

Identifies where documentation is retained

Retention is 4 years plus current, unless otherwise indicated here or in policy

[illegible]

AOC Documents		As of July 1, 2021						
		Purged only by AOC personnel						
Document	Monthly Journal (Hard file)	Electronic Storage (local drive)	Google Drive	Shared N Drive	Shared T Drive	Shared R Drive	Scanned to FINET	Hard Copy
Purchasing Invoices							x	x one quarter
Revenue Monthly Bank Reconciliations		x				x		
Revenue Monthly Bank Statement		x				x		
Trust Signature Authorizations (District Only)					x			x
Used Hand Receipt books								x

* EOY = end of fiscal year