

**APPENDIX 2**  
**GENERAL RETENTION SCHEDULE FOR PERSONNEL/PAYROLL/FISCAL**  
**AND RECORDS MANAGEMENT RECORDS**

<b>Item No.</b>	<b>Form No. (if any)</b>	<b>Description of Records</b>	<b>Retention Period</b>
1.	CD 37	Payroll Transaction	Retain for two years from end of pay period involved. Then retain two more years or until audited, whichever occurs first.
2.	CD 38	Payroll Warrant Register	Retain for two years from end of pay period involved. Then retain two more years or until audited, whichever occurs first.
3.	CD 46	Shift Differential	<p><u>“Document Retention” Agencies:</u> Retain for five years from pay period involved.</p> <p><u>All Other Agencies:</u> Retain for two years from end of pay period involved. Then retain two more years, or until audited, whichever occurs first.</p>
4.	CD 48	Student Assistance Attendance Report	<u>“Document Retention” Agencies:</u> Retain for five years from pay period involved.
5.	CD 66	Report of Exceptions	Retain for two years from end of pay period involved. Then retain two more years or until audited, whichever occurs first.
6.	HBD 12	Health Benefit Plan	Retain as “Current” until superseded or canceled.
7.	HBD 21	Health Benefits Plan for Direct Payment While in Nonpay Status	Retain as “Current” until superseded or canceled.
8.	HBD 38	Health Benefits Plan Health Statement Enrollment	Retain as “Current” until superseded or canceled.
9.	PERS-155	Notice of Change and/or Certification of Contribution Rate	Retain as “Current” until employee separates from state service. Then retain according to type of separation. See Item 76.
10.	PERS-283	Certification of Correction-Member Contribution and Collections Due	Retain as “Current” until employee separates from state service. Then retain according to type of separation. See Item 76.
11.	SCIF 3067	Report of Occupational Injury or Illness	Retain as “Active” until settlement of the claim or closing of the case. Then retain for two years. DO NOT file in employee’s Official Personnel folder.

**APPENDIX 2  
GENERAL RETENTION SCHEDULE FOR PERSONNEL/PAYROLL/FISCAL  
AND RECORDS MANAGEMENT RECORDS**

<b>Item No.</b>	<b>Form No. (if any)</b>	<b>Description of Records</b>	<b>Retention Period</b>
12.	SPB 100-125	Request for TAU Authorization	Retain for one year from effective date of appointment.
13.	SPB 300-903	Deep Class Alternative Substantiation	Retain for three years or until audited by the State Personnel Board, whichever occurs first.
14.	SPB 215	Application for Temporary Employment (This retention period date applies to applications for a specific vacancy. Retention of "casual" applications is optional to the agency.)	<b>Employee Hired</b> -Retain for two years following appointment date.  <b>Not Hired</b> -Retain two years after completion of interview process.
15.	STD. 241	Beneficiary Designation (PERS)	Retain as "Current" until superseded or canceled.
16.	STD. 242	U.S. Savings Bonds Purchase/Payroll Deduction Authorization	Retain as "Current" until superseded or canceled.
17.	STD. 243	Designation of Persons Authorized to Receive Warrants	Retain as "Current" until superseded or canceled.
18.	STD. 261	Authorization to Use Privately Owned Vehicle	Retain as "Current" until superseded or canceled.
19.	STD. 268	Accident Report (Other than Motor Vehicle)	Retain as "Active" until settlement of the claim or closure of case. DO NOT file in employee's Official Personnel folder.
20.	STD. 277	Savings Plus Enrollment Authorization	Retain as "Current" until superseded or canceled.
21.	STD. 278	Superior Accomplishment Award Recommendation	Retain for three years or until audited by the Merit Award Board, whichever occurs first.
22.	STD. 407	Change in Payroll Header	Retain for two years from end of fiscal year involved. Then retain two more years or until audited, whichever occurs first (maximum of four years).
23.	STD. 410	Authorization for Payment of Premiums for Government Life Insurance by Payroll Deduction	Retain as "Current" until superseded or canceled.

**APPENDIX 2  
GENERAL RETENTION SCHEDULE FOR PERSONNEL/PAYROLL/FISCAL  
AND RECORDS MANAGEMENT RECORDS**

<b>Item No.</b>	<b>Form No. (if any)</b>	<b>Description of Records</b>	<b>Retention Period</b>
24.	STD. 456	Personnel/Payroll Transaction (CSU only) (three-part turnaround)	<p><u>“Document Retention” Campuses:</u> Retain for a period of no less than six (6) months following the close of the fiscal year in which the data was key entered to the State Controller’s Employment History Data Base.</p> <p><u>All Other Campuses:</u> Retain pending copy of STD. 456A until turnaround is received.</p>
25.	STD. 456A	Personnel/Payroll Transaction (CSU only) (three-part padded)	<p><u>“Document Retention” Campuses:</u> Retain for a period of no less than six (6) months following the close of the fiscal year in which the data was key entered to the State Controller’s Employment History Data Base.</p> <p><u>All Other Campuses:</u> Retain pending copy of STD. 456A until turnaround is received.</p>
26.	STD. 457	Student Payroll Action Request (CSU only)	<p><u>“Document Retention” Campuses:</u> Retain for a period of no less than six (6) months following the close of the fiscal year in which the data was key entered to the State Controller’s Employment History Data Base.</p> <p><u>All Other Campuses:</u> Retain as “Current” until status changes.</p>
27.	STD. 603	Report of Absences Without Pay	<p><u>Document Retention Agencies:</u> Retain for five years from pay period involved.</p> <p><u>All other Agencies:</u> Retain for two years after Pay Period involved. Then retain two more years or until audited, whichever occurs first (maximum of four years).</p>
28.	STD. 607	Change in Established Position	Retain for two years from end of fiscal year involved. Then retain for two more years or until audited, whichever comes first (maximum of four years).
29.	STD. 608	Established Position	Retain as “Current” until Record (Permanent) position is abolished or reclassified. Then retain for two years from end of fiscal year involved.
30.	STD. 608A	Established Position Record	Retain as “Current” until Record (Temporary) position is abolished or reclassified. Then retain for two years from

**APPENDIX 2**  
**GENERAL RETENTION SCHEDULE FOR PERSONNEL/PAYROLL/FISCAL**  
**AND RECORDS MANAGEMENT RECORDS**

<b>Item No.</b>	<b>Form No. (if any)</b>	<b>Description of Records</b>	<b>Retention Period</b> end of fiscal year involved.
31.	STD. 610HQ	Health Questionnaire/Medical Report	Retain as "Active" until employee separates from state service. Then retain for FIVE YEARS after separation. NOTE: Medical records must be kept in a sealed envelope.
32.	STD. 610	Health Questionnaire	Retain as "Active" until employee separates from state service. Then retain for FIVE YEARS after separation. NOTE: Medical records must be kept in a sealed envelope.
33.	STD. 610HQ	Medical Examination Report and Supplemental Information Dealing with Exposure to Toxic Substances or Harmful Physical Agents	Retain as "Active" until employee separates from state service. Then retain for THIRTY YEARS after separation. NOTE: Medical records must be kept in a sealed envelope.
34.	STD. 611	Employee Record	Retain as "Active" until employee separates from state service. Then retain according to type of separation. See Item 76.
35.	STD. 612	Employee Transfer Data	Retain as "Active" until employee separates from state service. Then retain according to type of separation. See Item 76.
36.	STD. 613	Position Justification	Retain as "Active" until superseded, then retain two years from end of fiscal year involved. Then retain two more years or until audited, whichever occurs first (maximum of four years).
37.	STD. 616	Standard Clearance and Waiver	Retain for three years or until audited by the State Personnel Board, whichever occurs first.
38.	STD. 619	Industrial Disability Benefits Information	Retain as "Active" until superseded.
39.	STD. 625	Classification and/or Certification Request	Retain for three years or until audited by the State Personnel Board, whichever occurs first.
40.	STD. 630	Employee Contract Grievance	Retain as "Active" until the problem is resolved. Then retain for three years from the date of resolution. DO NOT file in the employee's Official Personnel folder.
41.	STD. 634	Absence and Additional	Retain for four years.

**APPENDIX 2  
GENERAL RETENTION SCHEDULE FOR PERSONNEL/PAYROLL/FISCAL  
AND RECORDS MANAGEMENT RECORDS**

<b><u>Item No.</u></b>	<b><u>Form No. (if any)</u></b>	<b><u>Description of Records</u></b>	<b><u>Retention Period</u></b>
		Time Worked	
42.	STD. 636	Report of Performance for Probationary Employee	Retain first, second, and final report until superseded by first STD. 637 (Individual Development Plan). EXCEPTION: If there is evidence of possible adverse (punitive) action, retain all three for three years plus current report. (Government Code 19365 permits adverse action within three years of cause.)
43.	STD. 637	Performance Appraisal/Individual Development Plan	Retain as "Current" until superseded. EXCEPTION: If there is evidence of possible adverse (punitive) action, retain three years.
44.	STD. 639	Salary Garnishment	Retain as "Active" until garnishment is satisfied. Then retain for four years from end of pay period involved or until audited, whichever occurs first.
45.	STD. 644	Annual Statement of Leave Credits	Retain for four years from date of statement.
46.	STD. 645	Employee Suggestion (MAB)	Retain for three years from date of final decision by the Merit Award Administrator.
47.	STD. 645a	Suggestion Evaluation Report	Retain for three years from date of final decision by the Merit Award Administrator.
48.	STD. 650	Miscellaneous Deduction Change Report	Retain for two years from end of pay period involved.
49.	STD. 651	Employee's Job Description	Retain as "Current" until superseded. Then retain as necessary for operations history. NOTE: Job description for a seasonal clerk may be kept in the Official Personnel folder. A copy may be kept at the job site.
50.	STD. 664	Certification of Eligibles	Retain for three years or until audited by the State Personnel Board, whichever occurs first.
51.	STD. 673	Report of Extra Hours To Be Paid	"Document Retention" Agencies: Retain for five years from pay period involved.  <u>All Other Agencies</u> : Retain for two years from pay period involved. Then retain two more years or until audited, whichever occurs first (maximum of four years).

**APPENDIX 2  
GENERAL RETENTION SCHEDULE FOR PERSONNEL/PAYROLL/FISCAL  
AND RECORDS MANAGEMENT RECORDS**

<b>Item No.</b>	<b>Form No. (if any)</b>	<b>Description of Records</b>	<b>Retention Period</b>
52.	STD. 674	Payroll Adjustment Notice	<u>“Document Retention” Agencies/Campuses:</u> Retain for five years from pay period involved.
53.	STD. 675	Supplementary Wage Deductions (Moving Expenses, etc.)	<u>All Other Agencies/Campuses:</u> Retain for two years from pay period involved. Then retain two more years or until audited whichever occurs first (maximum of four years).
54.	STD. 676	Non-USPS Adjustment Request (Fringe Benefit/Employee Business Expense)	Retain as “Current” until end of tax year of transaction. Then retain for four years.
55.	STD. 678	Examination Application (This retention period applies to applications for a specific vacancy. Retention of “casual” applications is an optional process to the agency.)	<u>Employee Hired-</u> Retain for two years following appointment date.  <u>Not Hired-</u> Retain for two years after completion of interview process.
56.	STD. 680	Personnel Action Request (three-part turnaround) (Civil Service only)	Retain as “Current” until end of tax year of transaction. Then retain for four years.
57.	STD. 680A	Personnel Action Request	<u>“Document Retention” Agencies:</u> Retain for a period of no less than six (6) months following the close of the fiscal year in which the data was key entered into the State Controller’s Employment History Data Base.
58.	STD. 682	Authorization for Extra Hours	<u>“Document Retention” Agencies:</u> Retain for a period of no less than six (6) months following the close of the fiscal year in which the data was key entered into the State Controller’s Employment History Data Base.  <u>All Other Agencies:</u> Retain as “Current” until status changes and new turnaround received.
59.	STD. 683	Authorization for Compensating Time Off	Retain for two years from end of pay period involved. Then retain for two more years or until audited, whichever occurs first (maximum of four years).

**APPENDIX 2**  
**GENERAL RETENTION SCHEDULE FOR PERSONNEL/PAYROLL/FISCAL**  
**AND RECORDS MANAGEMENT RECORDS**

<b>Item No.</b>	<b>Form No. (if any)</b>	<b>Description of Records</b>	<b>Retention Period</b>
60.	STD. 686	Employee Action Request	<p><u>“Document Retention” Agencies/Campuses:</u>  Retain for a period of no less than six (6) months following the close of the fiscal year in which the data was key entered to the State Controller’s Employment History Data Base.</p> <p><u>All Other Agencies/Campuses:</u> Retain as “Current” until status changes.</p>
61.	STD. 687	Separation/Disposition of PERS Contributions	Retain per type of separation. See Item 76.
62.	STD. 688	Oath of Office	Retain as “Current” until employee separates from state service. Then retain according to type of separation. See Item 76.
63.	STD. 689	Oath of Allegiance/Permission to Work	Retain as “Current” until employee separates from state service. Then retain according to type of separation. See Item 76.
64.	STD. 691	Dental Enrollment Plan Authorization	Retain as “Current” until superseded or canceled.
65.	STD. 696	Dental Plan Direct Payment Authorization	Retain as “Current” until superseded or canceled.
66.	STD. 698	Life Insurance Enrollment Authorization	Retain as “Current” until superseded or canceled.
67.	STD. 730	Statement of Economic Interests	Retain as “Current” until superseded or canceled.
68.	STD. 912	Military Service Declaration	Retain until employee separates from state service. Then retain according to type of separation. See Item 76.
69.		Adverse (Punitive)	Retain for three years or whatever is stipulated in the agreement.
70.		Class Specifications	
		A. General	Retain as “Current” until superseded or canceled.
		B. Unique to an Agency	Retain as “Current” until superseded or canceled. Then retain an appropriate number of years for history file as required by the agency.
71.		Correspondence (related to a	
CAM 4.9			

**APPENDIX 2  
GENERAL RETENTION SCHEDULE FOR PERSONNEL/PAYROLL/FISCAL  
AND RECORDS MANAGEMENT RECORDS**

<b><u>Item No.</u></b>	<b><u>Form No. (if any)</u></b>	<b><u>Description of Records</u></b>	<b><u>Retention Period</u></b>
		specific employee) A. Job-related	Retain no longer than three years from date of issue, giving due consideration to timeliness, relevance, and necessity.
		B. Layoff	Retain five years after employee separates.
		C. Workers Compensation	Retain as "Current" until settlement of the claim or closure of the case. Then retain two years. Do not file in employee's Official Personnel folder.
72.		Emergency Form Indicating Whom to Notify in Case of Emergency	Retain as "Current" until superseded or canceled.
73.		Employee Designation of Physician in Case of On-the-Job Injuries	Retain as "Current" until superseded or canceled.
74.		Examination of Announcements	
		A. Departmental	Retain as "Current" until superseded or canceled.
		B. Other Departments	Retain as "Current" until superseded or canceled.
		C. Servicewide	Retain as "Current" until superseded or canceled.
75.		Grievances (Merit Issue)	Retain as "Active" until the Problem is resolved. Then retain for three years from date of resolution. Do not file in employee's Official Personnel folder.
76.		Official Personnel Folder	Retain as "Active" until employee separates from state service. Then retain according to type of separation. See Item 76.
77.		Revolving Fund Forms	Retain for two year from end of pay period involved. Then retain two more years or until audited, whichever occurs first (maximum of four years).
78.		Separation Records	
		A. Resignation without	Retain for five years from effective date of

**APPENDIX 2  
GENERAL RETENTION SCHEDULE FOR PERSONNEL/PAYROLL/FISCAL  
AND RECORDS MANAGEMENT RECORDS**

<b>Item No.</b>	<b>Form No. (if any)</b>	<b>Description of Records</b>	<b>Retention Period</b>
		Fault, Voluntary Retirement, Rejection on Probation	separation.
		B. Layoff	Retain for five years from effective date of separation.
		C. Disability Retirement, Terminal by Disciplinary Action, Resignation with Fault, AWOL	Retain until person reaches age 70.
79.		State Service Reconciliation Forms/Cards	Retain as "Active" until employee separates from state service. Then retain according to type of separation. See Item 76.
80.		Subject to Proper Placement Letter	Retain as "Active" until employee separates from state service. EXCEPTION: If the State Personnel Board Medical Officer or his/her designee determines that employment restrictions no longer apply, the letter shall be destroyed. NOTE: Medical records must be kept in a sealed envelope.
81.		Tax Sheltered Annuity Forms	Retain as "Current" until superseded or canceled.
82.		NOPA (Notice of Personnel Action)	Retain as "Current" until superseded or canceled.

**GENERAL RETENTION SCHEDULE  
FOR DELEGATED TESTING**

<b>GROUP NUMBER</b>	<b>DESCRIPTION OF RECORDS</b>	<b>RECOMMENDED RETENTION PERIOD</b>
1.	Applications Bulletins Correspondence Folder Veterans Preference Folder Written Test Answer Sheet (Including Essay/Book B) Performance Test Rating Sheet <b>Form 286</b> - Reemployment List Panel Cards <b>Form 156</b> -Promotional-Readiness Examination Report (Self-Evaluation) <b>Form 156A</b> - Promotional-Readiness Examination Interview Panel Report <b>Form 156B</b> -Promotional Readiness	Retain for two years or until list expires, whichever is longest.

**APPENDIX 2  
GENERAL RETENTION SCHEDULE FOR PERSONNEL/PAYROLL/FISCAL  
AND RECORDS MANAGEMENT RECORDS**

<b><u>Item No.</u></b>	<b><u>Form No. (if any)</u></b>	<b><u>Description of Records</u></b>	<b><u>Retention Period</u></b>
		Examination Report (Organization Unit Review)	
		<b>Form 156C</b> -Promotional Readiness Examination Report (Supervisory Review)	
		<b>Form 511A</b> -Disqualification Report (one for each disqualified competitor)	
		<b>Form 511B</b> -(initialed) Competitive Rating Factors	
		<b>Form 511CT</b> -Competitive Rating Reports	
		<b>Form 571</b> -EDA Report for All Contributors	
		<b>Form 572</b> -EDA Rating Sheet Form	
		<b>Form 572A</b> -Rating Committee Disqualification Report on Promotional Contributors, Rule 200	
2.		<b>Form 100-175DT</b> -QAP and EDA Panel Members-Ethnic Information DT Certification Lists	Retain as "Active" until the list has expired. Then retain one year.

**GENERAL RETENTION SCHEDULE  
FOR FISCAL RETENTION**

1.	<b><u>Reports</u></b>	STD. 570- Trial Balance STD. 572-Accrual Worksheet STD. 575-Statement of Revenue STD. 584-Monthly Budget Report Analysis of Produced Stores Issued Livestock Inventories Report	Retain at least two years. Destroy after audit or four years, whichever occurs first.
2.	<b><u>Ledgers</u></b>	Appropriation Category Ledger Expenditure Adjustments Ledger Local Production Ledger Produced Stores Issued Ledger Purchased Stores Issued Ledger Reimbursement Adjustment Ledger Revenue Ledger Stock Ledger Accounts Receivable Ledger Revolving Fund Receivable Ledger	Retain at least two years. Destroy after audit or four years, whichever occurs first. For ledgers kept without regard to fiscal year, retain at least two years after last entry. After two years, destroy after audit or four years, whichever occurs first.
		STD. 505 - General Journal STD. 515 - General Ledger	Retain at least five years after last entry.

**APPENDIX 2**  
**GENERAL RETENTION SCHEDULE FOR PERSONNEL/PAYROLL/FISCAL**  
**AND RECORDS MANAGEMENT RECORDS**

<b><u>Item No.</u></b>	<b><u>Form No. (if any)</u></b>	<b><u>Description of Records</u></b>	<b><u>Retention Period</u></b>
		STD. 517-Meal Ticket Book Payroll Deduction Notice	Retain at least one year from end of fiscal year in which employee vacates, or in which prepared. After one year, destroy after audit or four years, whichever comes first.
		STD. 520-Report of Meal Ticket Sales	Retain at least one year from end of fiscal year in which employee vacates, or in which prepared. After one year, destroy after audit or four years, whichever comes first.
		STD. 535-Allotment Expenditure Ledger	Retain at least two years from end of fiscal year to which allotment applies. After two years, destroy after audit or four years, whichever occurs first.
		STD. 550M-Depositors' Ledger	Retain at least four years from last entry or upon expiration of statute of limitations, whichever is later.
		STD. 567-Depositors' Disbursement Voucher	Retain at least four years after preparation or expiration of statute of limitations, whichever is later.
3.		<b><u>Registers</u></b> STD. 564-Estimates Register Claim Filed Register Controller's Receipts Register Controller's Transfer Register Donated Stores Received Register Payroll Expenditure Register Production Advices Register Stock Received Register Trust Claims Filed Register Warrants Register	Retain at least four years. After two years, destroy after audit or four years, whichever occurs first.
		Cash State Disbursements Register Cash State Receipts Register Cash Trust Disbursements Register Cast Trust Receipts Register Invoice Register Revolving Fund Cash Book	Retain at least four years from end of fiscal year or upon expiration of statute of limitations, whichever is later.
4.		<b><u>Cash</u></b> STD. 432 - Stop Payment Request STD. 440- Transfer Receipt Reports of Deposit (Any Bank or the State Treasurer's Office)	Retain at least one year from end of fiscal year in which prepared. After one year, destroy after audit or four years, whichever occurs first.
		STD. 805 - Application for Replacement	

**APPENDIX 2**  
**GENERAL RETENTION SCHEDULE FOR PERSONNEL/PAYROLL/FISCAL**  
**AND RECORDS MANAGEMENT RECORDS**

<b>Item No.</b>	<b>Form No. (if any)</b>	<b>Description of Records</b>	<b>Retention Period</b>
		of State Agency Trust Check (Inside CA) STD. 805B- Application for Replacement of State Agency Trust Check (Outside CA)	
		Receipts and Collection Report for Other than Cash Trust Items	Retain at least four years from end of fiscal year or upon expiration of statute of limitations, whichever is later.
5.		<b><u>Disbursements</u></b> STD. 107- Notice of Correction of Invoice STD. 210- Schedule of Bills Filed STD. 218- Claim Schedule	Retain at least two years from end of fiscal year in which claim is filed. After two years, destroy after audit or four years, whichever occurs first.
		STD. 262-Travel Expense Claim STD. 404-Remittance Advice STD. 438-Revolving Fund Disbursement Voucher STD. 439-Disbursement Voucher	Retain at least two years from end of fiscal year in which claim is filed. After two years, destroy after audit or four years, whichever occurs first.
		Cash State Checks Miscellaneous Checks other than Cash Trust Revolving Fund Checks	
6.		<b><u>Controller's Documents</u></b> CS1 - Report to Controller of Remittance to Treasurer Controller's Authorization to Treasurer to Receive Funds Controller's Journal Entry Notice of Cancellation of Warrants Notice of Transfer from Special Funds	Retain at least one year from end of fiscal year in which document is prepared. After one year, destroy after audit or four years, whichever occurs first.
7.		<b><u>Procurement and Supply</u></b> STD. 1-Standards Form for Leases STD. 2-Standard Agreement STD. 5-Intra-Office Requisition (Local Request) STD. 9-Space Action Request STD. 13-Interagency Agreement STD. 15-Contract Transmittal and Pre-evaluation STD. 17-Contract for Hiring Fee Real Estate Appraisers STD. 23-Request for Project Undertaking by State Agency STD. 40A-Sub-Purchase Order	

**APPENDIX 2  
GENERAL RETENTION SCHEDULE FOR PERSONNEL/PAYROLL/FISCAL  
AND RECORDS MANAGEMENT RECORDS**

<b><u>Item No.</u></b>	<b><u>Form No. (if any)</u></b>	<b><u>Description of Records</u></b>	<b><u>Retention Period</u></b>
		STD. 51-Reproduction Order STD. 60-Final Reconciliation STD. 65-Contract/Delegation Service Order STD. 66-Purchase Estimate STD. 66A-Purchase Estimate Continuation STD. 67-Printing Requisition - Invoice STD. 96-Request for Purchase Order or Estimate Change STD. 807-Payment Bond to Accompany Contract  STD. 116-Supply Order	Retain at least one year from end of fiscal year. After one year, destroy after audit or four years, whichever occurs first.
8.		<b><u>Stores and Plant Operation</u></b> STD. 106-Stock Received Report STD. 108-Returned Stock Report STD. 109-Supplemental Stock Received Report STD. 115-Order for Storeroom Supplies STD. 115A- Requisition-Receipt for Direct Deliveries	Retain at least one year from end of fiscal year affected. After one year, destroy after audit or four years, whichever occurs first. (If Stock Received Reports are used to support a custodian's accountability for equipment, such reports should be retained until an inventory covering such items is signed by the custodian.)
9a		<b><u>Property(Land Buildings and Improvements other than Buildings)</u></b> Records needed to support total costs of acquisition or improvements including but not necessarily limited to: purchase orders, claim schedules, invoices, contracts, deeds, checks, and statements. STD. 153A-Equipment Record Card STD. 157 - Property Inventory Listing Adjustment & Projection Sheet EDP Property Accounting Reports  Records dealing with disposition or transfer of such property, including STD. 158	Records are active for the life of the building and/or while the property belongs to the State, then retain until audited or a maximum of four years from disposition of the property, whichever comes first. Exception: if the property is disposed of by transfer to another State agency, these records will be transferred to the other State agency.  Retain until audited or a maximum of four years after transfer, whichever comes first.
9b		<b><u>Property(Equipment)</u></b> In addition to the retention periods prescribed below, property forms will be kept until a physically inventory has been taken subsequent to the date of the forms and reconciled to the perpetual inventory.  STD. 152 - Property Survey Report	Retain at least two years from end of fiscal year in which prepared. After two years,

**APPENDIX 2**  
**GENERAL RETENTION SCHEDULE FOR PERSONNEL/PAYROLL/FISCAL**  
**AND RECORDS MANAGEMENT RECORDS**

<b>Item No.</b>	<b>Form No. (if any)</b>	<b>Description of Records</b>	<b>Retention Period</b>
			destroy after audit or four years whichever occurs first.
		STD. 153A-Equipment Record Card (Original) EDP Property Accounting Records	Retain at least two years after end of fiscal year in which removed from active ledger. After two years, destroy after audit or four years, whichever occurs first.
		STD. 153A-Equipment Record Card (Duplicate)	Retain until after audit or four years, whichever occurs first, provided physical inventory listings for the period covered were balanced to the Property Ledger.
		STD. 153A-Equipment Record Card (Triplicate)	Retain until portions of locator file have become sufficiently inactive to permit consolidation of the file by inserting summary cards to account numerically for replacement of inactive individual cards.
		STD. 157-Property Inventory Listing-Adjustment & Projection Sheet	Retain until after audit or four years, whichever occurs first, provided physical inventory listings for the period covered were balanced to the Property Ledger.
		STD. 158-Transfer of Location of Equipment	Retain until next inventory, provided: (1) the transfer is signed by property custodian, and (2) period has been audited by Department of Finance, or until four years have elapsed, whichever occurs first.
10.		<b><u>Travel and Transportation</u></b>	
		STD. 255-Moving Service Authorization (Employee Household Goods)	Retain at least three years from end of fiscal year in which expenses are to be incurred.
		STD. 255A-Moving Service Authorization Mobile Home	After three years, destroy after audit or four years, whichever occurs first.
		STD. 256-Expense Approval Moving/Relocation/Request	Retain at least two year from end of fiscal year in which expenses are to be incurred.
		STD. 257-Request for Approval of Out of State Travel	After two years, destroy after audit or four years, whichever occurs first.
		STD. 257C-Out of State Travel Request	
		STD. 260-Blanket Approval for Out-of-State Travel.	
		STD. 258- Order for Ticket	Retain until payment is made for all orders in a book. After that, destroy after audit or four years, whichever occurs first.
11.		<b><u>Automotive Management</u></b>	
		STD. 270 - Report of Vehicle Accident	Retain at least one year from end of fiscal

**APPENDIX 2  
GENERAL RETENTION SCHEDULE FOR PERSONNEL/PAYROLL/FISCAL  
AND RECORDS MANAGEMENT RECORDS**

<b>Item No.</b>	<b>Form No. (if any)</b>	<b>Description of Records</b>	<b>Retention Period</b>
		STD. 271- Automotive Maintenance Record STD. 272- Automotive Repair Estimate Sheet STD. 273 - Monthly Travel Log	year.
		STD. 274. Review of State Driver Accident (Supervisor's)	Retain until disposition of automobile is made. After that, destroy after audit or four years, whichever occurs first.
12.		<b><u>Budget Documents</u></b> STD. 25-Transfer of Budget Allotment STD. 26-Budget Revision	Retain at least two years from end of fiscal year affected. After two years, destroy after audit or four years, whichever occurs first.
		STD. 31-Standard Budget Schedule(Used for Schedules 1,2,3,4,6 to 6E, 7 and 7A) STD. 33-Schedule 8-Supplementary Schedule of Salaries and Wages STD. 34-Schedule 9-Supplementary Schedule of Equipment Major(or Minor) Construction Project Request, Budget Year	Retain at least two years from end of last fiscal year affected.
13.		<b><u>Miscellaneous</u></b> STD. 400-Face Sheet(For filing Administrative Regulations with the Office of Administrative Law) STD. 402- Schedule of Unclaimed Trust Deposits Schedules Used by Institutions to Compute Cost of Operations.	Retained until officially published.  Retain at least two years. After two years, destroy after audit or four years, whichever occurs first.
14.		<b><u>CALSTARS Reports</u></b> Detail Final Budget (BQ1) Detail Report of Appropriation Status (504) Summary Final Budget (B05) Labor Distribution Interface Control (CFB-544) History File Update (CFB-710.3) Edit Activity Turnaround (CFB-9XX, Where XX Identifies the Table) SCO Reconciliation (DB1) Document Report of Outstanding Encumbrances & Obligations (D01) Aged Revolving Fund Advances (D02) Accounts Receivable Aging (D03) Document Report by Appropriation (D06) Year-End Document File Report of Encumbrances (D07) Document Report for SCO Reconciliation	Retain for a period of at least twenty-four months after the audit of the fiscal year ending June 30; or a maximum of four years after the current year.  Note: Reports may be retained on microfiche.

**APPENDIX 2**  
**GENERAL RETENTION SCHEDULE FOR PERSONNEL/PAYROLL/FISCAL**  
**AND RECORDS MANAGEMENT RECORDS**

<b><u>Item No.</u></b>	<b><u>Form No. (if any)</u></b>	<b><u>Description of Records</u></b>	<b><u>Retention Period</u></b>
		(D16) Trial Balance of General Ledger Accounts	
		(G01) Year-End General Ledger (G02)	
		Trial Balance by Transaction Code (G03)	
		All of the Transaction Registers (H00-X)	
		SCO Remittance Advice Worksheet (H05)	
		Cash Receipts and Disbursements Register (H06)	
		Appropriation Transactions Summary (HB4)	
		General Ledger Analysis (HG1)	