



Agency Records Disposition Schedule

Department: Department of Revenue

Section: General Services

Division: Administration Division

Sub-Section: Mail Services

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
