

01000001334
July 30, 1959

Memorandum: Mr. A. E. Galloway

Subject: Record Retention Schedule for E. M. C. Accounting Office.

Following a review of The Record Retention Schedule of The E. M. C. Accounting Office we feel the Retention Period for the records listed below should be revised.

Attached is a description of each item listed, showing volume, number of calls and previous Retention Schedule.

	RECOMMENDED RETENTION PERIOD
1. Engineering Department Analysis Sheets.	Current Year plus 3
2. Power Plant Reports	Current Year plus 3
3. Print Shop Standing Order Costs for Printing Forms.	Destroy - (Obsolete)
4. Monthly Working Papers - Charges by Service Department Accounts to General Ledger.	Current Year plus 5
5. Shops & Power Plants Cost of Operation Statements.	Current Year plus 5
6. Working Papers Fixed Charges.	Current Year plus 5
7. Service Department Payroll.	Current Year plus 1

MAIL & FILE DEPARTMENT

APPROVALS:

51662 6754