



for **Contractors/Vendors** for **Government Entities** for **State Employees** for the **Public**

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**Series**  
**Authorization No.:** 10550710      **Agency:** AGO      **Division:** BCII      **Section:** NA      **Revision:** 0

**Agency Series No.:** BCI-PUF-14      **Record Series Title:** Paycheck Receipt-Signature Sheet

**Record Series Description:** Employee's signature for paycheck/deposit slip received.

**Agency Web Link:**

**Confidential Description**

**Vital Description**

Media	Retention Period	Retention Justification	Method of Disposal
Paper	retain 1 year	Most employees have check direct deposited; Some checks are mailed.	Wastepaper

**Approvals:**

Created		<b>Date:</b> 9/7/2001
Approved	Sherrye Willis, Records Officer	<b>Date:</b> 9/7/2001
Approved	Michael Hardenbrook, Record Administrator	<b>Date:</b> 9/11/2001
Approved	Charles Arp, State Archivist	<b>Date:</b> 9/25/2001
Approved	Martin Meeks, State Auditor	<b>Date:</b> 9/25/2001

**Notes:**

Note Date	Note Description	User