



Retention Schedule for Records of the Treasury, OPPBA, Department of Management

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Local Archive = Move to semi-active storage; Interim Archive = Transfer to ARMS; Permanent Archive = Transfer to ARMS for permanent storage Page 1

Schedule No.	Title	Transfer to	Destruction	Notes	Source	Active from
TREAS001	Records relating to the Organization's payment systems, bank account balances and investments	Local Archive after Date Closed Interim Archive 2 Years after Date Closed	Destroy Permitted Destroy 5 Years after Date Registered	The records consist of bank account statements; accounts analyses and histories; investment statements; daily transaction sheets; subsidiary ledgers; investment and journal vouchers; confirmation letters; and call account statements. Office of record: Treasury, OPPBA, Department of Management.	ARMS	15/09/2004