### TITLE: Bank Statements and Reconciliations

**DESCRIPTION:** Contracted bank and agent office bank statements and reconciliations used to balance bank accounts. Includes non-state fund accounts and Motor Vehicle contract offices’ local bank accounts.

**RETENTION:** Years: 3 Months: 0 Days: 0

**DISPOSITION ACTION:** Destroy

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### TITLE: Collateral Reports

**DESCRIPTION:** Non-state funds investment reports to and from the Federal Reserve and other holding banks listing collateral held at both the Federal Reserve and other holding banks to ensure Department of Revenue administered funds are insured.

**RETENTION:** Years: 5 Months: Days:

**DISPOSITION ACTION:** Destroy

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### TITLE: Interest Distribution Reports

**DESCRIPTION:** Reports from contracted banks showing interest distribution to non-state accounts administered by Department of Revenue (DOR). Reports are used to reconcile bank statements and allocate interest to political subdivisions, state and non-state accounts.

**RETENTION:** Years: 3 Months: 0 Days: 0

**DISPOSITION ACTION:** Destroy

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### Monthly Distribution Reports

**Title:** Monthly Distribution Reports  
**Cutoff:** EOSFY

**Description:** Monthly non-state funds distribution reports used to reconcile monthly reports from contracted banks to information maintained by Department of Revenue. Report contains information on investments, interest earned and service charges.

**Retention:** Years: 3 Months: 0 Days: 0

**Disposition Action:** Destroy

**Series:** 6981  
**Series Status:** Approved  
**Approval Date:** 9/8/2010

### Nonstate Funds Transmittal and Interest Sheets

**Title:** Nonstate Funds Transmittal and Interest Sheets  
**Cutoff:** EOSFY

**Description:** Contracted bank advice slips for deposits, withdrawals, interest, pooled investments and Department of Revenue transmittals sheets for Department of Revenue administered non-state accounts. Transmittals and interest sheets are used to reconcile the bank statement to the State Accounting System.

**Retention:** Years: 3 Months: 0 Days: 0

**Disposition Action:** Destroy

**Series:** 6980  
**Series Status:** Approved  
**Approval Date:** 8/8/2010

### State Funds Deposit Tickets and Ledger

**Title:** State Funds Deposit Tickets and Ledger  
**Cutoff:** EOSFY

**Description:** Agency deposit tickets, Investment and Cash Management Office (ICMO) ledger, and agency bad check paperwork. Deposit tickets are logged daily and used to approve a cash receipt document in State Accounting System. ICMO reconciles daily the deposit tickets to the ledger.

**Retention:** Years: 3 Months: 0 Days: 0

**Disposition Action:** Destroy

**Series:** 18378  
**Series Status:** Approved  
**Approval Date:** 9/8/2010