

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

[illegible]

District Court Documents		As of July 1, 2021										
		Purged only by AOC personnel										
Document	CORIS Generated (requires no other storage)	Scanned in CORIS	Daily Journal (Hard file)	Electronic Storage (local drive)	Google Drive	Shared N Drive	Shared T Drive	Shared R Drive	Scanned to FINET	Hard Copy	AOC	
Electronic Transfer request					x							
Employee Recognition/non cash & Cash Equivalent tracking form				x	or x					or x		
External Review Papers				x								
Federal w-9 form - for Jury send to AOC											x	
FI 40A & 40B and FI48 (ESS entries)				x						x		
Fixed Asset reports											x	
Form 8300 (cash bail over 10k)										x stored 5 years per the IRS		
Group Gathering Exception form									x			
Hand receipt Logs				x		x				and/or x		
Hand receipt used books										x		
Hand Receipt Yellow copies			x									
Increased Reimbursement Request Form (travel)				x						x		
Interest Bearing IBA Form										x copy until closed	x	
Interest Bearing IBA Form partial or close account							x					
Interest Bearing payout documents							x					
Journal Review Checklist (mail/AR/credits/reversals) or actual reports			x	or x						X if not Google		
Judicial Orders to refund for Trust Without a Case money						x						
Juror/witness undeliverable payment log					x					or x		
Jury & Witness Reconciliation				x	or x					or x		
Key Log				x						x		
Mail Log (original and receipted copy)			x		or x							
NSF Checks				x								

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NSF Letters	x										
Payables payment Reconciliations				x						or x	
Pre-auth to purchase unusual items									x		
Proof of Credit/Adjustment	x										
Purchasing Card transaction log/copies of receipts**									x by AOC	x locally	X until reconciled
Purchasing invoices									x		x 1 quarter
Request to Reissue Trust check or similar letters reflecting addresses		never		x							
Request for Payment of Interpreter fees									x		x
Revenue Deposit slips = original		x until reconciled then scanned weekly/monthly									
Revenue Distribution Summary = weekly								x			x until EOY
Revenue Reconciliations Weekly report								x			
Separation of Duties Model						x					
Stop Payment Request Process					x						
Travel forms Excluding FI40 & FI48				x						or x	
Trust Bank Statement											
Trust Check Receipt form (check recipient signs when picking up)	Case note	or/protected		x							
Trust Check Signer form (documents checks as they are signed)					x						
Trust Deposit Yellow slips			X until reconciled								
Trust Monthly Reconciliation documents							x			x until EOY	
Trust Summary Report- entire report saved (Only available in CORIS for 15 months)							x				
Unclaimed Property forms**						x					
Witness Subpoenas									x	or w/recon	

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* EOY = end of fiscal year

** Refer to Section