



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

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 - [Agency Specific](#)
 - [General](#)
- [Pending\(16\)](#)
- [General Schedule List](#)

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Series
Authorization No: 10551617 **Agency:** AGO **Division:** F564 **Section:** NA **Revision:** 0

Agency Series No.: FIN-08 **Record Series Title:** Vouchers and Expenditure Documents

Record Series Description: Documents authorizing payment of an invoice for goods and/or services received and contain information about payments made, such as author, vendor, agency, goods/services being purchased, as well as backup documentation. Records include, but not limited to, signature authority forms, sheriff subsidies, prompt pay reports, payroll reports, allocations, and Child Abuse Protection program (CAP) reimbursements.

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