

Tax Office Accounting Department Records to be destroyed 2011:

Bank Statements for B&L, Tax, SIT & Highway through September 2005

Check Copies through September 2005

Cancelled checks for B&L, Tax, SIT & Highway through September 2005

Daily Ledgers through September 2005

Tax Weekly Disbursements & Monthly Reports through September 2005

Beer & Liquor Report through September 2005

Tax, SIT & Highway Investments through September 2005

Highway Over/Under Log Sheets through September 2006

Interest & Fees Reports through September 2007

Tax Monthly Recap file through September 2007

Tax Pre Deposit Listing through September 2007

Tax Backouts & Refund Application files through September 2007

Credit Card Refund files through September 2007

Daily Deposit to Clerk Balancing Reports (Property & Highway) through September 2007

SIT Daily Deposit to SIT Clerk Balancing through September 2007

SIT Monthly Balance to SIT system through September 2007

Tax LockBox Reports from Bank & Balancing through September 2007

Credit Card Reports from Vendor & Balancing through September 2007

Copy of Ledger Sheets & Balancing tapes through September 2007

Quarterly Survey of Property Tax Collections through September 2007

Tax Daily Activity Reports through September 2008

Tax Total Taxes Due Reports(PC) through September 2008

Tax Pre Deposit check copies through September 2008

Reissued & Replacement Copies through September 2008

Correspondence through September 2008

Tax Escrow Accounts balancing through September 2008

Safe Tapes for Safe Liability through September 2008

Deposit Receipts through September 2009

Distribution Page with Tapes through September 2009

Safe Daily Collection Sheets through September 2009

Armor Car Receipt Books through September 2009