



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

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Series
Authorization No: 10551327 **Agency:** AGO **Division:** CF58 **Section:** NA **Revision:** 0

Agency Series No.: 058-oag-16 **Record Series Title:** Verification of Deposits
Record Series Description: Daily deposit slip to Treasurer of State showing amount, fund and date deposited, verification slip from Treasurer of State showing total daily deposit, sub-totals by fund, and date of deposit, and print out tape with individual check amounts and daily total. Used together as a checks and balances system to verify the accuracy of the Treasurer of State's deposit record against the section's internal deposit record.

Agency Web Link:

Confidential Description	Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Paper	3 years, provided audited		Shred

Approvals:

Created		Date: 5/13/2010
Approved	Pari Swift, Records Officer	Date: 5/13/2010
Approved	Michael Hardenbrook, Record Administrator	Date: 5/26/2010
Approved	Martin Meeks, State Auditor	Date: 5/26/2010
Approved	Fred Previts, State Archivist	Date: 6/2/2010

Notes:

Note Date	Note Description	User