

Bkg 9

Filed July 16, 1971
9 am

I, T. E. Pederson, Deputy Commissioner of Banking of Wisconsin, and custodian of the official records of said Office, do hereby certify that the annexed amended and adopted rule relating to Schedule for Preservation of Bank Records, under Deposits--- Subject to Check, b. Computer records---Daily Trial Balance and Journal, was duly approved and adopted by this office on the 14th day of July, 1971, and is to be effective as provided in Section 227.026 (1), Wis. Stats.

I further certify that said copy has been compared by me with the original on file in this office and that the same is a true copy thereof and of the whole of such original.

IN TESTIMONY WHEREOF, I, T. E. Pederson, Deputy Commissioner of Banking, have hereunto set my hand and have caused the Official Seal to be affixed. Done in the City of Madison, this 15th day of July, 1971.

T. E. Pederson

T. E. Pederson
Deputy Commissioner of Banking

ORDER OF THE
OFFICE OF COMMISSIONER OF BANKING

Pursuant to authority vested in the commissioner of banking, with the approval of the banking review board by Sections 220.28 and 220.285, Wis. Stats., and pursuant to a public hearing held on July 14, 1971, the Office of the Commissioner of Banking hereby amends and adopts the following rule:

Section Bkg 9.01 (4), relating to Schedule for Preservation of Bank Records, under "Deposits--Subject to Check, b. Computer records--Daily Trial Balance and Journal," is amended as set forth on the attached sheet.

The rule contained herein shall take effect as provided in Section 227.026 (1), Wis. Stats.

Dated: July 15, 1971

OFFICE OF COMMISSIONER OF BANKING

By T. E. Pederson
T. E. Pederson
Deputy Commissioner of Banking

SCHEDULE FOR PRESERVATION OF BANK RECORDS--Continued

	*SCHEDULE (1)	*SCHEDULE (2)	SCHEDULE (3)
	Minimum retention period of original record after which the record may be microfilmed and then destroyed. The microfilm will be retained for the period set forth in Schedule (2).	Minimum retention period of microfilm record following the period established in Schedule (1).	Overall minimum retention period of either the original record or the combination of original and microfilm record as permitted under Schedules (1) and (2).
Deposits - Subject to Check - (Continued)			
Ledger Sheets (or stubs with ledger sheet information)	3 Years	12 Years	15 Years
Overdrafts	3 Years	3 Years	6 Years
Public Fund Computations	Optional	Optional	Optional
Service Charge Records	3 Years	Optional	3 Years
Statement Stubs (with analysis information)	Optional	Optional	Optional
Undelivered Statements, Cancelled Checks	10 Years if Undeliverable		10 Years if Undeliverable
Proof Machine Journal	3 Years		3 Years
b. Computer records			
*Daily Trial Balance and Journal	30 Days XXXX	1 Year	1 Year
*In the event computer statement record furnishes only "bob-tail" (short form) statement, showing only total checks issued for month and total deposits credited for month) this will necessitate retention of "Daily Trial Balance and Journal" for over-all retention period of 20 years, in lieu of detailed monthly statement.)			
Statements to depositor (mo.)			
Duplicate of statement	3 Years	12 Years	15 Years
or			
Microfilm of statement		15 Years	15 Years
Analysis Reports (Service charges)	1 Year		1 Year
Overdraft List	1 Year		1 Year
Quarterly Master File Report	1 Year		1 Year
Batch Proof List (sometimes called Conversion run)	1 Year		1 Year
Debit, Credit Card Entry Report	1 Year		1 Year
Exception Reports, as			
Large checks			
New and closed accounts			
Stop Payments	1 Year		1 Year
Checks drawn against uncollected funds			
Lost check books, etc.			
Unposted Item Report	2 Years		2 Years