

Tax Office Accounting Department Records to be destroyed 2012:

Bank Statements for B&L, Tax, SIT & Highway through September 2006

Check Copies through September 2006

Cancelled checks for B&L, Tax, SIT & Highway through September 2006

Daily Ledgers through September 2006

Tax Weekly Disbursements & Monthly Reports through September 2006

Beer & Liquor Report through September 2006

Tax, SIT & Highway Investments through September 2006

Highway Over/Under Log Sheets through September 2007

Interest & Fees Reports through September 2008

Tax Monthly Recap file through September 2008

Tax Pre Deposit Listing through September 2008

Tax Backouts & Refund Application files through September 2008

Credit Card Refund files through September 2008

Daily Deposit to Clerk Balancing Reports (Property & Highway) through September 2008

SIT Daily Deposit to SIT Clerk Balancing through September 2008

SIT Monthly Balance to SIT system through September 2008

Tax LockBox Reports from Bank & Balancing through September 2008

Credit Card Reports from Vendor & Balancing through September 2008

Copy of Ledger Sheets & Balancing tapes through September 2008

Quarterly Survey of Property Tax Collections through September 2008

Tax Daily Activity Reports through September 2009

Tax Total Taxes Due Reports(PC) through September 2009

Tax Pre Deposit check copies through September 2009

Reissued & Replacement Copies through September 2009

Correspondence through September 2009

Tax Escrow Accounts balancing through September 2009

Safe Tapes for Safe Liability through September 2009

Deposit Receipts through September 2010

Distribution Page with Tapes through September 2010

Safe Daily Collection Sheets through September 2010

Armor Car Receipt Books through September 2010