



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

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Series
Authorization No: 10551618 **Agency:** AGO **Division:** F564 **Section:** NA **Revision:** 0

Agency Series No.: FIN-09 **Record Series Title:** Petty Cash Records
Record Series Description: Records that document the review and reconciliation process authorized by the Ohio Office of Budget and Management (OBM) for smaller business expenses paid by AGO employees. Records include, but are not limited to, information on in-state and out-of-state travel, reconciliation process, petty cash requests, back up requests, and quarterly reports submitted to OBM.

Agency Web Link:

Confidential Description **Vital Description**

Payment information, account information (ORC 149.43 and .45)

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	Retain 2 years provided audited.		Delete
Paper	Retain 2 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