



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

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- [Pending\(16\)](#)
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Series
Authorization No: 10551623 **Agency:** AGO **Division:** F564 **Section:** NA **Revision:** 0

Agency Series No.: FIN-11 **Record Series Title:** Accounts Receivables
Record Series Description: Records documenting the tracking of outstanding invoices for state agencies or vendors not paid through inter-state transfer vouchers. Records include, but are not limited to, invoices and supporting documentation regarding such thing like payroll or travel costs.

Agency Web Link:

Confidential Description	Vital Description
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Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	Retain 4 years, provided audited.	If not paid within a year, the debt and supporting documentation are turned over to collections and become a collections account (ORC 131.02 debt can be turned over after 45 days)	Delete
Paper	Retain 4 years, provided audited, unless saved electronically.	If not paid within a year, the debt and supporting documentation are turned over to collections and become a collections account (ORC 131.02 debt can be turned over after 45 days)	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: 9/16/2016
Approved	Fred Previts, State Archivist	Date: 9/20/2016
Approved	Martin Meeks, State Auditor	Date: 9/22/2016

Notes:

Note Date	Note Description	User
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