

# 585-TREASURER

Dept. #	Department Name	Retention	Disposition	PII
RDA #	RDA Title			

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**/132/**      **SECURITY SECTION**

**00010000.**      **FIDUCIARY HOLDINGS - MACHINE READABLE**      **CR+3**      **DEST**

A Machine Readable Master Data File Containing A Complete Record Of Fiduciary Holdings.

Current Master Data Files Are Backed Up By Five Previous Master File Generations. Each Generation Equals One Day Of Transactions.

Calendar And Fiscal Year End Masters Are Retained For Three Years Or Until Audit Is Complete.

Note: Provided State Audit.

**00011000.**      **SECURITIES RECORDS**      **EVT+3**      **DEST**

Security Records Relating To Daily Investment Transactions For All State Holdings Including Stock, Bonds And Real Estate.

1. Ledgers (St-41 Or Equivalent) Detailing Daily Activity By Fund And Issue.
2. Stock And Bond Tickets, Receipt For Purchase And Sale Of Securities Attached To Receipt Remittance Advices And Filed In Safekeeping Envelope (St-76 Or Equivalent).
3. Monthly Reconciliation Of Securities Transactions (St-20 Or Equivalent) By Fund.
4. Miscellaneous Computer Generated Reports And Listings As Requested As Needed.

Note: Provided State Audit.

**00012000.**      **SECURITIES RECORDS - MACHINE READABLE**      **CR+3**      **DEST**

A Machine Readable Master Data File Containing A Record Of Bond And Stock Holdings.

Current Master Data Files Are Backed Up By Five Previous Master File Generations. Each Generation Equals One Day Of Transactions.

Calendar And Fiscal Year-End Masters Are Retained For Three Years Or Until Audit Is Complete.

Note: Provided State Audit.

**00013000.**      **BOND/SAFEKEEPING RECEIPTS**      **CR+3**      **DEST**

1. Safekeeping Receipts. These Include Receipts And Records Of Items Maintained In The Vault For Safekeeping By Other Agencies. Receipt Is An St-11 Or Equivalent.
2. Bond Safekeeping Files Listing Date, Transaction Numbers Receipts Numbers, Amount Of Transactions And Balances And Enclosing Receipts. These Files Are Physical Confirmation Of Actual Stock And Bond Transactions. This Includes St-4 Or Equivalent.
3. Bond Destruction Authorizations (St-6 Or Equivalent). These Initiate A Check Paid Out From Cash Account To Bearer Of State Of Wisconsin General Obligation Bonds By The State Treasurer'S Office. Copy Of Form Is Used To Notify The Paying Agent (Citibank Or Its Equivalent) That Payment Has Been Made And Bonds Are Marked Paid And Then Destroyed.
4. Athletic Bonds Under Chapter 169, Wis. Stats., (1923), Including State Treasurer'S And Attorney General'S Approval Of Bond Form Showing The Name Of The Bonded Signature, Amount Of Bond, Name And Address Of Bonding Organization

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And The State Treasurer'S And Attorney General'S Signature; The Bond Showing The Bonded Group And Officers, Date, Terms Of The Bond And Signatures Of The Bonded Organization, Officers, Bonding Company Officials And Materials And Bonder; Apportionments Of Power Of Attorney Showing The Name And Address Of Appointee, The Organization He Is Acting For, And Maximum Bond He May Guarantee; License Issued By The Department Of Insurance (5-1-55) For The Bonding Company.

Note: Provided State Audit.

**00024000.**      **GENERAL LEDGER AND DAILY STATEMENT**      **CR+3**      **DEST**

The General Ledger/Daily Statement Is Generated Daily And Lists: Fund,Fund Name,Adjusted Cash Balance,Receipts, Disbursements,Unadjusted Balance,Purchases,Sales,Adjusted Cash,Beginning Balance Investment Shares,And Ending Balance Investment Shares.  
A Copy Is Sent To Doa Finance.

Provided State Audit

**00025000.**      **GENERAL LEDGER AND DAILY STATEMENT-MACHINE READABLE**      **CR+3**      **DEST**

A Machine Readable Master File Containing The Data, Fund, Adjusted Cash Balance, Receipts Disbursements, Unadjusted Balance, Purchases, Sales Adjusted Cash, Beginning Balance Investment Shares And Ending Balance Investment Shares By Fund.  
Current Master Data Files Are Backed Up By Five Previous Master File Generations.Each Generation Equals One Day Of Transactions.Calender And Fiscal Year End Masters Are Retained For Three Years Or Until Audit Is Complete.

Provided Audit.

**00026000.**      **TAX DISTRIBUTION ROLLS**      **EVT**      **DEST**      **N**

Chapter 74,Wis.Stats.,Directs The State Treasurer To Collect All Real And Personal Property Taxes And Special Charges Certified By The Department Of Administration.

The File Includes Form Pc-500 Or Its Equivalent Detailing The Specific Tax Districts Apportionment And Evidence Of Prompt Payment.

Original Copies Of Form Pc-500 Or Its Equivalent Are Maintained In The Department Of Revenue.

Provided State Audit.