

UPDATED 07/21/2010						
BOX#	YEAR			SHELF#	RETENTION NUMBER AND YRS TO KEEP IN INVENTORY	DESTRUCTION DATE
1482	2006-2007	COL	2006-2007 TRACKING TAPES JAN 2006-04/2006 & JAN 2007-JULY 2007 (AUG-DEC 2006 NOT IN BOX)	23	1025-27 FE + 3 YRS AV	7/31/2010
1504	2005-2007	COL	2005-2007 TRACKING TAPES (DIGIT) JULY 2005-MAY 2007	28	1025-27 FE + 3 YRS	5/31/2010
1505	2005-2007	COL	2005-2007 TRACKING TAPES (WRITTEN) MAY 2005-NOV 2006/FEDEX/UPS/OVERNIGHT LOG SHEET 2005-2007	28	1025-27 FE + 3 YRS	5/31/2010
1648	2007-PRIOR	RSH	2007-PRIOR SYSTEM CORRECTIONS 05/04/2007-07/16/2007	21	3000-02 3 YRS	7/16/2010
1673	2007-2008	RSH	2007-2008 RESEARCH GENERAL CORRESPONDENCE A-C 07/01/2007-06/30/2008	3	3000-12 2 YRS	7/1/2010
1674	2007-2008	RSH	2007-2008 RESEARCH GENERAL CORRESPONDENCE D-I 07/01/2007-06/30/2008	3	3000-12 2 YRS	7/1/2010
1675	2007-2008	RSH	2007-2008 RESEARCH GENERAL CORRESPONDENCE J-M 07/01/2007-06/30/2008	3	3000-12 2 YRS	7/1/2010
1676	2007-2008	RSH	2007-2008 RESEARCH GENERAL CORRESPONDENCE N-S 07/01/2007-06/30/2008	3	3000-12 2 YRS	7/1/2010
1677	2007-2008	RSH	2007-2008 RESEARCH GENERAL CORRESPONDENCE T-Z 07/01/2007-06/30/2008	3	3000-12 2 YRS	7/1/2010
1720	2008	COL	2008 GENERAL CORRESPONDENCE & GENERAL CORRESPONDENCE WITH CHECKS 01/2008-06/2008 A-O	21	3000-12 2 YRS	06/31/2010
1721	2008	COL	2008 GENERAL CORRESPONDENCE & GENERAL CORRESPONDENCE WITH CHECKS 01/2008-06/2008 P-Z	21	3000-12 2 YRS	06/31/2010
1722	2008	COL	2008 LETTERS: DUPL PYMT, WRONG ENTITY, WRONG PAYER, ETC 01/2008-06/2008 A-O	21	3000-12 2 YRS	06/31/2010
1723	2008	COL	2008 LETTERS: DUPL PYMT, WRONG ENTITY, WRONG PAYER, ETC 01/2008-06/2008 P-Z	21	3000-12 2 YRS	06/31/2010
1883	2008	RSH	2008 33.07 NOTICES W/ NO FORWARDING ADDRESS 05/28-06/03/2009	12	3000-09 1 YR	6/3/2010
1884	2008	RSH	2008 33.07 NOTICES W/ NO FORWARDING ADDRESS 06/02-06/05/2009, 06/08-06/12/2009, 06/15-06/19/2009, 06/22-06/23-2009	12	3000-09 1 YR	6/23/2010
1898	2008-PRIOR	RSH	2008-PRIOR TAX RECEIPTS 2004-01/22/09 2006-02/11/09 2007-11/19/08, 11/21/08, 03/05/09, 03/10/09 2008-02/11/09, 02/27/09, 03/02/09, 03/04-03/06/09, 03/09-03/13/09, 03/16/09, 03/18-03/20/09, 03/22-03/27/09, 03/30-03/31/09, 04/01/09, 04/03/09, 04/06-04/09/09, 04/13/09, 04/15/09, 04/20/09, 04/23/09, 04/27/09, 04/29/09, 05/04-05/05/09, 05/07-05/08/09, 05/11/09, 05/14-05/15/09, 05/18/09, 05/20/09, 05/26/09, 05/28/09, 06/01/09, 06/03-06/05/09, 06/08-06/12/09, 06/15-06/19/09, 06/22/09, 06/25/09, 06/29/09, 07/02/09, 07/06-07/09/09, 07/13-07/17/09, 07/20-07/21/09	12	3000-09 1 YR AFT RTN	7/21/2010
1902	2008	RSH	2008 LOCKBOX ENVELOPES-SORTED BY NUMBER STAMP 06/17-07/31/09 (822869-822886, 822888-822904, 822905-822925, 822836-822940, 822941-822967, 041899-041921, 041922-041938, 041939-041972, 041973-041990, 041991-042042, 042043-042084, 042085-042196, 042197-042219, 042200-042228, 042229-42237, 042238-042242, 042243-042247, 042248-042254, 042255-042259, 042260-042267, 042268-042272, 042273-042278, 042279-042284, 042285-042297, 042298-042302, 042303-042310, 042311-042317, 042318-042329, 042330-042332, 042334-042336, 042337-042348)	6	3000-09 1YR	7/31/2010
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