



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

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Series Authorization No: 10551309 **Agency:** AGO **Division:** CL62 **Section:** NA **Revision:** 0

Agency Series No.: 062-oag-11 **Record Series Title:** Accounts Payable and Receivable Ledger (Bookkeeping - TCCA)

Record Series Description: Documents proof that payments were made to the appropriate agencies/individuals and that money that was supposed to be deposited was deposited. Includes withdrawal forms, deposit information, stop payment information and any other bank related information.

Agency Web Link:

Confidential Description

Vital Description

Only source of information on whether special counsel & third party vendors have gotten paid.

Media	Retention Period	Retention Justification	Method of Disposal
Paper	4 years provided audited (beginning FY 2010)		Shred
Machine Readable	4 years provided audited (beginning FY 2010)		Delete

Approvals:

Created		Date: 3/31/2010
Approved	Pari Swift, Records Officer	Date: 3/31/2010
Approved	Michael Hardenbrook, Record Administrator	Date: 4/5/2010
Approved	Fred Previts, State Archivist	Date: 4/7/2010
Approved	Martin Meeks, State Auditor	Date: 4/7/2010

Notes:

Note Date	Note Description	User
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