## Identifies where documentation is retained

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

| Juvenile Court Documents  | As of July 1, 2021 Purged only by AOC personnel |                 |                                 |  |                 |                   |   |                   |                  |                            |     |
|---|---|-----------------|---------------------------------|--|-----------------|-------------------|---|-------------------|------------------|----------------------------|-----|
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| Armored car Bag stubs   |   |                 | Х                               |  |                 |                   |   |                   |                  |                            |     |
| Armored Car Service Log   |   |                 |                                 |  |                 |                   |   |                   |                  | Χ                          |     |
| Bank Account Recap (CARE)   |   |                 |                                 |  |                 |                   |   | Х                 |                  |                            |     |
| Bid sheets  |   |                 |                                 |  |                 |                   |   |                   | Х                |                            |     |
| Budget Building blocks  |   |                 |                                 |  |                 |                   |   |                   |                  |                            | Х   |
| Cash Change Fund Assignment log   |   |                 |                                 | Х                                      | or x            |                   |   |                   |                  |                            |     |
| Cash Change Fund Assignment log (completed every fiscal year, retained for 4 years) |   |                 |                                 |  |                 | х                 |   |                   |                  |                            |     |
| Cash Change Fund Distribution Summary (optional)                                    |   |                 |                                 |  |                 |                   |   |                   |                  |                            |     |
| Cash Change Fund FI-10 "Acceptance of Cash Custody Form"                            |   |                 |                                 |  |                 | х                 |   |                   |                  |                            |     |
| Cash Count Form   |   |                 | 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 reports = daily  |   |                 | х                               |  |                 |                   |   |                   |                  |                            |     |
| Credit Card Batch settlement reports = monthly Trust                                |   |                 |                                 |  |                 |                   | х |                   |                  |                            |     |
| Credit Card Batch settlement reports = weekly Rev                                   |   |                 |                                 |  |                 |                   |   | х                 |                  |                            |     |

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| Deposit Slip Review form (Validated Rev slips)                |   |                 |                                 | Х                                      |                 |                   |  |                   |                     |   |     |  |
| Disputed Credit Card Documentation                            | >   | /Protecte       | and/or                          |  |                 |                   |  |                   |                     |   |     |  |
| Disputed Credit Card Letter                                   | Docket note only                                |                 |                                 |  |                 |                   |  |                   |                     |   |     |  |
| Electronic Transfer request                                   |   |                 |                                 |  | Х               |                   |  |                   |                     |   |     |  |
| Employee Recognition/non cash & Cash Equivalent tracking form |   |                 |                                 | х                                      | or x            |                   |  |                   |                     | х   |     |  |
| External Review Papers  |   |                 |                                 | Х                                      |                 |                   |  |                   |                     |   |     |  |
| FI 40A & 40B and FI48 (ESS entries)                           |   |                 |                                 | Х                                      |                 |                   |  |                   |                     | Х   |     |  |
| FI 48 & FI40 forms entered through payroll                    |   |                 |                                 |  |                 |                   |  |                   |                     | Х   |     |  |
| Fixed Asset reports   |   |                 |                                 |  |                 |                   |  |                   |                     |   | Х   |  |
| Group Gathering Exception form                                |   |                 |                                 |  |                 |                   |  |                   | Х                   |   |     |  |
| Hand receipt Logs   |   |                 |                                 | Х                                      |                 | Х                 |  |                   |                     | and/or x                                      |     |  |
| Hand receipt used books                                       |   |                 |                                 |  |                 |                   |  |                   |                     | Х   |     |  |
| Hand Receipt Yellow copies                                    |   |                 | Х                               |  |                 |                   |  |                   |                     |   |     |  |
| Increased Reimbursement Request Form (travel)                 |   |                 |                                 | х                                      |                 |                   |  |                   |                     | or x  |     |  |
| Key Log   |   |                 |                                 | Х                                      |                 |                   |  |                   |                     | Х   |     |  |
| Mail Log (original and receipted copy)                        |   |                 | Х                               |  | or x            |                   |  |                   |                     |   |     |  |
| NSF Checks  |   |                 |                                 |  |                 |                   |  |                   |                     | X<br>until<br>collected or<br>sent to<br>OSDC |     |  |
| NSF Letters   | x   |                 |                                 |  |                 |                   |  |                   |                     |   |     |  |
| Payables Payment Reconciliations                              | <u> </u>  |                 |                                 | Х                                      |                 |                   |  |                   |                     | or x  |     |  |
| Pre-auth to purchase unusual items                            | 1   |                 |                                 |  |                 |                   |  |                   | Х                   |   |     |  |
| Pre-deposit Summary   | 1   |                 | Х                               |  |                 |                   |  | Х                 |                     |   |     |  |
| Proof of Credit/Adjustment                                    | Х   |                 |                                 |  |                 |                   |  |                   |                     |   |     |  |
|   |   |                 |                                 |  |                 |                   |  |                   |                     |   |     |  |

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| Purchasing Card transaction log/copies of receipts**                      |   |                 |                                 |  |                 |                   |          |   | x by AOC            | x locally    | X until<br>reconcile<br>d |  |
| Purchasing invoices   |   |                 |                                 |  |                 |                   |          |   | х                   |              | x 1<br>quarte<br>r        |  |
| Request to Reissue Trust check or similar letters reflecting addresses    |   | never           |                                 |  |                 |                   |          |   |                     |              |                           |  |
| Request for Payment of Interpreter fees  Revenue Deposit slips = original |   |                 | x until re                      | conciled the                           | en scanne       | d weekly          | /monthly |   | Х                   |              | Х                         |  |
| Revenue Deposit slips = weekly  |   |                 |                                 |  |                 |                   |          | Х |                     |              | x until                   |  |
| Revenue Distribution report = weekly                                      |   |                 |                                 |  |                 |                   |          | х |                     |              | EOY                       |  |
| Revenue Reconciliations (DF55) Weekly report                              |   |                 |                                 |  |                 |                   |          | х |                     |              |                           |  |
| Separation of Duties Model Stop Payment Request Process                   |   |                 |                                 |  | · ·             | Х                 |          |   |                     |              |                           |  |
| Travel forms  |   |                 |                                 |  | Х               |                   |          |   |                     | Х            |                           |  |
| Trust Bank Statement Trust Check Receipt form (check recipient signs when |   |                 |                                 |  |                 |                   | Х        |   |                     |              |                           |  |
| picking up)   | Case note                                       | r/protecte      | X until                         | Х                                      |                 |                   |          |   |                     |              |                           |  |
| Trust Deposit Yellow slips  |   |                 | reconciled                      |  |                 |                   |          |   |                     | x until      |                           |  |
| Trust Monthly Reconciliations Unclaimed Property forms**                  |   |                 |                                 |  |                 | Х                 | Х        |   |                     | EOY          |                           |  |
| Witness Reconciliation  |   |                 |                                 | Х                                      |                 |                   |          |   |                     | or x<br>or   |                           |  |
| Witness Subpoenas   |   |                 |                                 |  |                 |                   |          |   | х                   | w/recon      |                           |  |

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

<sup>\*\*</sup> Refer to Section