

Tax Office Accounting Department Records to be destroyed 2014:

Bank Statements for B&L, Tax, SIT & Highway through September 2008

Check Copies through September 2008

Daily Ledgers through September 2008

Tax Weekly Disbursements & Monthly Reports through September 2008

Beer & Liquor Report through September 2008

Daily Deposit to Clerk Balancing Reports for Highway through September 2008

Highway Over/Under Log Sheets through September 2009

Interest & Fees Reports through September 2010

Tax Monthly Recap file through September 2010

Tax Pre Deposit Listing through September 2010

Tax Backouts & Refund Application files through September 2010

Credit Card Refund files through September 2010

Daily Deposit to Clerk Balancing Reports for Property through September 2010

SIT Daily Deposit to SIT Clerk Balancing through September 2010

SIT Monthly Balance to SIT system through September 2010

Tax LockBox Reports from Bank & Balancing through September 2010

Tax LockBox Check Image CDs through September 2010

Credit Card Reports from Vendor & Balancing through September 2010

Copy of Ledger Sheets & Balancing tapes through September 2010

Quarterly Survey of Property Tax Collections through September 2010

Tax Daily Activity Reports through September 2011

Tax Total Taxes Due Reports(PC) through September 2011

Tax Pre Deposit check copies through September 2011

Reissued & Replacement Copies through September 2011

Correspondence through September 2011

Tax Escrow Accounts balancing through September 2011

Safe Tapes for Safe Liability through September 2011

Deposit Receipts through September 2012

Distribution Page with Tapes through September 2012

Safe Daily Collection Sheets through September 2012

Armor Car Receipt Books through September 2012