

**AGRICULTURAL COMMISSIONER'S OFFICE  
SCHEDULE OF RECORDS FOR DESTRUCTION**

<b>Type of Record</b>	<b>Original or Copy</b>	<b>Retention Requirements</b>
Affidavit and Record of Deposit	Copy	Current fiscal year plus 5 years
Billing/Account Receivables	Original	5 years after receipt of payment
Contracts/State Reports	Original	5 years after expiration
Capital Leases	Copy	5 years after lease ends
Payroll Time Reports	Original	Current fiscal year plus 5 years
Payment Claims and Journal Entries	Copy	Current fiscal year plus 1 year
Purchase Orders	Copy	Current fiscal year plus 1 year
Receipt Books	Copy	Current fiscal year plus 1 year
Personnel records	Copy	7 years after termination
Certified Producer Certificates	Copy	Current fiscal year plus 3 years
Phytosanitary Certificates	Copy	Current fiscal year plus 3 years
Quarantine Compliance Certificates	Copy	Current fiscal year plus 3 years
Quarantine Shipment Reports	Original	Current fiscal year plus 3 years
Standardization Certificates	Copy	Current fiscal year plus 3 years
Pesticide Use Reports	Original	Current fiscal year plus 3 years
Restricted Materials Permits	Original	Current fiscal year plus 3 years
W & M Division Program Complaints	Original	Current fiscal year plus 3 years
W & M Inspection Weekly Activities	Original	Current fiscal year plus 3 years
W & M Quality Control Audits, Article 5's, Off Sale Notices, Commodity Surveys, Test Sale Reports, Scanner Inspections	Original	Current fiscal year plus 3 years
W & M Test Purchase Petty Cash Receipts	Original	Current fiscal year plus 3 years
Weights & Measures Notice of Violation	Original	Current fiscal year plus 3 years
Weights and Measures Device Certificates of Inspection	Original	Current fiscal year plus 3 years
Weights and Measures Device Registration Certificate Receipts	Original	Current fiscal year plus 3 years
Weights and Measures State Petroleum Laboratory Reports	Copy	Current fiscal year plus 3 years