

VOUCHER TRANSMITTAL

TO THE DEPARTMENT OF THE TREASURY:

I have reviewed and approve for payment the items listed herein with attached invoices. Please debit these it is authorized by the following appro-

000008

TRAVEL EXPENSE VOUCHER

NOTE: On completion of this side of form, stamp contains not and use for completing voucher stub.

TRAVELER'S SERVICE DISTRICT NO. _____

TRAVELER'S NAME _____

TRAVELER'S ADDRESS _____

TRAVELER'S TELEPHONE NO. _____

DATE	TIME	FROM	TO	REASON FOR TRAVEL	AMOUNT	CLASSIFICATION
TOTALS						

I certify that the statements and expenses claimed are correct, reasonable and were incurred in the performance of Commonwealth duties and that I have not obtained reimbursement of any of these expenses from any other source. I further certify that if any personal automobile was used for Commonwealth business during the period of travel claimed, reasonable mileage was in effect in comply with the Pennsylvania Motor Vehicle Financial Responsibility Law (Act 1984-17).

PURCHASE ORDER

NOTE: Please specify the following: (1) item number for unclassified purchases; (2) item number for classified purchases.

VENDOR: _____

DATE: _____

TIME: _____

FROM: _____

TO: _____

REASON FOR PURCHASE: _____

AMOUNT: _____

CLASSIFICATION: _____

TOTAL _____

VENDOR: If you anticipate delay in delivery of this order, notify the Director, Bureau of Purchases, of specific reasons.

THE COMMONWEALTH OF PENNSYLVANIA IS REGISTERED WITH THE FEDERAL SERVICE TO MAKE TAX FREE PURCHASES UNDER THE FEDERAL GOVERNMENT ACQUISITION REGULATION (FAR).

GENERAL ACCOUNTING RECORDS RETENTION AND DISPOSITION SCHEDULE

Commonwealth of Pennsylvania
 Department of General Services
 Bureau of Publications and Paperwork Management

WHEREAS, this Executive Board approved on April 4, 1986, a comprehensive General Accounting Records Retention and Disposition Schedule covering standard accounting records in general use by agencies subject to Sections 524, 525, 527, and 701(i) of The Administrative Code of 1929; and

WHEREAS, additional standard forms have come into general use; Therefore, be it

RESOLVED, That the General Accounting Records Retention and Disposition Schedule of April 4, 1986, is amended to include Forms STD-108, STD-929 and STD-C929, BFM-105, BFM-227F, BFM-227G, and BFM-601, as shown on the attachment hereto.

Robert Plasey
Governor

RE-91-023

Kenneth Miller
Secretary of Community Affairs

(Not Available)

Secretary of General Services

RE-91-023

Constant B. B. B.
Insurance Commissioner

Hans W. Ford

Secretary of Labor and Industry

John W. White
Secretary of Public Welfare

Harold Yarnall
Secretary of Transportation

[Signature]
Secretary

REQUESTED BY (DEPARTMENT OR AGENCY) Executive Offices Comptroller Operations	PERSON TO CONTACT (NAME & TELEPHONE NO) Russell J. Weber 783-3073	DATE PREPARED November 7, 1990
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AUTHORIZATION IS REQUESTED FOR THE FOLLOWING ACTION. CHECK APPROPRIATE BOXES.

1. Agencies and Comptroller Operations <input type="checkbox"/> DISPOSAL OF RECORDS FOR A DISCONTINUED PROGRAM <input checked="" type="checkbox"/> APPROVAL OF RECORDS RETENTION AND DISPOSITION SCHEDULE	2. Comptroller Operations Only <input checked="" type="checkbox"/> MICROFILMING AND DISPOSAL OF ORIGINALS <u>OR</u> <input checked="" type="checkbox"/> MICROFILMING AND ORIGINALS RETAINED
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COMPLETE THIS SECTION FOR DISPOSAL OF RECORDS FOR DISCONTINUED PROGRAMS

SERIES OR ITEM NO.	Record series title, description of records and form numbers (List by item number each type of record for which disposal is requested and reason for record discontinuance. Describe the work or activity to which records relate. Identify organization unit and records location. If more space is needed, use 8 1/2" X 11" sheets and attach.)	INCLUSIVE DATES OF RECORDS (MO. & YR.)	QUANTITY IN CUBIC FEET

COMPLETE THIS SECTION FOR APPROVAL OF RECORDS RETENTION AND DISPOSITION SCHEDULE

REQUEST THIS AGENCY'S RECORDS RETENTION AND DISPOSITION SCHEDULE BE AMENDED TO ADD/AMEND/DELETE THE FOLLOWING ITEM#S AS SHOWN ON THE ATTACHED STD-56, RECORDS RETENTION AND DISPOSITION SCHEDULE. (IF MORE SPACE IS NEEDED, USE 8 1/2" X 11" SHEETS AND ATTACH.)

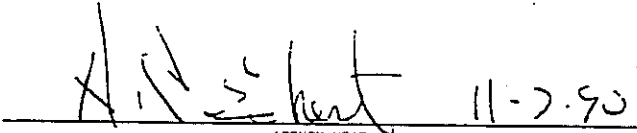

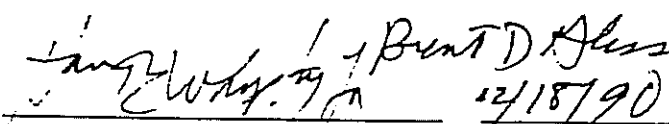

ADDITIONS (LIST ITEM NOS. AND ATTACH FORM STD-56.)

~~306.23~~, 312.105, 312.227F, 312.227G, 306.23
 Comptroller Records Retention and Disposition Schedule - Environmental Hearing Board
 Comptroller Records Retention and Disposition Schedule - PA Infrastructure Investment Authority

AMENDMENTS (LIST ITEM NOS. AND ATTACH FORM STD-56.)

318.4, 309.940, 316.01
 Introduction to General Accounting Record Retention and Disposition Schedule.

DELETIONS (LIST ITEM NOS. AND ATTACH FORM STD-56.)

REQUESTING AGENCY SIGNATURE  AGENCY HEAD 11-7-90	DEPARTMENT OF GENERAL SERVICES  PUBLICATIONS AND PAPERWORK MANAGEMENT 11/10/91 DATE
HISTORICAL AND MUSEUM COMMISSION  EXECUTIVE DIRECTOR 12/18/90 DATE	BOARD AUTHORIZES REQUESTED ACTION.  SECRETARY 11/14/91 DATE

L13
12/18/90

WHEREAS, this Executive Board approved on April 4, 1986, a comprehensive General Accounting Records Retention and Disposition Schedule, covering standard accounting records in general use by agencies subject to Sections 524 and 525 of The Administrative Code of 1929; and

WHEREAS, additional standard forms, relating to time and attendance, have come into general use; therefore, be it

RESOLVED, that the General Accounting Records Retention and Disposition Schedule of April 4, 1986, is amended to include Forms STD-924 and STD-929 as shown on the attachment hereto.

Robert Casey
Governor

RE-87-181

James H. Hylton
Secretary of the Commonwealth

Kenneth A. Miller
Secretary of Community Affairs

James M. Brown
Secretary of General Services

Constance B. Fort
Insurance Commissioner

John S. White, Jr.
Secretary of Public Welfare

Barton A. Fields
Secretary of Revenue

John P. Bligh, Jr.
Secretary

WHEREAS, this Executive Board on December 29, 1977, approved a comprehensive records retention and disposition schedule covering accounting records; and

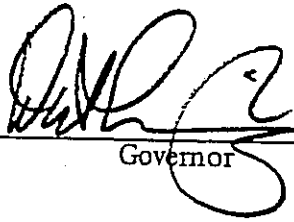
WHEREAS, this Executive Board on July 8, 1985, approved changes to the records retention and disposition schedule covering accounting records for functions under the Deputy Secretary for Comptroller Operations, Office of the Budget, as an interim measure; and

WHEREAS, this Executive Board on October 4, 1985, authorized microfilming of comptrollers' records; therefore, be it

RESOLVED, that the attached General Accounting Records Retention and Disposition Schedule, covering accounting records in standard use, is hereby approved and made applicable to agencies subject to Sections 524 and 525 of The Administrative Code of 1929; and be it further

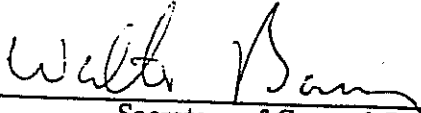
RESOLVED, that the schedules of December 29, 1977, and July 8, 1985, any revisions thereto, and all previous general accounting schedules are hereby rescinded, except as they may have continuing applicability for auditing or other statutory or administrative purposes; and be it further

RESOLVED, that comptrollers under the Deputy Secretary for Comptroller Operations, Office of the Budget, when authorized by the Director of Financial Management, Office of the Budget, may microfilm any record series listed on the current General Accounting Records Retention and Disposition Schedule.



Governor

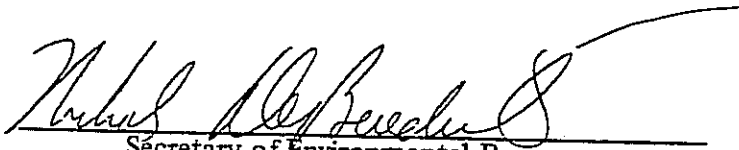
RE-86-050



Secretary of General Services



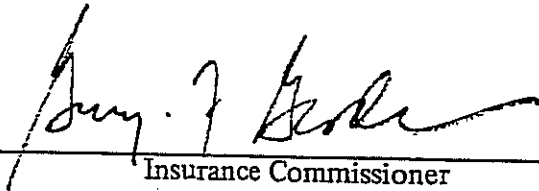
Secretary of Banking



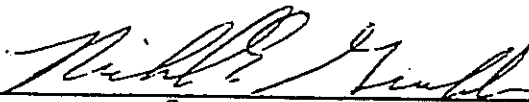
Secretary of Environmental Resources



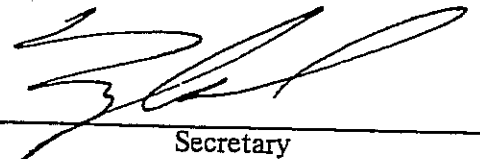
Secretary of Revenue



Insurance Commissioner



Secretary of Agriculture



Secretary

GENERAL ACCOUNTING RECORDS RETENTION AND DISPOSITION SCHEDULE

The General Accounting Records Retention and Disposition Schedule governs the retention and disposition of records associated with the Commonwealth's accounting functions. It is for use by administrative departments, boards, and commissions, pursuant to Sections 524, 525, 527, and 701 of The Administrative Code of 1929. The schedule was developed in cooperation with the Office of the Budget, Department of Auditor General, Treasury Department, Department of General Services, and others.

Comptrollers are authorized to microfilm records with the approval of the Office of the Budget, Bureau of Financial Management. Agencies may be permitted to extend or revise assigned records retention periods when financial, legal, or administrative circumstances warrant. However, agencies will not be permitted to reduce established record retention periods without the Department of General Services' approval. Such revisions are to be initiated by the agency records coordinator, with specific changes identified as additions on agency Records Retention and Disposition Schedules.

Comments or inquiries regarding this schedule should be directed to the Department of General Services, Bureau of Publications and Paperwork Management, Records Management Division, 1825 Stanley Drive, Harrisburg, PA 17103, or by calling the Records Management Division at (717) 787-8953.

This page replaces the existing page in the Records Retention and Disposition Schedule Manual. Additional replacement pages are as follows:

11 - 12
15 - 16
17 - 18
19 - 20
21 - 22
23 - 24

Requesting agency signs all copies; removes last copy; sends balance of set, without detaching, to OFFICE OF ADMINISTRATION, BUREAU OF MANAGEMENT SERVICES. One copy will be returned to requesting agency with necessary approvals. Disapproval of any part of this request will be shown by "Disapproved" and by whom entered opposite the particular item.

REQUESTED BY (DEPARTMENT OR AGENCY) Department of General Services	PERSON TO CONTACT (NAME & PHONE NO.) J. Boyle 7-8953	DATE PREPARED February 4, 1986
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AUTHORIZATION IS REQUIRED FOR THE FOLLOWING ACTION. CHECK APPROPRIATE BOXES.

1. Agencies and Comptroller Operations

DISPOSAL OF RECORDS FOR A DISCONTINUED PROGRAM APPROVAL OF RECORDS RETENTION AND DISPOSITION SCHEDULE

2. Comptroller Operations Only

MICROFILMING AND DISPOSAL OF ORIGINALS MICROFILMING ONLY, ORIGINALS RETAINED
OR

ONLY COMPLETE THIS SECTION FOR DISPOSAL OF RECORDS FOR DISCONTINUED PROGRAMS

SERIES OR ITEM NO.	RECORDS SERIES TITLE, FORM NO., AND DESCRIPTION OF RECORDS. LIST BY ITEM NUMBER EACH TYPE OF RECORD FOR WHICH DISPOSAL IS REQUESTED. DESCRIBE THE WORK OR ACTIVITY TO WHICH RECORDS RELATE. SHOW ORGANIZATION UNIT AND LOCATION IN WHICH RECORDS ARE HOUSED, AS INSTITUTION, BUILDING, ROOM NUMBER OR AREA.	INCLUSIVE DATES OF RECORDS (MO. & YR.)	QUANTITY IN CUBIC FEET

IF MORE SPACE IS NEEDED USE 8 1/2" x 11" SHEETS.

COMPLETE THIS SECTION FOR APPROVAL OF RECORDS RETENTION AND DISPOSITION SCHEDULE

REQUEST THIS AGENCY'S RECORDS RETENTION AND DISPOSITION SCHEDULE BE AMENDED TO ADD/AMEND/DELETE THE FOLLOWING ITEMS AS SHOWN ON THE ATTACHED OA-56, RECORDS RETENTION AND DISPOSITION SCHEDULE.

ADDITIONS (LIST ITEM NOS. AND ATTACH FORM OA-56.)

The General Accounting Records Retention and Disposition Schedule (1986)

AMENDMENTS (LIST ITEM NOS. AND ATTACH FORM OA-56.)

DELETIONS (LIST DELETIONS HERE ONLY.)

- The Comptrollers' Interim Records Retention and Disposition Schedule (1985)
- The General Accounting Records Retention and Disposition Schedule (1977)

REQUESTING AGENCY SIGNATURE <u>Walter Baum</u> AGENCY HEAD	DEPARTMENT OF GENERAL SERVICES Bureau of Publications and Paperwork Management <u>James A. Weaver</u> 2/7/86 SECRETARY OF ADMINISTRATION DATE
THE HISTORICAL AND MUSEUM COMMISSION APPROVES REQUESTED ACTION. <u>James E. Whiskey</u> <u>for Larry E. Tice</u> 2/6/86 EXECUTIVE DIRECTOR DATE	THE EXECUTIVE BOARD AUTHORIZES REQUESTED ACTION. <u>[Signature]</u> 2/5/86 SECRETARY DATE OF ACTION

**GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE
ACCOUNTING**

ITEM NUMBER	FORM NUMBER	RECORD SERIES TITLE	COPY NO	COPY DISTRIBUTION	RETENTION PERIOD (YEARS)	
					AGENCY	STATE RECORD CENTER
301		BUDGET DOCUMENTS				
301.2	STD-260	Schedule of Allocation of Appropriations or Executive Authorizations	1 2 3 4 5	Compt-Acctg Cont Compt-Pending OB Budget Office Agency Institution	1* ** *** 3 3	3
301.4	STD-263	Allocation or Allotment Amendment Allocation Amend Only - -	1 2 3 4 5 6	Compt-Acctg Cont Compt-Pending OB Budget Office Agency Institution Agency/Instit Pend	1* ** *** 3 3 ***	3
301.5	STD-292	Report of Lapse	1 2 3 4 5 6 7	Treasury - TABS Treas Bkkgp TABS OB Budget Office Auditor General OB Bur of Fin Mgmt Compt-Acctg Cont Compt-Pending	2 2 *** 4 ** 1* **	5 5 3 3

* One year or audit and acceptance, whichever is longer.
 ** Until superseded, obsolete, or no longer needed for reference.
 *** May be retained in office of origin for six months then discarded.

ITEM NUMBER	FORM NUMBER	RECORD SERIES TITLE	COPIES	COPY DISTRIBUTION	PERIOD (YEARS)	
					AGENCY	STATE RECORDS CENTER
302		REQUISITION DOCUMENTS				
302.1	STD-173 STD-173A	Purchase Requisition Continuation Sheet	1	General Services	**	
			2	Compt-Acctg Cont	1*	3
			3	Inst/Main Supt	3	
			4	General Services	2	5
			5	Ch Maint Eng/Other	3***	
			6	Dist Eng/Equip Eng/ Other	3	
302.2	STD-181	Agency Purchase Request	1	Procurement	3	
			2	Inst/Bureau	3	
302.4	STD-510	Internal Stores Requisition	1	Procurement	3	
			2	Agency Storeroom	3	
			3	Inst/Bureau	3	

* One year or audit and acceptance, whichever is longer.
 ** Until superseded, obsolete, or no longer needed for reference.
 *** Or for period of contract.

ITEM NUMBER	FORM NUMBER	RECORD SERIES TITLE	C O P Y N O	COPY DISTRIBUTION	PERIOD (YEARS)	
					AGENCY	STATE RECORDS CENTER
303		ENCUMBRANCE DOCUMENTS				
303.1	STD-174 STD-174A	Supplies and Forms Encumbrance Continuation Sheet	1	DGS/Bur of Corr	3	
			2	Auditor General	4	3
			3	Using Comp-Acctg Cnt	1*	3
			4	Centr Serv Compt	1*	3
			5	Compt-Acctg Cont	1*	3
			6	Institution/Other	3	
303.3	STD-180	Purchase Order	1	Vendor	-	
			2	Treasury	2	5
			3	DGS Pur/Treasury	2	5
			4	DGS Pur File Copy	***	
			5	Compt-Acctg Cont	1*	3
			6	DGS Telecom & Strds	1	
			7	Institution/Other	3	
			8	Bur Off Serv/Agency Procurement	3**	
303.4	STD-182 STD-182A	Field Limited Purchase Order Continuation Sheet	1	Vendor	-	
			2	Compt-Acctg Cont	1*	3
			3	Treasury	2	5
			4	Maint Engr/Equip Bur/Off Serv	3	
			5	Inst/Dist Engr/Main Supt	3	
			6	DGS Purchase File Copy	***	
303.5	STD-183 STD-183A	Miscellaneous Order Continuation Sheet	1	Vendor	-	
			2	Compt-Acctg Cont	1*	3
			3	Auditor General	4	3
			4	Institution	3	

* One year or audit and acceptance, whichever is longer.
 ** Or for period of contract.
 *** Until superseded, obsolete, or no longer needed for reference.

ITEM NUMBER	FORM NUMBER	RECORD SERIES TITLE	COPY NO.	COPY DISTRIBUTION	RETENTION PERIOD (YEARS)	
					AGENCY	STATE RECORDS CENTER
303.7	STD-185	Advice of Change	1	Vendor	-	
			2	Treasury	2	5
			3	DGS Pur/Treasury	2	5
			4	DGS Pur File Copy	**	
			5	Compt-Acctg Cont	***	***
			6	DGS Telecom & Strds	1	
			7	Institution/Other	3	
			8	Bur Off Serv/Agency Procurement	***	
303.8	STD-186	Miscellaneous Encumbrance (Year End Encumbrances) (Contracts)		Compt-Acctg Cont	1*	3
				Auditor General	4	3
				Other	**	
303.9	STD-516	Local Purchase Proposal		Compt-Acctg Cont Institution	1* 3	3
303.11	STD-274	Request for Approval of Out-of-State Travel	1	Auditor General	4	3
			2	Compt-Acctg Cont	1*	3
			3	Agency	3	
			4	Compt-Pending	**	
303.12	STD-277	Request for Approval of Moving Expenses		Compt-Acctg Cont Bureau/Other	1* 3	3
303.13	STD-278	Service Purchase Contract	1	Agency	**	
			2	Contractor	-	
			3	Compt-Acctg Cont	1*	3
			4	Treas/Aud General	4	3
			5	Treasury	2	5
			6	Compt-Pending	**	
			7	Bureau/Institution	3	
			8	Procurement	3****	
303.14	STD-279	Out-Service Training Authorization	1	Employe/Trng Source	-	
			2	Compt-Acctg Cont	1*	3
			3	Compt-Pending	**	
			4	Auditor General	4	3
			5	Agency	3	
			6	Agency-Pending	**	

* One year or audit and acceptance, whichever is longer.

** Until superseded, obsolete, or no longer needed for reference.

*** Same as document to which it relates.

**** Or for period of contract.

ITEM NUMBER	FORM NUMBER	RECORD SERIES TITLE	C O P Y N O	COPY DISTRIBUTION	PERIOD (YEARS)	
					AGENCY	STATE RECORDS CENTER
303.15	STD-291	Request for Lease Action and Budget Approval (DGS retention begins at SRC after cancellation of lease)	1 2 3 4	DGS Bur of Real Estate & Ins Compt-Acctg Cont Auditor General Originator	- 1* 4 1	7 3 3
303.16	STD-187	Requisition for Project Funding	1 2	Compt-Acctg Cont Agency Budget/Program Area	1* 3	3
303.17	STD-178	Invitation - Bid Proposal	1 2 3	Compt-Acctg Cont Treasury Agency	1* 2 3	3 5

* One year or audit and acceptance, whichever is longer.
** Until superseded, obsolete, or no longer needed for reference.

ITEM NUMBER	FORM NUMBER	RECORD SERIES TITLE	COPY NO	COPY DISTRIBUTION	PERIOD (YEARS)	
					AGENCY	STATE RECORDS CENTER
304		EXPENDITURE AND SUPPORTING DOCUMENTS				
304.1	STD-125	Voucher Transmittal	1	Treas/Auditor Gen	4	3
			2	Compt-Acctg Cont	1*	3
			3	Treasury	2	5
			4	Other	**	
304.2	STD-129	Request for Appropriation Expenditure Adjustment	1	Treasury	2	5
			2	Compt-Acctg Cont	1*	3
			3	Compt/Other	**	
			4	Institution	3	
			5	Work Copy	-	
304.3	STD-130	Advancement and Accounting Voucher Transmittal	1	Treasury	2	5
			2	Comptroller	1*	3
			3	Treasury	2	5
			4	Treasury File	2	5
			5	Institution/Other	7	
304.5	STD-152	General Invoice	1	Auditor General	4	3
			2	Compt-Acctg Cont	1*	3
			3	Payee	-	
304.8	STD-188	Receiving Report	1	Compt-Preaudit	***	
			2	Inventory Control	1	
			3	Dept-Prod Planng	1	
			4	Dept/Institution	3	
			5	Receiving Area	1	
304.10	STD-191	Travel Expense Voucher	1	Auditor General	4	3
			2	Compt-Acctg Cont	1*	3
			3	Compt-Employe File	1*	3
			4	Employe	1	
			5	Employe Work Copy	-	
304.11	STD-192	Hotel Order	1	Auditor General	4	3
			2	Vendor	-	
			3	Auditor General	4	3
			4	Compt-Acctg Cont	1*	3

* One year or audit and acceptance, whichever is longer.
** Until superseded, obsolete, or no longer needed for reference.
*** Same as document to which it relates.

ITEM NUMBER	FORM NUMBER	RECORD SERIES TITLE	COPY DISTRIBUTION	PERIOD (YEARS)	
				AGENCY	STATE RECORDS CENTER
304.12	STD-193	Transportation Order	1 Auditor General 2 Vendor 3 Auditor General 4 Compt-Acctg Cont	4 - 4 1*	3 3 3
304.18	STD-521	Publications Authorization and Invoice	1 Auditor General 2 Compt-Acctg Cont 3 Compt-Vendor 4 Vendor 5 Agency-Pending	4 1* - - **	3 3
304.19	STD-522	Telephone Service Request	1 DGS Telecom 2 DGS Telecom 3 DGS Telecom 4 Compt-Acctg Cont 5 Agency Fiscal Off 6 Agency Communication 7 Requestor	*** *** 1 1* 1 3	 2 3
304.20	STD-540	Request for Temporary Transportation	1 Auditor General 2 Compt-Acctg Cont 3 DGS Vehicle Mgmt 4 DGS Dispatcher 5 Vehicle Operator	4 1* 2 1 1	3 3
304.24	STD-119	Voucher Transmittal Accounting Sheet	1 Compt-Acctg Cont	1*	3
304.28	STD-503	Report of Telephone Toll Calls	1 Compt-Acctg Cont 2 Agency	1* 3	3
304.29	STD-513	Report of Telegraph Charges	1 Auditor General 2 Compt-Acctg Cont	4 1*	3 3
304.30	STD-133	Request for Approval of Advancement Account	1 Auditor General 2 Treasury 3 OB Bur of Fin Mgmt 4 DGS Bur of Risk Mgmt 5 Agency Comptroller 6 Institution/Other	4 2 1 7 1* 7	3 5 3 3
304.31	STD-194	Postage Due Record	1 Compt-Acctg Cont	1*	3

* One year or audit and acceptance, whichever is longer.
** Until superseded, obsolete, or no longer needed for reference.
*** To be sent to vendor (Telephone Company).

NUMBER	NUMBER	DESCRIPTION	NO	COPY DISTRIBUTION	AGENCY	STATE RECORDS CENTER
304.33	STD-925	Invoice	1	Customer	-	
			2	Customer/Compt Accts Receivable	**	
			3	Customer/Other	-	
			4	Compt-Accts Recvble	1*	3
			5	Compt-Billing	**	
304.34	STD-273	Emergency Purchase Service	1	Agency	**	
			2	Contractor	-	
			3	Compt-Acctg Cont	1*	3
			4	Treas/Aud General	4	3
			5	Treasury	2	5
			6	Compt-Pending	**	
			7	Bureau/Institution	3	
			8	Procurement	3***	
304.35	STD-526	Special Photo Service Order	1	Comptroller	1*	3
			2	CMS	5	
			3	Gen Serv Compt	1	3
			4	Agency	1	
			5	Agency	1	

* One year or audit and acceptance, whichever is longer.
 ** Until superseded, obsolete, or no longer needed for reference.
 *** Or for period of contract.

ITEM NUMBER	FORM NUMBER	RECORD SERIES TITLE	COPY DISTRIBUTION	PERIOD (YEARS)	
				AGENCY	STATE RECORD CENTER
305		REVENUE AND RECEIPTS DOCUMENTS			
305.2	STD-420	Transmittal of Revenue	1 Auditor General 2 Treasury 3 Gen Serv Compt - Receipts 4 Compt-Acctg Cont 5 Compt/Other 6 Compt/Pending 7 Institution/Other	4 2 1* 1* 1 ** 3	3 5 3 3 3 3
305.3	STD-417	Adjustment Memorandum from Department of Revenue to Treasury Department	1 Treasury 2 Auditor General 3 Gen Serv Compt - Receipts 4 Compt-Acctg Cont 5 Compt/Other 6 Compt Pending 7 Institution/Other	2 4 1* 1* 1 ** 3	5 3 3 3 3 3
305.4	STD-418	Debit Memorandum for Checks Returned by Treasury Department to Revenue Department	1 Treasury 2 Auditor General 3 Rev Compt - Receipts Section 4 Agency Comptroller 5 Agency Compt/Other 6 Agency Compt Pending 7 Institution/Other	2 4 1* 1* 1 ** 3	5 3 3 3 3 3
305.5	STD-165	Schedule of Revenue Augmenting Current Appropriation	1 Bur of Fin Mgmt 2 Compt-Acctg Cont 3 Compt-Revenue Sec	** 1* **	3
305.7	STD-167	Schedule of Refunds of Expenditures	1 Compt-Acctg Cont 2 Compt-Rev Sec	1* 1*	3 3
305.8	STD-419	Refund of Expenditures	1 Auditor General 2 Treasury 3 Gen Serv Compt - Receipts 4 Compt-Acctg Cont 5 Compt/Other 6 Compt-Pending 7 Institution/Other	4 2 1* 1* 1 ** 3	3 5 3 3 3 3

* One year or audit and acceptance, whichever is longer.
 ** Until superseded, obsolete, or no longer needed for reference.

ITEM NUMBER	FORM NUMBER	RECORD SERIES TITLE	C O P Y N O	COPY DISTRIBUTION	(YEARS)	
					AGENCY	STATE RECORDS CENTER
306		MISCELLANEOUS ACCOUNTING DOCUMENTS				
306.1	STD-114	Journal Voucher	1	OB-Bur of Fin Mgmt	1*	
306.2	STD-116 & 116A	Daily (Monthly) Summary of Transactions	1	Compt-Acctg Cont	1*	3
306.3	STD-118	Batch Control Sheet	1	Compt-Acctg Cont	1*	3
306.4	STD-124	Voucher Transmittal Record	1	Compt-Acctg Cont	1*	3
306.6	STD-102	Schedule of Current Appropriations	1	Compt-Acctg Cont	1*	3
306.7	STD-109	Correction Voucher - Allocation Ledger - Corrections of Allocation and Allotment	1	Compt-Acctg Cont	1*	3
			2	Compt-Document Affected	1*	3
			3	Institution/Field	3	
306.15	STD-164	Centralized Accounting Data Batch Control	1	Compt-Acctg Cont	***	
			2	Compt-Pending	**	
			3	Compt-Proc Center	***	
306.16	STD-189	Payment Record	1	Compt-Acctg Cont	1*	3
306.17	STD-262 STD-262-1	Allotment Schedule	1	Compt-Acctg Cont	1*	3
			2	Compt-Pending	**	
			3	Budget Office	****	
			4	Agency	3	
			5	Institution	3	
			6	Agency/Inst Pending	**	

* One year or audit and acceptance, whichever is longer.
 ** Until superseded or obsolete.
 *** Two months retention only.
 **** May be retained in office of origin for six months then discarded.

ITEM NUMBER	FORM NUMBER	RECORD SERIES TITLE	Y N O	COPY DISTRIBUTION	(YEARS)	
					AGENCY	STATE RECORDS CENTER
306.18	STD-275	Authorization of Signature Card	1	Treasury	**	
			2	DGS Bur of Purchases	**	
			3	OB Dep Sec for Comp Operations	**	
			4	Compt Acctg Cont	**	
306.19	TBLDP271	Department Voucher Transmittal Listing		Comptroller	1*	3
				Treasury	2	5
306.20	TBLCK501	Department Check Register		Comptroller	1*	3
				Treasury	2	5
306.21	1099			IRS	-	
				Comptroller	1*	3
				Payee	-	
306.22		Advancement Account Checks and Statements		Comptroller	1*	6
				Institution/Other	7	
306.23	STD-108	Correction Voucher for Requisitions, Encumbrances, or Expenditures	1	Compt-Acctg Cont	1*	3
			2	Compt-Doc Affected	1*	3
			3	Institution/Field	3	

* One year or audit and acceptance, whichever is longer.
 ** Until superseded or obsolete.

NUMBER	NUMBER	RECORD SERIES TITLE	COPY DISTRIBUTION	LENGTH	
				AGENCY	STATE RECORDS CENTER
308		ACCOUNTING REPORTS			
308.2	CB51	Commonwealth Trial Balance	OB Bur of Fin Mgmt Comptroller	5 1*	
308.3	BFM17	Status of Appropriation Adjustment Sheet	OB Bur of Fin Mgmt Comptroller	5 1*	
308.8		Status of Appropriation General & Special Funds	Agencies Comptrollers (June & December) OB Bur of Fin Mgmt Miscellaneous	3 1* 1* -	10 10
308.9		General Ledger	Agencies Comptrollers OB Bur of Fin Mgmt	3 1* 1*	10 Permanent
* One year or audit and acceptance, whichever is longer.					

ITEM NUMBER	FORM NUMBER	RECORD SERIES TITLE	COPY DISTRIBUTION	DURATION (YEARS)	
				AGENCY	STATE RECORD CENTER
309.404	STD-404	Invoice-State Share of Group Life Insurance Premiums	1 Auditor General 2 Compt-Acctg Cont 3 Compt-Centr Serv 4 Employe 5 Compt-Pending	4 1* 1* - **	3 3 3
309.411	STD-411	Direct Billing Premium Report	1 Auditor General 2 Compt-Centr Serv 3 Compt-Acctg Cont	4 1* 1*	3 3 3
309.439	STD-439	Request for Salary/Wage Advancement	1 Auditor General 2 Compt-Pending 3 Compt-Payroll 4 Compt-Acctg Cont 5 Personnel Officer	4 ** 1 1* **	3 6
309.901	STD-901	Broken-Time Record	1 Auditor General 2 Compt-Acctg Cont	4 1*	3 6
309.902	STD-902	Control Total Report	1 Compt-Payroll	**	
309.903	STD-903	Payroll Master Cards (BFM-207 and BFM-207A)	1 Compt-Payroll	**	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
309.910	IRS W-2	Withholding Statement, prior to 1956 (not retained after 1955)	1 Int Rev Serv 2 Employe 3 Comptroller	- - 1	49
309.911	STD-911	Employer's Return of Tax Withheld (BFM-135)	1 Wage Tax Collector 2 OB Bur of Fin Mgmt	- 2	6
309.918	STD-918	Timekeeper's Worksheet	1 Comptroller 2 Agency 3 Compt-Acctg Cont	** ** 1*	6

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** Until superseded, obsolete or no longer needed for reference.

ITEM NUMBER	FORM NUMBER	RECORD SERIES TITLE	COPY DISTRIBUTION	PERIOD (YEARS)	
				AGENCY	STATE RECORDS CENTER
309		PAYROLL DOCUMENTS			
309.127	STD-127	Payroll and Deduction Transfer Voucher	1 Treasury/Aud General 2 Treasury/Rev Compt 3 Treasury 4 OB Bur of Fin Mgmt 5 Compt-Acctg Cont	4 1* 2 1* 1*	3 6 5 6 6
309.148	STD-148	Refund-Supplemental Payroll Card	1 Compt-Payroll	**	
309.329	STD-329	Leave Payment Authorization	1 Treasury/Aud General 2 Treasury 3 Comptroller 4 Agency	4 2 1* 3	3 5 6
309.360	STD-360B	Personnel Authorization	1 Treasury 2 Treasury/Aud General 3 Civil Service (for Civil Service Employees) OA Division of Employment (for Non-Civil Service Employees) 4 Comptroller 5 Agency-Signed 6 Agency-Pending	2 4 1 1 1* 3 -	5 3 6
309.362	STD-362	Temporary Assignment in Higher Classification - Time Record	1 Auditor General 2 Treasury 3 Compt-Acctg Cont 4 Agency Personnel 5 Institution/Field	4 2 1* ** **	3 5 6
309.400	STD-400	Application for Membership - State Employees' Retirement System	1 SERS 2 SERS-Acctg Div 3 Agency Personnel 4 Compt/Agency File	*** ** ** **	
<p>* One year or audit and acceptance, whichever is longer. ** Until superseded or obsolete. *** Same retention as Retirement Folder of which it is a part.</p>					

ITEM NUMBER	FORM NUMBER	RECORD SERIES TITLE	COPY NO.	COPY DISTRIBUTION	RETENTION PERIOD (YEARS)	
					AGENCY	STATE RECORDS CENTER
309.919	STD-919	Wage Time, Overtime, Shift-Differential Time Report	1	Auditor General	4	3
			2	Compt-Acctg Cont	1*	6
			3	Agcy/Inst Timekeeper	3	
309.923	STD-923	Notification of Payroll Correction	1	Auditor General (Incorrect payroll)	4	3
			2	Compt-Acctg Cont (Incorrect payroll)	1*	6
			3	Auditor General (Correct payroll)	4	3
			4	Compt-Acctg Cont (Correct payroll)	1*	6
			5	Treasury-Pending	2	5
[REDACTED]	[REDACTED]	[REDACTED]	1	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	2	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	1	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	2	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	1	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	2	[REDACTED]	[REDACTED]	[REDACTED]
309.937	STD-931	Manual Payroll Refund Listing		Deduction Acctg Comptroller Outside Agency	1 1 -	6 6 -
309.938	STD-932	SEkS Employee Share Manual Payroll Refund Listing		SERS Comptroller File	1 1 **	6 6 6
309.939	STD-924	Leave Without Pay Time Report	1	Auditor General	4	3
			2	Comptroller	1*	6
			3	Timekeeper	3	
309.940	STD-929 and STD-C929	Time and Attendance Record	1	Timekeeper	7	
			2	Comptroller	***	
			3	Employee	-	

* One year or audit and acceptance, whichever is longer.
 ** Until superseded, obsolete, or no longer needed for reference.
 *** Discard all copies of forms not used in sample post audit process. Only those forms audited will be retained seven years.

ITEM NUMBER	FORM NUMBER	RECORD SERIES TITLE	COPY NO.	COPY DISTRIBUTION	RETENTION PERIOD (YEARS):	
					AGENCY	STATE RECORDS CENTER
310		CENTRALIZED ACCOUNTING SYSTEM AUTOMATED REPORTS				
310.11	BFM7	Monthly Allocation Ledger with Detail Transactions		Comptroller Agency	1* 3	3
310.14	BFM10	Monthly Allotment Ledger with Detail Transactions		Comptroller Agency	1* 3	3
310.20	BFM16	Monthly Open Encumbrances by Account Code		Comptroller Agency	1* 3	3
310.46	BFM42	Monthly Appropriation Ledger with Detail Transactions		Comptroller Agency	1* 3	3
310.74	BFM450	Status of Appropriations		Comptroller OB Bur of Fin Mgmt	1* 5	4
310.75	BFM460	Worksheet for Reconciling Comptrollers Expenditures with Treasury		Comptroller OB Bur of Fin Mgmt	1* 5	4
		All Other CAS Reports		Comptroller Agency	1* or **	

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** Until superseded, obsolete, or no longer needed for reference.

FORM NUMBER	FORM NUMBER	RECORD SERIES TITLE	COPY DISTRIBUTION	PERIOD (YEARS)	
				AGENCY	STATE RECORDS CENTER
312		CENTRALIZED PAYROLL SYSTEM AUTOMATED REPORTS			
312.105	BFM105	Time and Attendance Postaudit Sample	Comptroller	1*	6
312.114	BFM114	Quarter Monthly Report of SERS Deductions - Employee Share	Auditor General State Emp Retire Sys Comptroller	4 1* 1*	3 3
312.116	BFM116	Quarterly Reports of SERS - State Share by Department	Auditor General State Emp Retire Sys Comptroller	4 1* 1*	3 4 3
312.119	BFM119	Quarterly Report of PSERB - State Share	Auditor General Pub Sch Emp Ret Sys Comptroller	4 1* 1*	3 Perm 3
312.120	BFM120	Monthly PSERB Retirement Deductions	Auditor General Pub Sch Emp Ret Sys Comptroller	4 1* 1*	3 Perm 3
		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
312.139	BFM139	Wage Tax Payee Transaction Report	Auditor General Comptroller	4 1*	3 3
312.144	BFM144	Monthly Blue Cross/Blue Shield Premium Report by Department	Auditor General Comptroller Capital Blue Cross	4 1* -	3 3
312.152	BFM152	Quarterly Group Life Insurance Premium Report	INA Auditor General Comptroller QA Personnel	- 4 1* **	3 3
312.172	BFM172	Tax Sheltered Annuity Premium Report	Auditor General TSA Carrier Comptroller	4 - 1*	3 6
312.177	BFM177	Monthly SECA Deduction Report by Department	Auditor General United Way of PA Comptroller	4 - 1*	3 3
		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

* One year or audit and acceptance, whichever is longer.
 ** Until superseded or obsolete.

NUMBER	NUMBER	RECORD SERIES TITLE	COPY DISTRIBUTION	(YEARS)	
				AGENCY	STATE RECORDS CENTER
312.192	BFM192	Monthly Union Dues Deduction Report & Summary	Auditor General Union Comptroller	4 - 1*	3 3
312.198	BFM198	Pay Increase - LWOP Employees	Comptroller Personnel	1* **	6
312.210	BFM210	QTD and YTD Employee Payroll Totals	Comptroller State Emp Ret Sys	1* **	49
312.222	BFM222	Pay Increase Change List	Auditor General Treasury Comptroller Personnel	4 2 1* **	3 5 6
312.227	BFM227	Pay Increase Supplemental Pay List	Auditor General Treasury Comptroller	4 2 1*	3 5 6
312.227B	BFM227B	State Police Clothing Allowance Supplemental Pay List	Auditor General Treasury Comptroller	4 2 1*	3 5 6
312.227C	BFM227C	Corrections Officers & Psychiatric Security Aides	Auditor General Treasury Comptroller	4 2 1*	3 5 6
312.227D	BFM227D	Drivers License Examiners Clothing Allowance	Auditor General Treasury Comptroller	4 2 1*	3 5 6
312.227F	BFM227F	Quarterly Stress Impact Payments	Comptroller Treasury	1* 2	6 5
312.227G	BFM227G	Annual Clothing Allowance	Comptroller Agency Treasury	1* 3 2	6 5
312.228	BFM228	Overtime Record Listing	Auditor General Treasury Comptroller	4 2 1*	3 5 6
312.229	BFM229	Shift Differential Supplemental Pay List	Auditor General Treasury Comptroller	4 2 1*	3 5 6
312.234	BFM234	Quarter Monthly Financial Institution Deduction by Institution	Auditor General Comptroller Institution	4 1* **	3 3
312.240	BFM240	Temporary Assignment in Higher Classification - Time Record	Auditor General Comptroller Institution	4 1* **	3 6

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 ** Until superseded or obsolete.

ITEM NUMBER	FORM NUMBER	RECORD SERIES TITLE	COPY DISTRIBUTION	PERIOD (YEARS)	
				AGENCY	STATE RECORDS CENTER
312.244	BFM244	Health & Welfare Contribution Report	Auditor General Comptroller H & W Fund	4 1* -	3 3 3
312.253	BFM253	Occupational Privilege Tax Payee Transaction Report	Auditor General Comptroller Tax Collector	4 1* -	3 3 3
312.254	BFM254	Municipality Annual Occupational Privilege Tax Report	Municipality OB Bur of Fin Mgmt	- 1*	6
312.263	BFM263	TIAA-CREF Retirement Semi-Monthly Contribution Report	Auditor General Comptroller TIAA-CREF	4 1* -	3 3 3
312.270	BFM270	Payroll Deduction Listing	OB Bur of Fin Mgmt	1*	3
312.275	BFM275	Report of Social Security Deductions	Auditor General Comptroller Soc Sec Bureau	4 1* -	3 3 3
312.280	BFM280	Annuitants Medical Hospital Premium Report	Auditor General Comptroller Capital Blue Cross	4 1* -	3 3 3
312.291	BFM291	State Summary Quarterly Report for UC Employee Withholding	Auditor General Comptroller Office of Emp Sec	4 1* 3	3 3 3
312.292	BFM292	Quarterly Group Life Insurance Premium Report	Auditor General Comptroller Insurance Company	4 1* -	3 3 3
312.294A	BFM294A	Payroll Miscellaneous Encumbrance by Cost Center	Comptroller	1*	3
312.294D	BFM294D	Liquidation of Miscellaneous Encumbrance by Organization	Comptroller	1*	3
		All Other Payroll Reports	Comptroller Agency	1* or **	

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ITEM NUMBER	FORM NUMBER	RECORD SERIES TITLE	COPY DISTRIBUTION	PERIOD (YEARS)	
				AGENCY	STATE RECORDS CENTER
314		LOAN ACCOUNTING SYSTEM AUTOMATED REPORTS			
314.30	BFM330	Annual Loan Ledger Transactions and Status	Comptroller Agency	1* 3	3
		All Other Loan Accounting Reports	Comptroller Agency	1* or **	

* One year or audit and acceptance, whichever is longer.
** Until superseded, obsolete or no longer needed for reference.

FILE NUMBER	FORM NUMBER	RECORD SERIES TITLE	Y 100	COPY DISTRIBUTION	PERIOD (YEARS)	
					AGENCY	STATE RECORDS CENTER
315		HOUSING & URBAN DEVELOPMENT AUTOMATED REPORTS (HUD)				
315.21	BFM370	HUD Monthly Project Update with Detail Transactions		Comptroller	1*	3
315.27	BFM376	Monthly Trail Balance		Comptroller	1*	3
315.31	BFM380	Detailed Balance Sheet - Philadelphia		US Dept of Housing & Urban Develop- ment Comptroller	- 1*	
315.32	BFM381	Detailed Balance Sheet - Pittsburgh		US Dept of Housing & Urban Develop- ment Comptroller	- 1*	
		All Other HUD Reports		Comptroller Agency	1* or **	

* One year or audit and acceptance, whichever is longer.
** Until superseded, obsolete or no longer needed for reference.

			COPY DISTRIBUTION	AGENCY	STATE RECORDS CENTER
316		REVENUE AND RECEIPTS ACCOUNTING REPORTS			
316.01	BFM601	Report of Revenue and Receipts	OB Bur of Fin Mgmt (July - May) OB Bur of Fin Mgmt (June) Treasury Rev - Policy Evaluation & Analysis Central Serv Compt	1* 2 7 **	 5 7
316.02	BFM602	Summary Report of Revenue and Receipts	OB Bur of Fin Mgmt Central Serv Compt.	1* 3	
316.03	BFM603	Monthly Trial Balance of General Ledgers	OB Bur of Fin Mgmt OB Bur of Fin Mgmt (June)	1* 7	
316.13	BFM618	Daily Report of Revenue & Receipts Transaction	Comptroller	**	

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ITEM NUMBER	FORM NUMBER	RECORD SERIES TITLE	P T Y P E	COPY DISTRIBUTION	PERIOD (YEARS)	
					AGENCY	STATE RECORDS CENTER
317		AUTOMATED CENTRAL INVENTORY ACCOUNTING SYSTEM REPORTS (CIA)				
317.21A	BFM670A	Monthly Job Inventory Detail Transactions		Comptroller Agency	1* 3	3
317.21B	BFM670B	Monthly Job Inventory Detail Transactions		Comptroller Agency	1* 3	3
		All Other CIA Reports		Comptroller Agency	1* or **	

* One year or audit and acceptance, whichever is longer.
** Until superseded, obsolete or no longer needed for reference.

ITEM NUMBER	FORM NUMBER	RECORD SERIES TITLE	Y M D	COPY DISTRIBUTION	(YEARS)	
					AGENCY	STATE RECORDS CENTER
319		ACCOUNTS RECEIVABLE/BILLING REPORTS				
319.1	BFM509	Daily Transaction Listing by Type	1 2 3	Comptroller Agency OB Bur of Fin Mgmt	1* 3 **	3
		All Other Accounts Receivable/Billing Reports		Comptroller Agency	1* or **	
<p>* One year or audit and acceptance, whichever is longer. ** Until superseded, obsolete, or no longer needed for reference.</p>						

NUMBER	FORM NUMBER	RECORD SERIES TITLE	Y N D	COPY DISTRIBUTION	(YEARS)	
					AGENCY	STATE RECORDS CENTER
320		<u>INTEGRATED CENTRAL SYSTEMS REPORTS</u>				
320.1	XABC617	Allocation Level Transaction Update		Comptroller Agency	1* 3	3
320.2	XABC6410	Monthly Allotment Ledger with Detail Transactions		Comptroller Agency	1* 3	3
320.3	XACE6612	Monthly Open Encumbrances by Account Code		Comptroller Agency	1* 3	3
320.4	XABC616	Appropriation Level Transaction Update		Comptroller Agency	1* 3	3
320.5	XABC073	General Fund Status of Appropriations		Comptroller Agency OB Bur of Fin Mgmt	1* 3 5	4
320.6	XABC076	Special Fund Status of Appropriations		Comptroller Agency OB Bur of Fin Mgmt	1* 3 5	4
320.7	XABC633	Worksheet for Reconciling Comptrollers-Records with Treasury		Comptroller Agency OB Bur of Fin Mgmt	1* 3 5	4
320.8	XASA609	Transaction Report by Grant Within Funding Source		Comptroller Agency	1* 3	3
320.9	XASA606	Funding Source Activity by Grant		Comptroller Agency	1* 3	3
320.10	XASA601B	Summary of C&E by Program Measure		Comptroller Agency	1* 3	3
320.11	XASA602B	Summary of C&E by Budget Category		Comptroller Agency	1* 3	3
320.12		Schedule of Federal Grants		Comptroller Agency	1* 3	3
		All Other ICS Reports		Comptroller Agency	1* or **	

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