



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

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Series
Authorization No: 055-0218 **Agency:** AGO **Division:** BCII **Section:** NA **Revision:** 1

Agency Series No.: BCI-PUF-35 **Record Series Title:** DAILY TRANSACTION REGISTER
Record Series Description: Computer printout received daily from Department of Administrative Services, shows the date, amount of expenditure or encumbrance, and balance of cash remaining for each major and minor account.

Agency Web Link:

Confidential Description **Vital Description**

Media	Retention Period	Retention Justification	Method of Disposal
Paper	Retain 5 years or after audit, then destroy.		Wastepaper

Approvals:

Created		Date: 7/24/2002
Approved	Sherrye Willis, Records Officer	Date: 7/24/2002
Approved	Michael Hardenbrook, Record Administrator	Date: 7/29/2002
Approved	Charles Arp, State Archivist	Date: 8/28/2002
Approved	Martin Meeks, State Auditor	Date: 8/28/2002

Notes:

Note Date	Note Description	User
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