Retention and Classification Report

Agency: Department of Government Operations. Division of Purchasing and General Services. State Mail and Distribution Services (211)
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Records Officer: _____

80079	Daily financial report
80081	Interdepartmental transfers
80077	Mail room internal audit management reports
80080	Petty cash reimbursement request

AGENCY: Department of Government Operations. Division of Purchasing and General Services. State Mail and Distribution Services

SERIES: 80079 1

TITLE: Daily financial report

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

These are federally required reports used by the state mailroom, which is a contract station for the Post Office, to account for the consignment value of stamps. It is completed daily and the original is sent to the post office for reconciliation.
This series includes bank deposit slips, registered mail certificates, and the stamp requisition form.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after fiscal year and then destroy.

APPRAISAL:

These records have fiscal value(s).

This retention is based on the U.S. Post Office's retention found in their Administrative Support Manual dated January 2, 1986.

AGENCY: Department of Government Operations. Division of Purchasing and General Services. State Mail and Distribution Services

SERIES: 80081 1
TITLE: Interdepartmental transfers
DATES: 1982-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These are records used for interdepartmental billings. This includes the IDT with all detail that was used to create the IDT. This billing detail is not sent to Finance.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 18 months after fiscal year end and then transfer to State Records Center. Retain in State Records Center for 18 months and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

These records contain fiscal detail not found on Finance's copy. Therefore, these need to be kept for the standard audit retention period.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Government Operations. Division of Purchasing and General Services. State Mail and Distribution Services

SERIES: 80077 3

TITLE: Mail room internal audit management reports

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are records sent to the bureau manager and used to checkup on the effectiveness of mailroom activities.
This series includes batch total reports, meter usage reports, BRM activity reports, internal audit reports, and specially requested reports.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audit records, GRS-1727.

AUTHORIZED: 10-23-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).
These records have administrative value only.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Government Operations. Division of Purchasing and General Services. State Mail and Distribution Services

SERIES: 80080 3
TITLE: Petty cash reimbursement request
DATES: 1982-
ARRANGEMENT: Numerical by department number
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These are used like a warrant request to receive funds for the mailroom's petty cash fund. A copy of this form is sent to Finance and a check is returned.
The information includes contains agency name, low organization number, date, amount requested, and the purpose of the payment.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after fiscal year and then destroy.

APPRAISAL:

These records have administrative value(s).

These records have administrative value only.

PRIMARY DESIGNATION:

Public