

<u>New Schedules</u>	<u>Crosswalks</u>
<p><b>Department Financial Records</b></p> <p><b>Description</b> These are records related to monies collected or paid in the conduct of business for the Department of Corrections. Information may include invoices, revenue, expenses, and related accounting records. Budget records are not included.</p> <p><b>Retain 7 years and then destroy</b></p>	<p>Administrative accounting files (GRS-2311) <b>3 years and destroy</b> Cash receipts (GRS-2314) <b>3 years and destroy</b> Telephone bills (GRS-2329) <b>3 years and destroy</b> Employee travel files (GRS-2319) <b>3 years and destroy</b></p>
<p><b><u>Correctional Industries Financial Records</u></b></p> <p><b>Description</b> These are records related to monies collected or paid in the conduct of business for Correctional Industries. Information may include bank records, invoices, commissary, and related accounting records. Profit and Loss Statements are not included.</p> <p><b>Retain 7 years and then destroy</b></p>	<p>Correctional industries sales orders (GRS-2317) <b>3 years and destroy</b> Commissary accounting files (GRS-2315) <b>3 years and destroy</b> Commissary purchase requisitions (GRS-2316) <b>3 years and destroy</b> Accounts receivable worksheets (GRS-2310) <b>3 years and destroy</b></p>
<p><b><u>Offender Financial Records</u></b></p> <p><b>Description</b> Records relating to financial business conducted for offenders while under supervision. Information may include bank records, receipts, reconciliations, and other related accounting records.</p> <p><b>Retain 7 years and then destroy</b></p>	<p>Adjustment entry files (GRS-2246) <b>3 years and destroy</b> Cancelled checks (GRS-2247) <b>5 years and destroy</b> Inmate funds accounting system (GRS-2252) <b>3 years and destroy</b> Inmate account reconciliation files (GRS-2250) <b>5 years and destroy</b> Financial reports (GRS-2249) <b>3 years and destroy</b> Money transfer authorizations (GRS-2257) <b>3 years and destroy</b> Resident financial files (GRS-2261) <b>3 years and destroy</b> Inmate release of funds authorizations (GRS-2255) <b>3 years and destroy</b> Cash receipts (GRS-2248) <b>3 years and destroy</b></p>
<p><b><u>Purchasing Records</u></b></p> <p>These records document the purchase of equipment and other materials made by the department. Information includes a description of the item being ordered, requesting party, name of vendor, delivery and payment details.</p> <p><b>Retain 7 years and then destroy.</b></p>	<p>Accounts receivable invoices (GRS-2309) <b>3 years and destroy</b> Food service purchase orders and extended bids (GRS-2323) <b>3 years and destroy</b> Inmate jail reimbursement billings (GRS-2324) <b>5 years and destroy</b> Purchase orders (GRS-2327) <b>1 year and destroy</b> Supply requisitions (GRS-2328) <b>3 years and destroy</b> Warehouse purchase requisitions (GRS-2331) <b>3 years and destroy</b> Warrant requests (GRS-2332) <b>1 year and destroy</b> Gasoline sales tickets (GRS-2289) <b>3 years and destroy</b></p>

**Firms reports (GRS-2321)**

Reports of accounting information contained in the state accounting system, including budget, grant, payroll, revenue expense, and accounting reports; and bank reconciliations.

Retain for 1 year, and then destroy records.

Discontinue No longer done

**Paycheck sign-off sheet files (GRS-2325)**

Provides documentation that an employee has received their paycheck. Includes: pay period, date, name of employee, and signature of employee.

Retain for 6 months, and then destroy records.

Discontinue No longer done

**Receipt books (GRS-2258)**

These records are used to verify that a resident received his paycheck from the agency. The resident receives a receipt verifying that his paycheck was deposited into his individual account. Information includes receipt number, resident's name, date, name/address of facility, resident's employer and amount of check.

Retain for 3 years, and then destroy records.

Discontinue No longer done

**Resident account receipt listing (GRS-2259)**

Listing used to reconcile the offender loan account and to monitor deposits made to this account. The offender loan account provides loans in \$50.00 increments to residents who do not have their own money. Residents are expected to become employed while in the program to ensure the loan is paid back. Residents are required to maintain a checking account with a designated bank. Information includes computer printouts of receipts entered and posted to the resident's account.

Retain for 3 years after separation, and then destroy records.

Discontinue No longer done

**Resident check listing (GRS-2260)**

Listing of checks issued on a resident's account. These records are initiated when a money transfer has been requested and the accuracy of the transfer has been verified. Information includes date, check number, payee, reason check was issued, amount, control number, resident's name, voided (yes or no), and any other relevant ID number.

Retain for 3 years, and then destroy records.

Discontinue No longer done

**Resident restitution accounting records (GRS-2262)**

These records are used to keep track of monies deposited in a restitution account. Monies deposited into these accounts are used for court ordered fines, court costs and victim reparations. Information includes deposit receipts, deposit books and bookkeeping ledgers, etc.

Retain for 3 years after final action, and then destroy records.

Discontinue No longer done

**Therapy billings (GRS-2264)**

Billings from the contracting agency that provides therapy and testing of residents for the Department. The records are used by the agency to monitor the resident's financial account to assure the resident is receiving treatment and paying the bills. Information includes name and signature of resident, psychological information, amount billed to the resident and the date and amount paid.

Retain for 5 years after separation, and then destroy records.

Discontinue No longer done per finance, AP&P and medical