



Agency Records Disposition Schedule

Department: Department of Revenue

Section: Accounting and Purchasing Services

Division: Administration Division

Sub-Section: Child Support Enforcement

TITLE: Federal Reimbursement File

CUTOFF: EOSFY

DESCRIPTION: State quarterly claim for reimbursement from the federal government for fees associated with the collection and disbursement of child support funds per 45 CFR 301.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23258

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Reconciliation Records

CUTOFF: EOSFY

DESCRIPTION: Daily, weekly, monthly workpapers, and reports used in the reconciliation of the Child Support Enforcement Unit's trust fund accounts. Reports include: correction adjustments, EFT (Electronic Funds Transfer)/Validation file summary, NSF(non-sufficient funds) and stop pay deposit slips, EFT collections, FSPC (Family Support Payment Center) collections, FSPC daily reconciliation, EFT Batch Collection Hold, Foreign Item Faxes, hold Listing Summary and FSPC check reconciliation.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23259

SERIES STATUS: Approved

APPROVAL DATE:

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