

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									
Document	CARE Generated (requires no other storage)	Scanned in CARE	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
Armored car Bag stubs			x								
Armored Car Service Log										X	
Bank Account Recap (CARE)								X			
Bid sheets									x		
Budget Building blocks											x
Cash Change Fund Assignment log				x	or x						
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"						x					
Cash Count Form			x								
Check out Record Form										Until records are returned	
Community Service Work Hrs		x									
Completed Hand Receipt books										x	
Conference Hotel Authorization (Bid)									x		
Credit Card Batch settlement reports = daily			x								
Credit Card Batch settlement reports = monthly Trust							x				
Credit Card Batch settlement reports = weekly Rev								x			

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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									
Request for Payment of Interpreter fees									x		x
Revenue Deposit slips = original		x until reconciled then scanned weekly/monthly									
Revenue Deposit slips = weekly								x			
Revenue Distribution report = weekly								x			x until EOY
Revenue Reconciliations (DF55) Weekly report								x			
Separation of Duties Model						x					
Stop Payment Request Process					x						
Travel forms										x	
Trust Bank Statement							x				
Trust Check Receipt form (check recipient signs when picking up)	Case note	r/protected		x							
Trust Deposit Yellow slips			X until reconciled								
Trust Monthly Reconciliations							x			x until EOY	
Unclaimed Property forms**						x					
Witness Reconciliation				x						or x	
Witness Subpoenas									x	or w/recon	

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* EOY = end of fiscal year

** Refer to Section