Identifies where documentation is retained

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

District Court Documents	As of July 1, 2	021		Purged only by AOC personnel							
Document	CORIS Generated (requires no other storage)	Scanned in CORIS	Daily Journal (Hard file)	Electronic Storage (local drive)	_				Scanned to FINET	Hard Copy	AOC
Armored car Bag stubs			Х								
Armored Car Service Log										Х	
Bid sheets									Х		
Budget Building blocks											Х
Cash Change Fund Assignment log (completed every fiscal year, retained for 4 years)						x					
Cash Change Fund Distribution Summary (optional)											
Cash Change Fund FI-10 "Acceptance of Cash Custody Form"						х					х
Cash change fund verification (changing hands)			х	х							
Cash Count Form			Х								
Cashier Totals Reports			х								
Check out Record Form										Until records are returned	
Community Service Work Hrs		Х									
Completed Hand Receipt books										Х	
Conference Hotel Authorization (Bid)									Х		
Credit Card Batch settlement report = daily			Х								
Credit Card Batch settlement reports =											
monthly Trust							Х				
Credit Card Batch settlement reports = weekly								x			
Deposit Slip Review form (Validated Rev slips)				Х							
Disputed Credit Card Documentation		x/Protected	and/or								
Disputed Credit Card Letter	Docket note only										

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				Scanned to FINET	Hard Copy	AOC	
Electronic Transfer request					х							
Employee Recognition/non cash & Cash Equivalent tracking form				х	or x					or x		
External Review Papers				Х								
Federal w-9 form - for Jury send to AOC											х	
FI 40A & 40B and FI48 (ESS entries)				Х						Х		
Fixed Asset reports											Х	
Form 8300 (cash bail over 10k)										x stored 5 years per the IRS		
Group Gathering Exception form									Х			
Hand receipt Logs				Х		X				and/or x		
Hand receipt used books										Х		
Hand Receipt Yellow copies			Х									
Increased Reimbursement Request Form (travel)				х						х		
Interest Bearing IBA Form										x copy until closed		
Interest Bearing IBA Form partial or close										ciosed	×	
account							х					
Interest Bearing payout documents							X					
Journal Review Checklist (mail/AR/credits/reversals) or actual reports			х	or x						X if not Google		
Judicial Orders to refund for Trust Without a	1											
Case money						x					1	
Juror/witness undeliverable payment log					х					or x		
Jury & Witness Reconciliation				Х	or x					or x		
Key Log				Х						Х		
Mail Log (original and receipted copy)			Х		or x							
NSF Checks				Х								

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)					Scanned to FINET	Hard Copy	AOC
NSF Letters	Х										
Payables payment Reconciliations				Х						or x	
Pre-auth to purchase unusual items									Х		
Proof of Credit/Adjustment	х										
Purchasing Card transaction log/copies of receipts**									x by AOC	x locally	X until reconciled
Purchasing invoices									х		x 1 quarter
Request to Reissue Trust check or similar											
letters reflecting addresses Request for Payment of Interpreter fees		never		Х					v		· ·
Revenue Deposit slips = original			v until reco	nciled then	scanned	weekly/n	onthly		Х		Х
Nevertue Deposit silps – Original			x until rect	Inched then	Scarifica	WEERIY/II	TOTICITY				x until
Revenue Distribution Summary = weekly								х			EOY
Revenue Reconciliations Weekly report								Х			
Separation of Duties Model						Х					
Stop Payment Request Process					х						
Travel forms Excluding FI40 & FI48				Х						or x	
Trust Bank Statement											
Trust Check Receipt form (check recipient signs when picking up)	Case note	or/protected	d	х							
Trust Check Signer form (documents checks as they are signed)					х						
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)							Х				
Unclaimed Property forms**						X					
Witness Subpoenas									х	or w/recon	

District Court Documents	As of July 1, 2021 Purged only by AOC personnel										
	CORIS Generated	Scanned in	Daily Journal	Electronic Storage		Shared	Shared	Shared	Scanned		
Document	(requires no other storage)	CORIS	(Hard file)	(local drive)	•					Hard Copy	AOC

^{*} EOY = end of fiscal year

^{**} Refer to Section