

# MEMORANDUM

October 30, 2006

To: Public University Records Liaisons

From: Tracey Berezansky  
for Edwin C. Bridges, Chairman  
State Records Commission

Re: Revision of Retention of Cash Register Receipt Detail Tapes

In response to a request from the State Examiners of Public Accounts, the State Records Commission revised, at its meeting on October 25, 2006, the retention schedule for Cash Register Receipt Detail Tapes created/maintained by all public universities to read as follows:

## **Subfunction: Administering Internal Operations**

### **Managing Finances:**

#### **7.23 Cash Register Receipt Detail Tapes (page 3-15)**

**Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.**

Please add this revision to your university's RDA and contact Richard Wang at 334-353-4605 (Head, State Government Section, Government Records Division, Alabama Department of Archives and History) if you have any questions concerning the revision.