletins & Correspondence prepared for reference or information	Agency				Same as item 1
3	Notices & Memoranda that do not relate to the Agency's functions or responsibilities (employee meetings, community notices, holiday, etc.)	Agency				Same as item 1
4	Preliminary drafts of any report, letter, memoranda or worksheet	Agency				Same as item 1
5	Reproduction material: Stencils, Hectographs, Offset Plates	Agency				Same as item 1
6	Routing Slips	Agency				Same as item 1
7	Shorthand notes, Steno-tapes & Recordings which have been transcribed	Agency				Same as item 1
8	Telephone messages, "while you were away" slips, or other forms used to convey non-policy messages	Agency				Same as item 1
9	Stocks of Agency publications & printed documents which are superseded or updated	Agency				four copies to State Library

GENERAL SCHEDULE INDEX

General Schedule Number	Item No.	Record Series Title
5	22	Accident Reports
1	2	Accounting Entity Descriptions
1	35	Accounts Receivable Billing Summary
1	37	Accounts Receivable Invoice
2	1	Accounts Receivable/Payable
2	2	Accounts Uncollectible
3	28	Actual and Necessary Travel Expense Voucher
2	21	Adjustment Update Report
6	5	Agency Billing Summary (Data Processing)
5	41	Agency Classification Requests
1	1	Agency Description
1	18	Agency Purchase Orders
1	27	Agency Treasury Check Issued Summary
1	26	Agency Warrant Issued Summary
5	23	Alternative Schedule Request
5	24	Americans with Disabilities Act Complaint Form
5	50	Application Documentation, Hired Employees
5	51	Application Documentation, Not Hired Employees
3	15	Application for License, Permits, etc.
3	1	Appointments – Official – Agency
3	1	Appointments – Official – Governor
3	2	Audit Reports
1	28	Auditor’s Warrant Issued Summary
1	45	Bank Demand Deposit Ledger
2	13	Bank Deposit Slips
2	12	Bank Statements
1	46	Bank Time Deposit Ledger
2	9	Billing Support Documentation
3	3	Bills of Sale
2	22	Budget Addition Request
2	17	Budget Preparation Forms
2	23	Budgets
5	1	Calculated Detail Listing (Payroll Register)
2	11	Canceled & Voided Checks (Warrants)
9	1	Catalogs, Journals & Other Published Materials
2	14	Check Registers
2	10	Claims (Requests for Payments) Bank & Local Fund Records
5	42	Classification/Wage Appeal
3	35	Closed Legal Case Files: Civil
1	31	Collection Reports
3	25	Communication Equipment Request
8	4	Complaints – Noticed and Closed
3	4	Complaints – Written
8	6	Continuing Education
3	33	Contracts
4	8	Contracts-Procurement
4	3	Contract Security - negotiable/non-negotiable
1	3	Control Account Descriptions
3	5a	Correspondence (Permanent Program & Policy Correspondence)
3	5b	Correspondence (Non-Permanent Correspondence: Routine)
3	5c	Correspondence (Non-Permanent Correspondence: Transitory)
3	5d	Correspondence (Non-permanent Correspondence: Reading Files)

GENERAL SCHEDULE INDEX

General Schedule Number	Item No.	Record Series Title
3	5e	Correspondence (Non-Permanent Correspondence: Suspense/Tickler/Follow-up files)
3	5f	Correspondence (Non-Record Correspondence: Junk mail)
2	18	Correspondence Concerning Budgets
6	3	Credit Memo
5	2	Cross Reference Listing – Biweekly
5	3	Cross Reference Listing – Yearly
1	47	Daily Transaction Listing
6	2	Data Processing Request Form
8	9	Deceased Licensee Files-Hard Copy/Electronic (MCA 37-1-141)
5	4	Decedent's Warrants
3	6	Deeds and Titles
2	3	Deposits, Reconciliations, Stop Payments
1	43	Distribution Voucher
3	34a	Drafts/Working papers (Permanent)
3	34b	Drafts/Working papers (Non-permanent)
5	26	Education & Training Records
5	27	EEO/Affirmation Action Records
5	28	Employee Earnings Records
5	29	Employee File Folder (Terminated)
5	5	Employee Master Record – Bimonthly
5	6	Employee Master Record – Yearly
3	39	Employee Network and Application Authorization
1	17	Encumbrance Estimates
1	21	Encumbrance Estimates
5	7	Enrollment Forms
8	16	Examination Results - National
5	30	Exit Interview
1	34	Expenditure Accrual Report
5	31	Family and Medical Leave Notice of Rights
8	5	Final Order Books
3	12	Financial Reports
5	25	Formal Discipline Actions/Documentation
3	22	Forms Order
5	8	Garnishments
2	8	General Journal (Non-SBAS users only)
1	44	General Ledger
3	14	Grants & Supporting Documentation
5	32	Grievance Form
5	33	Immigration Form
8	8	Incomplete or Examination Failure Applications
3	21	Individual Contracts (Upon Termination)
3	38	Information Technology Proposal Requests (ITPR)
8	1	Inspections/Audit Reports – License/Facility
3	7	Insurance Policies Expired (Other than Worker's Comp.)
1	36	Inter-Agency Invoice
3	23	Inter-Agency Service Agreement
1	42	Intra-Treasury Cash Transfer
3	26	Inventory Report (Property Listing)
1	38	Journal Voucher
2	5	Journals/Registers – Books of Original Entry
7	1	Justification to Acquire Major Office Equipment (RM17)
8	10	Lapsed Licensed Files-Hard Copy/Electronic (MCA 37-1-141)

GENERAL SCHEDULE INDEX

General Schedule Number	Item No.	Record Series Title
3	8	Leases
5	34	Leave Request
2	4	Ledgers-Books of Final Entry
8	11	License Files-Hard Copy/Microfilm
8	12	License Files-Imaged
8	13	License Files-Imaged Hardcopy (secondary-see Item 12)
8	3	License Renewals (MCA 37-1-141)
5	35	Licenses and Professional/Technical Certifications
3	16	Licenses, Permits-originals, renewals
8	14	Licensing Board Minutes (reference GS3-9)
8	7	Licensing Examination Records (State, Board)
2	16	Local Fund Correspondence
2	15	Local Fund Receipts
5	9	Longevity Records
5	36	Medical Records
3	9	Minutes
3	18	Monthly Reports
5	10	Monthly Deduction Reports
5	37	Moving and Relocation Agreements
4	10	MT Residents Preference Affidavit
6	6	Network Audit Log
4	5	Newsletters
1	23	No Warrant transfer
9	3	Notice & Memoranda not related to the Agency's functions or responsibilities
1	13	Notice of Agency Appropriation Allocation
1	16	Notice of Agency Revenue Estimate Allocation
1	11	Notice of Appropriation
1	40	Notice of Direct Bank Debit
1	33	Notice of Dishonored Checks
1	10	Notice of Legislative Appropriation
1	14	Notice of Revenue Estimate
1	41	Notice of Transaction Correction
1	39	Notice of U>S> Treasury Transaction
3	10	Notices/Affidavits of Publications
1	5	Object of Expenditure Description
1	7	Object of Revenue Description
3	13	Operation Reports
3	11	Ordinances, Codes, Regulations, Directives, Polices
1	56	PAMS Classification/Type of Property by Agency Report
1	64	PAMS Deleted Transaction Log
1	60	PAMS Detail Depreciation Schedule
1	63	PAMS Edit Error Report
1	54	PAMS Fiscal Year End Master Register
1	59	PAMS Inventory Listing
1	55	PAMS Master Register
1	65	PAMS Property Accountability Voucher
1	66	PAMS Property Action Required List
1	52	PAMS Property Adjustment Records
1	58	PAMS Property by Location Report
1	57	PAMS Property by Responsibility Center Report
1	51	PAMS Property Subsidiary Ledger (Land Only)
1	50	PAMS Property Subsidiary Ledger (Other than Land)

GENERAL SCHEDULE INDEX

General Schedule Number	Item No.	Record Series Title
1	53	PAMS Report of Property Survey
1	61	PAMS Summary Depreciation Schedule
1	62	PAMS Update Log
1	67	PAMS/SBAS Reconciliation Report
3	36	Patient Medical Files
5	39	Pay Plan Exception – Blanket
5	38	Pay Plan Exception – Individual
5	11	Payroll Vouchers
5	40	Performance Appraisal
3	27	Personal Vehicle Use Authorization
9	2	Photo copies of Bulletins & correspondence
2	20	Position Control Adjustment
2	19	Position Control Report
5	43	Position Description
5	44	Position Detail Form
5	45	Position Review Form
5	12	Pre-payroll Listing
5	46	Probation Exception
4	6	Procurement Reports
1	4	Program Descriptions
5	47	Promotion
4	4	Proof of Insurance Documentation
4	7	Protest of Awarded Contract
5	48	Public Employee Retirement System
1	20	Purchase Order Adjustment
1	19	Purchase Orders
4	2	Purchase Orders/Sole Source-Adjustments Contracts: term/Vendor/Sole Source-
5	13	Quarterly Reports
3	19	Reading or Day Files
2	6	Record of Daily Transactions
7	10	Records Center Requests (RM11)
7	2	Records Disposal Exception Report (RM6)
7	3	Records Disposal Request (RM5)
7	4	Records Disposal Request Continuation Sheet (RM5.1)
7	6	Records Inventory Worksheet (RM8)
7	7	Records Retention Schedule (RM3)
7	8	Records Series Profile (RM1)
5	49	Recruitment/Selection Process Documentation
5	52	Reduction-in-Force Notice
5	53	Reduction-in-Force Reinstatement Offer
5	54	Reduction-in-Force Roster & Preference Documentation
1	9	Reporting Center Specifications
9	5	Reproduction Material: Stencils, Hectographs, Offset Plates
3	32	Request and Justification for Out-of-State-Travel
1	15	Request for Revenue Estimate Action
8	2	Requests for Information (reference GS3-5c)
4	9	Requisitions
5	55	Resignation
1	8	Responsibility Center Attributes
5	14	Revocations
7	19	Rolling Disposal Request (RM19)
9	6	Routing Slips

GENERAL SCHEDULE INDEX

General Schedule Number	Item No.	Record Series Title
1	49	SBAS Daily Balancing
1	48	SBAS Report Tapes/Microfiche
8	15	Screening and Executive Minutes
6	1	Service Agreement
5	56	Sexual Harassment Complaint
5	57	Sexual Harassment Investigation Report and Documentation
9	7	Shorthand Notes, Steno-tapes & Recordings
4	1	Solicitations/Requisitions-negotiable/non-negotiable IFB/RFP/RFQ/RFI/Limited
5	15	Special Reports (turnaround documents, wage/insurance increases)
5	16	State Share Reports
1	30	State-Dated Warrant Cancellation Notice
1	6	Statewide Revenue Classification Description
5	17	Status Forms
9	9	Stocks of Agency publication & printed documents
3	20	Subject Files
6	4	Tape Removal Authorization
9	8	Telephone messages used to convey non-policy messages
3	24	Telephone Service Request
3	17	Test Reports, Certification of Accuracy or Validity
5	18	Time Sheets
5	58	Transfer
1	9	Transfer-Warrant Claim
7	2	Transmittal of Records (RM2)
3	29	Transportation Purchase Order
3	30	Travel Expense Voucher
1	24	Treasurer's Check Issued Summary
1	32	Treasurer's Deposit Correction
1	25	Treasury Disbursement Advise
3	31	Vehicle Requisition and Trip Form
2	7	Vouchers
5	19	W-2 Undistributed
5	20	W-4
5	21	W-5
5	59	Wage & Hour Claims
1	29	Warrant Cancellation Notice