



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

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Series
Authorization No: 10551615 **Agency:** AGO **Division:** F564 **Section:** NA **Revision:** 0

Agency Series No.: FIN-05 **Record Series Title:** Revenue Receipts
Record Series Description: Used to deposit and record revenue receipts from any known revenue source. Records include, but are not limited to, the deposit slips and their supporting documentation.

Agency Web Link:

Confidential Description **Vital Description**

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	4 years provided audited.		Delete
Paper	4 years provided audited unless saved electronically.		Shred

Approvals:

Created		Date: 8/10/2016
Approved	Nathan Owens, Records Coordinator	Date: 8/10/2016
Approved	Pari Swift, Records Officer	Date: 8/11/2016
Approved	Bunnie Jones, Record Administrator	Date: 8/11/2016
Approved	Fred Previts, State Archivist	Date: 8/17/2016
Approved	Martin Meeks, State Auditor	Date: 8/18/2016

Notes:

Note Date	Note Description	User