

Tax Office Accounting Department Records to be destroyed 2013:

Bank Statements for B&L, Tax, SIT & Highway through September 2007

Check Copies through September 2007

Cancelled checks for B&L, Tax, SIT & Highway through September 2007

Daily Ledgers through September 2007

Tax Weekly Disbursements & Monthly Reports through September 2007

Beer & Liquor Report through September 2007

Tax, SIT & Highway Investments through September 2007

Daily Deposit to Clerk Balancing Reports for Highway through September 2007

Highway Over/Under Log Sheets through September 2008

Interest & Fees Reports through September 2009

Tax Monthly Recap file through September 2009

Tax Pre Deposit Listing through September 2009

Tax Backouts & Refund Application files through September 2009

Credit Card Refund files through September 2009

Daily Deposit to Clerk Balancing Reports for Property through September 2009

SIT Daily Deposit to SIT Clerk Balancing through September 2009

SIT Monthly Balance to SIT system through September 2009

Tax LockBox Reports from Bank & Balancing through September 2009

Credit Card Reports from Vendor & Balancing through September 2009

Copy of Ledger Sheets & Balancing tapes through September 2009

Quarterly Survey of Property Tax Collections through September 2009

Tax Daily Activity Reports through September 2010

Tax Total Taxes Due Reports(PC) through September 2010

Tax Pre Deposit check copies through September 2010

Reissued & Replacement Copies through September 2010

Correspondence through September 2010

Tax Escrow Accounts balancing through September 2010

Safe Tapes for Safe Liability through September 2010

Deposit Receipts through September 2011

Distribution Page with Tapes through September 2011

Safe Daily Collection Sheets through September 2011

Armor Car Receipt Books through September 2011