

Agency / Office	Description of Records	Disposition Authority Number (DAN)	Cut-off	In Office Retention	Records Center Retention	Total minimum Retention	Designation
Legislative Evaluation & Accountabili - Office# 100	AGENCY OPERATING EXPENDITURE SUMMARY, COPY 1 Provides monthly summary of actual and estimated expenditure and the variance between them.	85-02-34991 Rev.0	none	12 Months	24 Months	3 Years	Non-Archival OFM
Legislative Evaluation & Accountabili - Office# 100	FULL TIME EQUIVALENT (FTE) TRACKING BY FUNDING SOURCE FER02CR Provides a record of estimated and actual expenditures by fund source.	85-02-35056 Rev.0	FISCAL YEAR	12 Months	36 Months	4 Years	Non-Archival OFM
Legislative Evaluation & Accountabili - Office# 100	GENERAL DOCUMENTATION Meeting minutes, agendas, organizational charts, dockets, news clippings, narrative reports, functional statements.	92-02-49772 Rev.0	FISCAL YEAR	12 Months	36 Months	4 Years	Archival OFM
Legislative Evaluation & Accountabili - Office# 100	OFFICIAL CORRESPONDENCE Coorespondence from and to political personalities and other public officials or offices; national, state, and local.	92-02-49774 Rev.0	FISCAL YEAR	12 Months	36 Months	4 Years	Archival OFM
Legislative Evaluation & Accountabili - Office# 100	OLD AGE SURVIVORS INSURANANCE BALANCE REPORT (OASI), COPY 2 Provides a record of changes for total OASI withheld from employees wages.	85-02-34995 Rev.0	NONE	12 Months	24 Months	3 Years	Non-Archival OFM
Legislative Evaluation & Accountabili - Office# 100	PUBLIC EMPLOYEES RETIREMENT SYSTEMS WORKLIST, COPY 1 Provides a record of state employees retirement contribution for each pay period.	85-02-34994 Rev.0	NONE	12 Months	24 Months	3 Years	Non-Archival OFM
Legislative Evaluation & Accountabili - Office# 100	SPEECHES AND WRITINGS Speeches and writings.	92-02-49773 Rev.0	FISCAL YEAR	12 Months	36 Months	4 Years	Archival OFM
Legislative Evaluation & Accountabili - Office# 100	SUSPENSE/REVOLVING RUND RECONCILIATION, COPY 1 Provides a record of cash disbursements, receipts, and agency treasury balance by fund.	85-2-34992 Rev.0	NONE	24 Months	48 Months	6 Years	Non-Archival OPR
Legislative Evaluation & Accountabili - Office# 100	VENDOR PURCHASE INVOICES Provides a record of monies obligated to purchase needed equipment.	85-02-35058 Rev.0	FISCAL YEAR	24 Months	48 Months	6 Years	Non-Archival OPR

Legislative Evaluation & Accountabili - Office# 100	<p style="text-align: center;">YEAR END REGISTERS, COPY</p> <p>Provides a record of changes in Old Age Survivors Insurance (OASI),withholding Tax and Gross Earnings, when necessary, to bring employee's payroll to a current status. Year-To-Date-Register (M2400); Year End Report (A3990)</p>	85-02-35057 Rev.0	FISCAL YEAR	12 Months	36 Months	4 Years	Non-Archival OFM
Legislative Evaluation & Accountabili - Office# 100	<p style="text-align: center;">YEAR-TO-DATE REGISTER, COPY 1</p> <p>Provides a record of earnings and deductions to bring state employees payroll to a current status.</p>	85-02-34993 Rev.0	NONE	12 Months	24 Months	3 Years	Non-Archival OFM