

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

APPLICATION NO. 62-54

FORM-1A

(CONTINUATION SHEET)

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
. (3)	<p>Form FA-13 - Invoice-Vouchers, 1953- (Continued)</p> <p>Copies of Invoice-Vouchers Form FA-13 with attachments, such as firm's invoice or statement, Form F-11 1/2 Quint. and related correspondence. These are duplicate and triplicate copies - original and three copies are forwarded to Springfield for payment, where they are maintained for three years and then destroyed.</p> <p>Recommendation: Retain for two full years after current biennium and destroy, provided a post audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>
. (4)	<p>Personnel Folders, 1948-</p> <p>Arranged: Alphabetical Volume: 6 cubic feet Annual Accumulation: $\frac{1}{2}$ cubic feet</p> <p>Folders contain Notice of Appointment, civil service status, pension information, salary rate and subsequent changes, notices of reclassification, notices of separation and other papers relating to service, together with correspondence related to activities as an employee - carbon copies of all the information forwarded to Springfield.</p> <p>Since 1943, information relating to each employee is furnished by Personnel Division in General Office, Springfield, and changes or items of importance are posted to a DFW Form and retained permanently in the institution file. (Refer to Item #5 of this Schedule.)</p> <p>Recommendation: Retain for five years after termination or separation and destroy, provided that all statistical information for retirement purposes is posted to Master File and retained permanently. Files are not to be destroyed until posted to card under direction of Mental Health Personnel Supervisor. Retain permanently cases subject to possible legal action.</p>	<p><i>Disposition Approved</i></p>
. (5)	<p>Applications for Employment, 1959-</p> <p>Arranged: Chronological Volume: 1 cubic foot Annual Accumulation: Less than 1 cubic foot</p> <p>Applications for positions within the institution from persons who were not accepted for employment. This file of applications, together with some correspondence, relates to all of the departments, such as Administrative and non-medical areas.</p> <p>Recommendation: Retain for one year and destroy.</p>	<p><i>Disposition Approved</i></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
5.(6)	<p>Personnel Requisitions, 1956-</p> <p>Arranged: Chronological Volume: 1 cubic foot Annual Accumulation: Less than 1 cubic foot</p> <p>This is a file of requests to the Department of Personnel for the creation of positions or changes therein - consists of DFW-1112, Authorization; DFW-1106, Report of Changes; also Forms 1109, DP-101 and 102, aCS-104 and DFW-1123.</p> <p>Recommendation: Weed at end of each biennium, retaining only current job descriptions and related material - all duplicates and non-essential material may be destroyed.</p>	<p><i>Disposition Approved</i></p>
6.(7)	<p>Payroll Voucher, 1953-</p> <p>Arranged: Chronological Volume: 4 cubic feet Annual Accumulation: 1/2 cubic foot</p> <p>Series consists of position allocation lists, personnel and payroll analysis sheets and payroll vouchers. The voucher sheet shows employee name, ID number, time, rate, salary earned and deduction made. The triplicate copy of APA-Form #1 is returned to the institution after IBM processing. Original goes to Auditor's Office, where it is either retained permanently or microfilmed. Second copy is in Springfield Office of Mental Health.</p> <p>Recommendation: Retain for two full years after current biennium and destroy, provided an audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>
7.(8)	<p>Statistical Reports, 1948-</p> <p>Arranged: Chronological Volume: 2 cubic feet Annual Accumulation: 1/4 cubic foot</p> <p>These files consist of copies of reports in narrative and statistical form concerning case loads and services rendered in the institution, movement of population, termination of care for patients, automotive cost reports. Reports are compiled monthly, quarterly and annually summarized and forwarded to the Regional Office in Springfield, where contents are either published or retained in punch card form. There is also a small amount of correspondence with other institutions, universities and clinics, either exchanging or comparing or forwarding this information. - These copies serve no purpose in the institution after publication or punch card processing.</p> <p>Recommendation: Retain for three months after publication and destroy.</p>	<p><i>Disposition Approved</i></p>

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NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
3.(9)	<p>Memoranda File, 1945-</p> <p>Arranged: Alphabetical by name Volume: 15 cubic feet Annual Accumulation: 1 cubic foot</p> <p>This file consists of incoming memoranda issued in Springfield by Director, Deputy Director, Administrative Service, and other central control areas (exclusive of <u>PRINTED</u> bulletins and memoranda). In addition, there are inter and intra-office communications relating to the operation of the institution which originate in the Office of the Superintendent, Administrative Assistant and Business Manager. Files serve no purpose after one biennium.</p> <p>Recommendation: Retain for two years and destroy.</p>	<p><i>Disposition Approved</i></p>
9.(10)	<p>Publicity File, 1949-</p> <p>Arranged: Chronological Volume: 6 cubic feet Annual Accumulation: 1/2 cubic foot</p> <p>Files consisting of incoming and outgoing communications relative to activities of institution, Superintendent and individual personnel in connection with membership in or affiliation with societies, associations, training centers, councils, committees and community services. There are also copies of publicity releases, clippings, publications of staff members and other related items. This file serves no purpose after one biennium.</p> <p>Recommendation: Retain for two years and destroy.</p>	<p><i>Disposition Approved</i></p>
10.(11)	<p>Budget Estimates, 1939-</p> <p>Arranged: Chronological by year Volume: 1 cubic foot Annual Accumulation: Less than 1 cubic foot</p> <p>Files consist of copies of Department of Finance Budget Estimate for biennium (Form FB-1) with attachments. Original is submitted to Springfield. Copies serve no purpose in institution after two biennia.</p> <p>Recommendation: Retain for four years and destroy.</p>	<p><i>Disposition Approved</i></p>
11.	<p>Monthly Food Cost Reports, 1951-</p> <p>Arranged: Chronological Volume: 2 cubic feet Annual Accumulation: Less than 1 cubic foot</p>	

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NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
1.(12)	<p>Monthly Food Cost Reports, 1951- (Continued)</p> <p>File consists of copies of monthly recapitulation sheets and attachments indicating the amount of ice cream consumed, number of meals served, cost of food and ice cream, cost of preparation, food inventory and other related items. The originals are forwarded to Springfield for use by the Economics Division in the preparation of future budgets. Copies serve no purpose in institution after one biennium.</p> <p>Recommendation: Retain for one biennium and destroy.</p>	<p><i>Disposition Approved</i></p>
12.(13)	<p>Receiving Reports, 1952-</p> <p>Arranged: Chronological and type of funding thereunder Volume: 48 cubic feet Annual Accumulation: 6 cubic feet</p> <p>File containing Form F7-T, Order for Delivery, together with requisitions, Authorizations, Cancellation of Requisitions and Authorizations, Cancellation and Reinstatement of Purchase Orders, correspondence and other related items. These reports serve no purpose after four years.</p> <p>Recommendation: Retain for four years and destroy provided a post audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>
13.(14)	<p>Amusement Fund Invoice-Voucher, 1953-</p> <p>Arranged: Chronological Volume: 1 cubic foot Annual Accumulation: Less than 1 cubic foot</p> <p>File of obsolete Form FA-13's which were used to voucher payments for recreational items, together with some pieces of correspondence and other records of payments. Amusement Fund is non-appropriated monies (profits from vending machines) and payment for recreational items is made by means of a cheque. These accounting records serve no purpose after two biennia. (New Form WF-57 to be used beginning July, 1961)</p> <p>Recommendation: Retain two full years after current biennium and destroy, provided that a post audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>
14.(15)	<p>Storekeeper's Invoice File (Institutional Invoice), 1953-</p> <p>Arranged: Chronological by year, month and day Volume: 6 cubic feet Annual Accumulation: 1 cubic foot</p> <p>(Continued on next page)</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
14.(15)	<p>Storekeeper's Invoice File (Institutional Invoice), 1953- (Continued)</p> <p>Files consist of invoice forms used by storekeepers to record receipt of commodities from Farm, General Store, Sewing Department and Bakery. Form is also used to record donation made by United States Government of surplus food - no charges are made for these items and no accounting made to Government.</p> <p>Recommendation: Retain for two full years after current biennium and destroy, provided a post audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>
15.(16)	<p>Financial Reports to Governor, 1952-</p> <p>Arranged: Chronological Volume: 1 cubic foot Annual Accumulation: Less than 1 cubic foot</p> <p>File consisting of copies of quarterly financial reports to the Governor accounting for many types of funds, such as Trust Fund, receipts in cash from all sources, appropriations for salaries, summary of receipts and disbursements.</p> <p>Recommendation: Retain for two full years after the current biennium and destroy, provided a post audit is made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>
16.(19)	<p>Departmental Reports (Institutional Activities), 1952-</p> <p>Arranged: Alphabetical by Department Volume: 1 cubic foot Annual Accumulation: Less than 1 cubic foot</p> <p>Files consisting of narrative and statistical reports of services rendered within the institution. These documents are submitted annually by the Departments to the Superintendent who, in turn, uses the information contained therein as a basis of reports to Springfield. When the information is received in Springfield, it is either IBM processed or published in Departmental Bulletins and brochures. Material serves no purpose after publication or IBM processing.</p> <p>Recommendation: Retain for three months after publication.</p>	<p><i>Disposition Approved</i></p>
17.(20)	<p>Store Receiving Reports, 1959-</p> <p>Arranged: Chronological Volume: 2 cubic feet Annual Accumulation: 1 cubic foot</p> <p>(Continued on next page)</p>	

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17.(20)	<p>Store Receiving Reports, 1959- (Continued)</p> <p>Original, duplicate and triplicate copies of PO Form WF-1 and Form F7-T, together with attachments. These documents are used by the General Store to record purchases and receipt of items. Originals are forwarded to Institution Business Office, where they are attached to the Auditor's copy of the FA-13, second copy in Store Office, third copy at point of origin and fourth copy remains in Supervisor's office attached to Purchase Order.</p> <p>Recommendation: Retain for four years and destroy, provided a post audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>
18.(21)	<p>Storekeeper's Requisitions, 1953-</p> <p>Arranged: Numerical by month Volume: 6 cubic feet Annual Accumulation: 1 cubic feet</p> <p>Original, duplicate and triplicate copies of forms used to submit requests for items to the General Store. Original remains in Store, second copy in Business Office, third copy at point of origin. These forms serve no purpose after audit.</p> <p>Recommendation: Retain for two full years after current biennium and destroy, provided an audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>
19.(22)	<p>Patients Trust Fund Receipts, 1952-</p> <p>Arranged: Numerical Volume: 1 cubic foot Annual Accumulation: Less than 1 cubic foot</p> <p>Copies of receipts for individual patients trust funds. Original retained by Business Office, second copy to depositor and third copy is used as authorization for distribution of specific items.</p> <p>Recommendation: Retain for two full years after current biennium and destroy, provided a post audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>
20.(23)	<p>Patients Trust Fund Disbursements Receipts, 1952-</p> <p>Arranged: Two Files: One Chronological for Ledger Book One Alphabetical by patient's name Volume: 2 Books Annual Accumulation:</p>	

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0.(23)	<p>Patients Trust Fund Disbursements Receipts, 1952- (Continued)</p> <p>File of two ledger books - one is used to record receipt of monies and the second ledger is used to indicate disbursements made from Patients Trust Fund. A summary of the total accounts is posted to recapitulation sheet and forwarded monthly to Springfield Office for IBM processing.</p> <p>Recommendation: Retain for four years and destroy, provided a post audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>
1.(24)	<p>Repair and Maintenance Reports, 1957-</p> <p>Arranged: Chronological by year and month and day Volume: 2 cubic feet Annual Accumulation: 1 cubic foot</p> <p>File of requisitions and work orders for repair and maintenance of the physical properties of the institution. Secondary record is kept in an Order Book as a cross check on the amount of work done and whether or not the job is completed. No monthly or yearly reports are submitted; therefore, these records serve no purpose after two years.</p> <p>Recommendation: Retain for two years and destroy.</p>	<p><i>Disposition Approved</i></p>
2.(25)	<p>Physical Inventory, 1951-</p> <p>Arranged: Chronological Volume: 6 cubic feet Annual Accumulation: 1/2 cubic foot</p> <p>Copies of inventory change report Form #1, equipment transfer permits, daily reports of new property, inventory location control cards, annual reconciliation registers. This information is now IBM key punched in Springfield and a card record is now maintained permanently in the institution. System was adopted in 1956. These records serve no purpose after four years.</p> <p>Recommendation: Retain for four years and destroy, provided post audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>
3.(26)	<p>Quarterly Requisitions, 1952-</p> <p>Arranged: Chronological Volume: 9 cubic feet Annual Accumulation: 1 cubic foot</p> <p>This form, together with Recapitulation Sheet, is used throughout the institution to record the needs of respective departments and is retained by them for reference. Original is included in Item 12 of this Schedule. They serve no purpose in the Department after two years.</p> <p>Recommendation: Retain for two full years and destroy.</p>	<p><i>Disposition Approved</i></p>

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4.(28)	<p>Fire and Security Reports, 1952-</p> <p>Arranged: Chronological Volume: 4 cubic feet Annual Accumulation: 1/2 cubic foot</p> <p>Copies of Fire Reports Form FD-4, FD-8 (or equivalent), as well as semi-annual summarizations. In case of fire report is made to Springfield within 48 hours and lists institution, date, time and place of fire, disciplinary action and related items. The Security File includes Watchman's daily reports, weekly, monthly and annual reports of activities and results of inspection of physical plant and action required. These reports serve no purpose after two years.</p> <p>Recommendation: Retain for two years and destroy.</p>	<p><i>Disposition Approved</i></p>
5.(29)	<p>Kitchen Laboratory Reports, 1958-</p> <p>Arranged: Chronological Volume: 1 cubic foot Annual Accumulation: Less than 1 cubic foot</p> <p>Copies of reports of monthly laboratory analysis of milk, cream, ice cream, which is consumed in the institution. The information is also furnished Economics Division of Welfare in Springfield. This institution does not have a dairy or pasteurization plant. These records serve no purpose after two years.</p> <p>Recommendation: Retain for two years and destroy.</p>	<p><i>Disposition Approved</i></p>
6.(73)	<p>Water Chlorination Charts, 1958-</p> <p>Arranged: Chronological by year, month and day Volume: 1 cubic foot Annual Accumulation: 1/4 cubic foot</p> <p>The amount of chlorine is continuously recorded in the distribution system by mechanical means on a 24-hour chart. A recapitulation of information is reported on a monthly chlorination report. Original is forwarded to State Department of Health, second copy in institution Business Office, third copy in Chief Engineer's Office, and fourth copy to Springfield General Office.</p> <p>Recommendation: Retain five years and destroy.</p>	<p><i>Disposition Approved</i></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
27.(34)	<p>Store Ledger Cards, 1957-</p> <p>Arranged: Store Ledger Cards - Numerical by Institution- assigned number Ledger Book & Invoice Journal - Chronological</p> <p>Volume: 6 cubic feet</p> <p>Annual Accumulation: 2 cubic feet</p> <p>Basic information relative to the operation of the General Store is posted daily from the Storekeeper's Requisitions to the Store Ledger Card. This is a perpetual inventory system and a recapitulation of the items received and issued. In addition, a General Store issue Ledger Book and Invoice Journal is also maintained. Records serve no purpose after audit.</p> <p>Recommendation: Retain for two full years after current biennium and destroy, provided a post audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>
28.(35)	<p>Bid Listings, 1959-</p> <p>Arranged: Chronological</p> <p>Volume: 1 cubic foot</p> <p>Annual Accumulation: Less than 1 cubic foot</p> <p>File consists of bids and listings of items required and indicating quantities and prices, together with some correspondence. Original summary is forwarded to State Purchasing Agent and duplicate is retained in institution where it is available for purchasing agents as a reference. No purpose is served after four years.</p> <p><u>Supersedes 58-53 - Item #1 - October 10, 1958.</u></p> <p>Recommendation: Retain for four years and destroy, provided an audit has been made under the supervision of the Auditor General.</p>	<p><i>Sp. by 62-2, #35</i></p> <p><i>Disposition Approved</i></p>
29.(36)	<p>Complaint to Vendor and/or Shipper, 1954-</p> <p>Arranged: Numerical</p> <p>Volume: 1 cubic foot</p> <p>Annual Accumulation: Less than 1 cubic foot</p> <p>File of papers used to process complaints relative to purchase or delivery of a variety of items. Most such complaints are resolved within 30 days. Files are used chiefly as a basis for elimination of chronic offenders from future bidding lists. No purpose is served by retention after one biennium.</p> <p>Recommendation: Weed at end of current biennium and destroy accumulation, retaining permanently those documents relating to incidents which either have or might possibly result in legal action.</p>	<p><i>Disposition Approved</i></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
30.(38)	<p>Local Purchase Vouchers, 1957-</p> <p>Arranged: Numerically Volume: 1 cubic foot Annual Accumulation: Less than 1 cubic foot</p> <p>File of Purchase Order forms, together with Statements, Bills of Lading, Produce Bid Listings, and related items. Local purchases are made for emergency items only which are vouchered by Form FA-13 and payment is made by State Warrant.</p> <p>Recommendation: Retain for two full years after current biennium and destroy, provided a post audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>
31.(57)	<p>Power Plant Operating Records, 1958-</p> <p>Arranged: Chronological Volume: 8 cubic feet Annual Accumulation: 4 cubic feet</p> <p>a. Charts numbered 14-100381 and 14-250.</p> <p>b. Monthly reports such as Chief Engineer's Operation Report, water and electric current report, Boiler Room and a Daily Power Plant Operations.</p> <p>These charts and graphs are used to show the steam flow, pressure, fuel consumed and boiler water control. Originals of daily records remain in Chief Engineer's Office. Originals of monthly recapitulation sheets remain in institution, second copy goes to Supervisor in Springfield, and third copy to Div. of Architecture in Springfield. Charts and graphs serve no purpose after two years; daily and monthly recapitulation records should be retained five years.</p> <p>Recommendation: Retain recapitulation records five years and destroy. Retain Charts and Graphs for two years then destroy.</p>	<p><i>Disposition Approved</i></p>
32.(58)	<p>Bank Accounting and Disbursement Records, 1952- (Trust and Amusement Funds)</p> <p>Arranged: Chronological by year, month and day Volume: 8 cubic feet Annual Accumulation: 1 cubic foot</p>	

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NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
32.(58)	<p>Bank Accounting and Disbursement Records, 1952- (Continued) (Trust and Amusement Funds)</p> <p>These are non-appropriated monies. File of deposit slips, cancelled checks, check stubs and bank statements relating to the operation of the Trust and Amusement Funds. Profits collected from vending machines are used to provide an Amusement Fund; payments are then made for recreational items.</p> <p>Recommendation: Retain six years and destroy, provided a post audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>
33.(59)	<p>Transmittal Records (To & From State Treasurer), 1952-</p> <p>Arranged: Chronological by year and month Volume: 2 cubic feet Annual Accumulation: 1/2 cubic foot</p> <p>The following documents represent a complete file of forms covering receipt of and transmittal to State Treasurer of Miscellaneous Collections made by the institution:</p> <ul style="list-style-type: none"> a. Duplicate copy of institution receipt for Miscellaneous Collections. b. Duplicate copies of remittance from the institution to the Department of Mental Health, Springfield (Form 104 - Mental Health), for transmittal to State Treasurer. c. Original copy of receipt from Office of the State Treasurer. <p>Recommendation: Retain the entire series for two full years after current biennium and destroy provided a post audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>
34.(61)	<p>Linen Records, 1958-</p> <p>Arranged: Chronological by year, month and day Volume: 6 cubic feet Annual Accumulation: 4 cubic feet</p> <p>File of laundry lists (Form A), quantity check, quota changes (Form 1), inventory shortages and overages (Form F), inventory check (Form C). Linens are inventoried monthly at each location and a recapitulation sheet indicating overages and shortages is also made. Original reports go to institution's Business Office, and a second copy remains with checker. These records serve no purpose after one year.</p> <p><u>Supersedes Schedule 58-53 - Item #6 - October 10, 1958.</u></p> <p>Recommendation: Retain for one year and destroy.</p>	<p><i>Sp. by #42 62-2)</i></p> <p><i>Disposition Approved</i></p>

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NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
35.(62)	<p>Building Contracts, Specifications and Awards, 1948-</p> <p>Arranged: Chronological Volume: 2 cubic feet Annual Accumulation: 1/4 cubic foot</p> <p>File of incoming and outgoing correspondence relating to specifications recommendations for contractors, together with a copy of the final contract. The awarding of contracts and all business concerning same is done by the Division of Architecture and Engineering in Springfield - original documents are maintained by said Division. Two copies are retained in Mental Health General Office. Duplicate institution file serves no purpose after four years.</p> <p>Recommendation: Retain for four years and destroy, provided a post audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>
36.(63)	<p>Summary of Store Accounts, 1957-</p> <p>Arranged: Chronological Volume: 2 cubic feet Annual Accumulation: Less than 1 cubic foot</p> <p>File of forms WF-34 and adding machine tapes. These items are used to verify existing ledger card balances. File serves no purpose after internal audit.</p> <p>Recommendation: Retain for two years and destroy, provided an audit has been made.</p>	<p><i>Disposition Approved</i></p>
37.(64)	<p>Pest & Insect Control Reports, 1948-</p> <p>Arranged: Chronological Volume: 1 cubic foot Annual Accumulation: Less than 1 cubic foot</p> <p>The bids for pest control are let on a basis of yearly continuous service. An inspection report is made weekly for each location. As need arises, exterminator takes necessary action and reports accordingly to the institution Business Office by means of a Service Statement. A quarterly report on conditions and cost account is forwarded to General Office, Fiscal Services. Records serve no purpose after two years.</p> <p>Recommendation: Retain for two years and destroy.</p>	<p><i>Disposition Approved</i></p>

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NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
38.(71)	<p>Telephone Records, 1955-</p> <p>Arranged: Chronological Volume: 1 Ledger Book Annual Accumulation:</p> <p>File of Ledger Books only in which is recorded the outgoing long-distance phone calls of the institution. Ledger Book is checked against the incoming Phone Company monthly statement. If they tally, payment is then made by use of Form FA-13, Invoice-Voucher, and statement is attached. Records serve no purpose after three months.</p> <p>Recommendation: Retain ninety days and destroy.</p>	<p><i>Disposition Approved</i></p>
39.(78)	<p>Timekeeping Records, 1948-</p> <p>Arranged: Chronological Volume: 6 cubic feet Annual Accumulation: 1 cubic foot</p> <p>In this institution the Form WF-18 is used for both "Negotiated Wage" and "Regular" employees. Each section maintains and posts sheets and information is then furnished to Business Office for preparation of payroll. These forms serve no purpose after two biennia and audit.</p> <p>Recommendation: Retain not less than four years, then destroy provided a post audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>