

Maine State General Schedules – Revised June 2015 (Income Series)

General Schedule Number: 4 Income Series

1 CASH RECEIPT STATEMENT/INCOME STATEMENT

Form used to deposit money with State Treasury.

Agency of Record:	Accounts & Control
Retention of Record Copy:	7
Disposal:	Destroy
Retention of Copies:	3
Date Adopted:	3/11/1991

2 BANK DEPOSIT SLIP

Used by agency for direct deposit with bank.

Agency of Record:	Treasury
Retention of Record Copy:	2
Disposal:	Destroy
Retention of Copies:	3
Date Adopted:	9/20/1989

3 AGENCY RECEIPTS

Receipts issued by agency for money collected; 2 copies retained by agency: 1) Detached copy with collected money given to individual who prepares income statement, destroy after 2 years and State Audit; 2) Copy in receipt book, retain last audited year through current audit then destroy.

Agency of Record:	Creating Agency
Retention of Record Copy:	3
Disposal:	Destroy
Retention of Copies:	N/A
Date Adopted:	9/20/1989

4 CASH JOURNALS

Daily listing of cash received showing date, name of individual or corporation sending money and amount.

Agency of Record:	Creating Agency
Retention of Record Copy:	7
Disposal:	Destroy
Retention of Copies:	N/A
Date Adopted:	6/21/1985

5 ACCOUNTS RECEIVABLE

Bill heads sent out by State agencies for services performed or goods sold.

Agency of Record:	Creating Agency
Retention of Record Copy:	3
Disposal:	Destroy
Retention of Copies:	N/A
Date Adopted:	9/20/1989

¹ Unless noted retention times are in terms of years. If there is a retention time for Retention of Copies, this will be the responsibility of the Creating Agency; unless noted, this is disposition destroy.

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6 UNISSUED LICENSES

Pre-numbered licenses which have not been issued and become obsolete after the current year.

Agency of Record:	Creating Agency
Retention of Record Copy:	3
Disposal:	Destroy
Retention of Copies:	N/A
Date Adopted:	9/20/1989

7 INCOME SERIES CORRESPONDENCE

Incoming and outgoing correspondence in any media format relating to income series.

Agency of Record:	Creating Agency
Retention of Record Copy:	3
Disposal:	Destroy
Retention of Copies:	N/A
Date Adopted:	6/4/2015

2 | Unless noted retention times are in terms of years. If there is a retention time for Retention of Copies, this will be the responsibility of the Creating Agency; unless noted, this is disposition destroy.