

Agency / Office	Description of Records	Disposition Authority Number (DAN)	Cut-off	In Office Retention	Records Center Retention	Total minimum Retention	Designation
Potato Commission Office# 100	AGREEMENTS/CONTRACTS Documents action of Commission.	77-10-20065 Rev.0	TERMINATION OF CONTRACT	84 Months	0 Months	7 Years	Non-Archival OPR
Potato Commission Office# 100	ANNUAL REPORT Yearly summary of Commission activities.	77-10-20063 Rev.0	NONE DESIGNATED	0 Months	0 Months	0 Years	Non-Archival OPR
Potato Commission Office# 100	BUDGET PREPARATION DATA Documents, development of annual budgets.	77-10-20064 Rev.0	STATE AUDIT	24 Months	0 Months	2 Years	Non-Archival OFM
Potato Commission Office# 100	FINANCIAL STATEMENTS Detailed monthly transaction of Commission business.	77-10-20071 Rev.0	FISCAL YEAR	36 Months	0 Months	3 Years	Non-Archival OFM
Potato Commission Office# 100	GENERAL LEDGER Summary of fiscal operations.	77-10-20066 Rev.0	FISCAL YEAR	84 Months	0 Months	7 Years	Non-Archival OPR
Potato Commission Office# 100	INSURANCE FOLDERS Date on employee's insurance.	77-10-20069 Rev.0	TERMINATION OR CANCELLATION OF POLICY	84 Months	0 Months	7 Years	Non-Archival OFM
Potato Commission Office# 100	MINUTES - COMMISSION AND/OR COMMITTEES Describes and documents membership and activities of the Commission.	77-10-20062 Rev.0	NONE DESIGNATED	0 Months	0 Months	0 Years	Non-Archival OPR
Potato Commission Office# 100	PAYROLL RECORDS Information on employee's payroll. Commission maintains own payroll.	77-10-20070 Rev.0	NONE DESIGNATED	0 Months	0 Months	0 Years	Non-Archival OPR
Potato Commission Office# 100	PURCHASING DATA Correspondance, invoices, field orders, re: purchases made by the Commission.	77-10-20068 Rev.0	FISCAL YEAR	84 Months	0 Months	7 Years	Non-Archival OPR
Potato Commission Office# 100	SUBSIDIARY LEDGERS Detail of special operations.	77-10-20067 Rev.0	FISCAL YEAR	84 Months	0 Months	7 Years	Non-Archival OPR