



## Agency Records Disposition Schedule

Department: Department of Revenue

Section: General Services

Division: Administration Division

Sub-Section: Mail Services

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**TITLE:** Mail Service Center Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Reports and supporting documentation for the daily and monthly reconciliation of outgoing mail pieces and postage expenditures to the US Postal Service permit accounts and postage meter balance.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7188

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

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