



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

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Series
Authorization No: 10551329 **Agency:** AGO **Division:** CF58 **Section:** NA **Revision:** 0

Agency Series No.: 058-oag-19 **Record Series Title:** Reconciliation Reports

Record Series Description: Used to verify that deposits have been applied to the correct funds between the Attorney General's Office and State Treasurer's Office. Reports can include monthly revenue and expense reports from both the OAKS system (Department of Administrative Services) and COIN system (Attorney General's Office) and supporting documents used in conjunction to create a monthly reconciliation report. Reports contain information such as revenue by fund category, account, type and date received. (Prior to March 2010, used reports from the Attorney General's Office Finance section instead of OAKS).

Agency Web Link:

Confidential Description

Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	1 year provided audited		Delete

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