## Identifies where documentation is retained

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

AOC Documents  Document	As of July 1, 2021			Purged only by AOC personnel				
	Monthly Journal (Hard file)	Electronic Storage (local drive)	Google Drive		Shared T Drive			Hard Copy
AOC Deposit Coversheet/employee reimbursement						х		
AOC Deposit Summary						х		x until EOY
AOC Finance Month End reports	Х	Х						
AOC payable Audit reports  AOC Trust Account Bank Reconciliation						Х		Х
reports					х			
Armored car Bag stubs (# written on deposit slip)						Х		
Armored Car Service Log								district
Bank Transfer Requests & from field			х					
Cash Fund FI10 forms (from the field)								Х
FI 40A & 40B and FI48 (ESS entries)								Х
Fixed Asset Reports		Х						Х
Grants: Non-Federal Funds application							Х	
Grants: Federal Funds application							Х	
HR Action Forms (turnaround documents)								Х
ITS Inter-Agency Transfer Records		Х						or x
Mail Log			Х					
Main Hand Receipt Distribution list (Binder)								Х
NSF checks	Х					Х		
Prosecutor Split Payment (invoices)	Х						Х	
Purchasing Card transaction log Retain copy locally with receipts until Nov following fiscal year close**							Ву АОС	x Local

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

<sup>\*</sup> EOY = end of fiscal year