

Identifies where documentation is retained

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

Law Library	As of July 1, 2021			Purged only by AOC personnel			
Document	Daily Journal (Hard file)	Local or shared Drive	Google Drive	Shared N Drive	Shared R Drive	Scanned to FINET	Hard Copy
Armored car Bag stubs	x						
Armored Car Service Log							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						
Daily Payment Log	x						
Hand receipt used books							x
Hand Receipt Yellow copies	x						
Deposit and Revenue Distribution (DF55)					x		x until EOY
Mail Log	x		x				x
Payment Reconciliations		x					or x
Pre-auth to purchase unusual items						x	
Purchasing card transaction log/copies of receipts						x by AOC	x locally
Purchasing Invoices						x	x one quarter
Used Hand Receipt books							sent to AOC

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* EOY = end of fiscal year

** Refer to Section