

# CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

-	
*Records of Department:	Office of Finance
Additional Information:	TREASURY / ACCOUNTING DIVISION - SCHEDULE TRE/04
Submitting Date:	5/14/2019 ☐ Email me a copy
*Quantity:	446 Boxes
Records Dated From	01/01/1984 <b>To</b> 12/31/2014
Description:	D024 INTERNAL TRANSFER VOUCHER D034 REMITTANCE ADVICE O003 BANK STATEMENTS O007 CANCELLED CHECKS (BANKS)
Attachment: [2 MB max]	Detach TRE04 132-193 446 Boxes 20190513.pdf

### **Department Authorization**

Authorizing Person: Wai Yee Lau Date: 05/13/2019

## **City Clerk Authorization**

In accordance with Section 12.5 (d) of the Los Angeles Administrative Code (LAAC) and the Mayor's Executive Directive No. 50, I hereby certify that the attached Request for Authority to Dispose of Obsolete Records has been reviewed by my office and to the best of my knowlege is complete, accurate, and adequate. City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

**Authorizing Person:** 

SHANNON HOPPES

**Date Signed:** 

05/14/2019

**Signature:** 

**Date of Notification:** 

• APPROVE

05/14/2019 (Re

Jame Denn Hygne

(Records will be held for 60 days from this date).

**SUBMIT** 

O REJECT

**CANCEL** 

RequestDesc - ClerkPage

NequestDesc - Clerki age
Text
D024 INTERNAL TRANSFER VOUCHER
D034 REMITTANCE ADVICE
O003 BANK STATEMENTS
O007 CANCELLED CHECKS (BANKS)
O011 DAILY CASH BALANCE
O014 DAILY REPORT OF CASH
O020 PAYROLL REGISTER
0024 REGISTER CHANGE REPORT
O038 WARRANT PAID REPORTS

### CERTIFICATION FOR DISPOSITION OF RECORDS

I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Dispose of Obsolete Records:

- 1. The records are under the management or control of named department head;
- 2. The Records Retention Schedule minimum time limits have been satisfied;
- 3. The records listed are no longer required:
  - a. For operations of named department or office, or
  - b. For the operations of the City, or
  - To satisfy a City Council policy adopted by resolution, or a City Council request, or
- d. By the City for administrative, historical, research, fiscal, legal, or cultural purposes, or
  - e. By the City Clerk for the City Archives; and
- 4. The destruction of said records will not violate provisions of the State of California Government Code, Division 12 of the Los Angeles Administrative Code, or other applicable laws.

In the event the destruction of a writing is under consideration and a copy thereof has been made by photographic reproduction, the following determinations have also been made:

- 1. At least two copies exist within the custody of the City, one of which is of Archival quality and is stored in accordance with Sec. 12.4 of the Los Angeles Administrative Code;
- 2. All conditions set forth in Sec. 12.4 of the Los Angeles Administrative Code and all standards and regulations otherwise adopted or required by law have been satisfied; and
- 3. The provisions of City Charter Sec. 434, where applicable, have been complied with.

To the best of my knowledge, the above determinations are true:

BY	ly L	Date	5/13/19
Records of Department/Bureau _	Office of Finance/Treasury A	ccounting	
Records Dated	1984-2014		

City Clerk City of Los Angeles Form Gen 48

Request for

# AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of	Office of Finance		Accounting			Treasury Accounting	
	(Department/Bureau)		Division		_	Unit	
Location of Records	City Hall Finance Room 201/Stored on first floor	Record Retention Schedule No.	Record Retention , Schedule No. 446	[乂] Original Records		[ ] Duplicate Records	
Sch Item No.	Record Title (Same as on Schedule)	Conf Rcc From No.	Total			Storage Location Nos.	Quantity
			Retention Period	Inclusive Dates			
			(TEAKS)	From	To		
TRE/04/D034	26AD 001-020 40SMD 001-018		AR+2	07/01/2005	07/31/2005	07/31/2005 City Hall Finance Room 201	1-Box
TRE/04/D034	26AD 021-043 40SMD 017-039		AR+2	08/01/2005	08/31/2005	08/31/2005 City Hall Finance Room 201	1-Box
TRE/04/D034	26AD 021-043 40SMD 019-039		AR+2	08/01/2006	08/31/2006	City Hall Finance Room 201	1-Box
TRE/04/D034	26AD 044-063 40SMD 040-059		AR+2	09/01/2006	09/30/2006	09/30/2006 City Hall Finance Room 201	1-Box
TRE/04/D034	26AD 044-064 40SMD 040-060		AR+2	09/01/2005	09/30/2005	09/30/2005 City Hall Finance Room 201	1-Box
TRE/04/D034	26AD 064-084 40SMD 060-080		AR+2	10/01/2006	10/31/2006	10/31/2006 City Hall Finance Room 201	1-Box
TRE/04/D034	26AD 085-103 40SMD 081-099		AR+2	11/01/2005	11/30/2005	11/30/2005 City Hall Finance Room 201	1-Box
TRE/04/D034	26AD 104-124 40SMD 100-120		AR+2	12/01/2005	12/31/2005	12/31/2005 City Hall Finance Room 201	1-Box
TRE/04/D034	26AD 125-144 40SMD 121-140		AR+2	01/01/2006	01/31/2006	01/31/2006 City Hall Finance Room 201	1-Box
TRE/04/D034	26AD 145-163 40SMD 141-159		AR+2	02/01/2006	02/28/2006	02/28/2006 City Hall Finance Room 201	1-Box
TRE/04/D034	26AD 186-205 40SMD 182-201		AR+2	04/01/2006	04/30/2006	04/30/2006 City Hall Finance Room 201	1-Box
TRE/04/D034	26AD 206-227 40SMD 202-223		AR+2	05/01/2006	05/31/2006	05/31/2006 City Hall Finance Room 201	1-Box
TRE/04/D034	26AD 228-248 40SMD 224-242		AR+2	06/01/2006	06/30/2006	06/30/2006 City Hall Finance Room 201	1-Box
TRE/04/D034	26AD065-084 40SMD 061-080		AR+2	10/01/2005	10/31/2005	10/31/2005 City Hall Finance Room 201	1-Box
TRE/04/D034	26AD164-185 40SMD 160-181		AR+2	03/01/2006	03/31/2006	03/31/2006 City Hall Finance Room 201	1-Box
TRE/04/D034	ad smd 056		AR+2	09/14/2004	11/30/2004	11/30/2004 City Hall Finance Room 201	1-Box
TRE/04/0014	authorizing to add/purge intransit items		AR+2	05/01/1998	06/30/1998	06/30/1998 City Hall Finance Room 201	1-Box
TRE/04/0014	authorizing to add/purge intransit items		AR+2	08/01/1999	12/31/1999	12/31/1999 City Hall Finance Room 201	1-Box
TRE/04/D034	automated disbursement AD 6144-6174		AR+2	02/01/1996	03/15/1996	03/15/1996 City Hall Finance Room 201	1-Box
TRE/04/D034	automated disbursements		AR+2	02/15/1995	03/31/1995	City Hall Finance Room 201	1-Box
TRE/04/D034	automated disbursements		AR+2	07/01/1995	08/09/1995	08/09/1995 City Hall Finance Room 201	1-Box
TRE/04/D034	automated disbursements		AR+2	11/12/1996	12/23/1996	12/23/1996 City Hall Finance Room 201	1-Box
TRE/04/D034	automated disbursements		AR+2	09/01/2003	10/31/2003	10/31/2003 City Hall Finance Room 201	1-Box
TRE/04/D034	automated disbursements 6207-228		AR+2	05/01/1996	05/31/1996	05/31/1996 City Hall Finance Room 201	1-Box
TRE/04/D034	automated disbursements 0185-0211		AR+2	04/01/1995	05/08/1995	05/08/1995 City Hall Finance Room 201	1-Box
TRE/04/D034	automated disbursements 7166-7186		AR+2	03/01/1997	03/31/1997	03/31/1997 City Hall Finance Room 201	1-Box
TRE/04/D034	automated disbursements AD 0212-0253		AR+2	05/09/1995	06/15/1995	06/15/1995 City Hall Finance Room 201	1-Box

Sch Item No.	Record Title (Same as on Schedule)	Conf Rcc From No. Total	tal		Storage Location Nos.	Quantity
		Retention	ntion Inclusive Dates	ies		`
		Period				
		(YEAKS)				
			From	OL OL		
TRE/04/D034	automated disbursements AD 6059-6084	AR+2	09/25/1995	10/31/1995	City Hall Finance Room 201	1-Box
TRE/04/D034	automated disbursements 7126-7146	AR+2	12/24/1996	01/31/1997	01/31/1997 City Hall Finance Room 201	1-Box
TRE/04/D034	automated disbursements 7065-7091	AR+2	09/01/1996	11/07/1996	11/07/1996 City Hall Finance Room 201	1-Box
TRE/04/D034	automated disbursements AD 6175-6206	AR+2	03/16/1996	04/30/1996	04/30/1996 City Hall Finance Room 201	1-Box
TRE/04/D034	Remittance Advice-RF 10100390001-10100390080 FY 10		02/09/2009	01/28/2010	01/28/2010 City Hall Finance Room 201	1-Box
TRE/04/D034	Remittance Advice-GAX 09100390001-09100390196 FY 09	9 AR+2	07/01/2008	02/26/2009	02/26/2009 City Hall Finance Room 201	1-Box
TRE/04/D034	Remittance Advice-RF 10100390081-10100390138 FY 10	AR+2	02/02/2010	06/22/2010	06/22/2010 City Hall Finance Room 201	1-Box
TRE/04/D034	Remittance Advice-GAX 09100390197-09100390354 FY 09	9 AR+2	03/04/2009	06/23/2009	06/23/2009 City Hall Finance Room 201	1-Box
TRE/04/D034	Remittance Advice-GAX PVs 10100390001-10100390228 FY10	FY10 AR+2	07/01/2009	02/09/2010	02/09/2010 City Hall Finance Room 201	1-Box
TRE/04/D034	Remittance Advice-GAX PVs 11100390382-111000390443 FY11	3 FY11 AR+2	05/09/2011	06/17/2011	City Hall Finance Room 201	1-Box
TRE/04/D034	Remittance Advice-GAX PVs 11100390001-111000390359 FY11		07/01/2010	04/27/2011	04/27/2011 City Hall Finance Room 201	1-Box
TRE/04/D034	Remittance Advice-GAX PVs 10100390229-10100390407 FY10	FY10 AR+2	02/11/2010	06/22/2010	06/22/2010 City Hall Finance Room 201	1-Box
	Remittance Advice-General Fund Docs & Purchase					
TRE/04/D034	Card Payment Docs GAX FY09	AR+2		06/30/2009	06/30/2009 City Hall Finance Room 201	1-Box
TRE/04/D034	Remittance Advice-General Fund Docs FY08	AR+2		06/30/2008	06/30/2008 City Hall Finance Room 201	1-Box
TRE/04/D034	automated disbursements 0202-0214, 0086-0124	AR+2	4/23/03-5/9/03		City Hall Finance Room 201	1-Box
TRE/04/D034	automated disbursements AD0239-249	AR+2		06/30/1995	06/30/1995 City Hall Finance Room 201	1-Box
TRE/04/D034	automated disbursements AD6085-6110	AR+2		12/11/1995	12/11/1995 City Hall Finance Room 201	1-Box
TRE/04/0003	bank statements - bofa active	TO+10		12/31/1997	City Hall Finance Room 201	1-Box
TRE/04/0003	bank statements - bofa active	TO+10		06/30/1997	City Hall Finance Room 201	1-Box
TRE/04/0003	bank statements- bofa	TO+10		12/31/1997	12/31/1997 City Hall Finance Room 201	1-Box
TRE/04/0003	bank statements- reconcilation of cash balance	TO+10		06/30/1984	06/30/1984 City Hall Finance Room 201	1-Box
TRE/04/0003	bank statements- reconcilation of cash balance	TO+10	0 12/01/2001	06/30/2002	06/30/2002 City Hall Finance Room 201	1-Box
TRE/04/0003	bank statements-b/a active	TO+10	6/1/93 &6/1/94		City Hall Finance Room 201	1-Box
TRE/04/0003	bank statements-reconcilation of cash balance	TO+10		07/01/1989	07/01/1989 City Hall Finance Room 201	1-Box
TRE/04/0003	bank statements-bofa active	TO+10		06/30/1999	06/30/1999 City Hall Finance Room 201	1-Box
TRE/04/0003	bank statements-bofa active	TO+10		12/31/1995	12/31/1995 City Hall Finance Room 201	1-Box
TRE/04/0003	bank statements-cash reconcilation bofa active	TO+10		06/30/1997	City Hall Finance Room 201	1-Box
TRE/04/0003	bank statements-reconcilation of cash balance	T0+10		12/31/1996	12/31/1996 City Hall Finance Room 201	1-Box
TRE/04/0003	bank statements-reconcilation of cash balance	TO+10	0 01/01/2000	06/30/2000	06/30/2000 City Hall Finance Room 201	1-Box
TRE/04/0003	bank statements-reconcilation of cash balance	TO+10	0 07/01/2000	12/31/2000	12/31/2000 City Hall Finance Room 201	1-Box
TRE/04/0003	bank statements-reconcilation of cash balance	TO+10	0 04/01/2001	06/30/2001	06/30/2001 City Hall Finance Room 201	1-Box
TRE/04/0003	bank statements-reconcilation of cash balance	TO+10	0 07/01/2002	12/31/2002	City Hall Finance Room 201	1-Box
TRE/04/0003	bank statements-reconcilation of cash balance	TO+10	0 07/01/2001	11/30/2001	11/30/2001 City Hall Finance Room 201	1-Box
TRE/04/0003	bank statements-reconcilation of cash balance	TO+10	0 01/01/1994	06/30/1994	06/30/1994 City Hall Finance Room 201	1-Box
TRE/04/0003	bank statements-reconcilation of cash balance	TO+10	0 01/01/2001	03/31/2001	03/31/2001 City Hall Finance Room 201	1-Box
TRE/04/0003	bank statements-city corporate checking accounts (Acct#1459-1-80051-80058,80060) (FY 98-99)	10+10	07/01/1998	06/30/1999	06/30/1999 City Hall Einance Room 201	, ROX
				CCCT (SC (SS	City Hall Halle Mooll 201	17-DOV

Sch Item No.	Record Title (Same as on Schedule)	Conf Rcc From No.	No. Total Retention	Inclusive Dates	sə	Storage Location Nos.	Quantity
			(YEARS)				
				From	То		
TRE/04/O003	bank statements-reconciliation of cash bank adj		TO+10	08/01/1991	06/30/1992	City Hall Finance Room 201	1-Box
	bank statements-bofa corporate checking account-city						
TRE/04/0003	corporate(Acct#1459 80050-58,60,81,82)		TO+10	01/01/2002	12/31/2002	12/31/2002 City Hall Finance Room 201	1-Box
TRE/04/0003	bank statements-reconcilation of cash balance		TO+10	07/01/1996	12/31/1996	12/31/1996 City Hall Finance Room 201	1-Box
TRE/04/0003	bank statements-reconciliation of cash balance		TO+10	02/01/1995	06/30/1995	06/30/1995 City Hall Finance Room 201	1-Box
TRE/04/0003	bank statements-city corporate checking accounts [Acct#1459-1-80051-80058.80060]		TO+10	07/01/1999	6/30/2000&12/31	07/01/1999 6/30/20008.12/31 City Hall Einance Room 201	1 000
TRE/04/0003	bank statements-bofa active		TO+10	01/01/1989	06/30/1989	06/30/1989 City Hall Finance Room 201	1-Box
TRE/04/0003	bank statements-reconciliation of cash balance		TO+10	07/01/1989	06/30/1991	06/30/1991 City Hall Finance Room 201	1-Box
TRE/04/0003	bank statements-reconciliation of cash balance		TO+10	6/30/94-12/31/94,1/1/95-12/31/95	2/31/95	City Hall Finance Room 201	1-Box
TRE/04/0003	bank statements-reconcilation of cash balance		TO+10	07/01/1995	06/30/1996	06/30/1996 City Hall Finance Room 201	1-Box
TRE/04/0003	bank statements-reconcilation of cash balance		TO+10	06/01/2005	10/31/2005	10/31/2005 City Hall Finance Room 201	1-Box
TDF /04/0003	bank statements-reconcilation of cash balance box		, ,				
TRE/04/0003	bank statements-bofa active statements dec wk 4 feb wk 4	wk 4	10+10	01/01/1988	12/31/2006	06/30/1991 City Hall Finance Room 201 12/31/2006 City Hall Einance Room 201	1-Box
TRE/04/0003	bank statements-bofa active statements wk 3		TO+10	03/01/2008	05/31/2006	05/31/2006 City Hall Finance Boom 201	1 Do:
TRE/04/0003	bank statements-reconcilation of cash balance		10+10	07/01/1999	12/31/1999	12/31/1999 City Hall Finance Room 201	1-Box
TRE/04/0003	bank statements-revolving fund reconcilation		TO+10	10/01/2006	03/31/2007	03/31/2007 City Hall Finance Room 201	1-Box
TRE/04/0003	bank statements-revolving fund reconcilation		TO+10	04/01/2006	09/30/2006	09/30/2006 City Hall Finance Room 201	1-Box
TRE/04/0003	bank statements-revolving fund reconcilation		TO+10	10/1/02-12/31/02, 8/1/04-11/30/04	1/30/04	City Hall Finance Room 201	1-Box
TRE/04/0003	bank statement-bofa active		TO+10	01/01/2004	05/31/2004	05/31/2004 City Hall Finance Room 201	1-Box
TRE/04/0003	bank statement-bofa active		TO+10	06/01/2004	12/31/2004	12/31/2004 City Hall Finance Room 201	1-Box
TRE/04/0003	bank statements-citibank adj letters credit acct correspondence		TO+10	1/1/89-12/31/91 9/30/92		City Hall Einance Boom 201	
TRE/04/0003	bank statement-bofa active		TO+10	01/01/2003	12/31/2003	12/31/2003 City Hall Finance Room 201	1-Box
TRE/04/0003	bank statements-reconciliation of cash balance		TO+10	1/1/86-12/31/97, 1/1/91-6/30/92		City Hall Finance Room 201	1-Box
TRE/04/0003	bank statements-reconcilation of cash balance		TO+10	01/01/1995	12/31/1995	12/31/1995 City Hall Finance Room 201	1-Box
TRE/04/0003	bank statements-reconciliation of cash balance		TO+10	07/01/1993	12/31/1993	12/31/1993 City Hall Finance Room 201	1-Box
TRE/04/0003	bank statement-bofa active		TO+10	01/01/2005	12/31/2005	12/31/2005 City Hall Finance Room 201	1-Box
TRE/04/0003	Bank Statements: July wk 1 Sept wk2		TO+10	07/01/2006	09/30/2006	09/30/2006 City Hall Finance Room 201	1-Box
TRE/04/0014	cash receipt corrections		AR+2	07/08/2002	09/30/2002	09/30/2002 City Hall Finance Room 201	1-Box
TRE/04/0014	cash receipt corrections long distance call		AR+2	01/01/2006	12/31/2008	12/31/2008 City Hall Finance Room 201	1-Box
TRE/04/0014	cash receipts		AR+2	12/01/2003	12/31/2003	12/31/2003 City Hall Finance Room 201	1-Box
TRE/04/0014	cash receipts		AR+2	08/01/2002	08/30/2002	08/30/2002 City Hall Finance Room 201	1-Box
TRE/04/0014	cash receipts-CRS/TRS STIR(Suspend Table Inquiry Report)	ort)	AR+2	07/01/2002	06/30/2003	06/30/2003 City Hall Finance Room 201	1-Box
TRE/04/0014	cash receipts		AR+2	11/01/2003	11/30/2003	11/30/2003 City Hall Finance Room 201	1-Box
1 NE/04/0014	cash receipts		AK+2	07/01/2004	11/30/2004	11/30/2004 City Hall Finance Room 201	1-Box

on nos.		1 Pox	T	T	OIII 201 1-BOX	T						om 201 1-Box	om 201 1-Box			om 201 1-Box	om 201 1-Box	om 201 1-Box	om 201 1-Box		om 201 1-Box	om 201 1-Box	om 201 1-Box	om 201 1-Box		om 201 1-Box	om 201 1-Box	om 201 1-Box	om 201 1-Box				30m 201 1-Box	om 201 1-Box	om 201 1-Box	30m 201 1-Box	om 201 1-Box	om 201 1-Box		om 201 1-Box
Storage Location Nos.		07/21/2003 City Hall Eight Boom 201		12/21/1009 City Hall Einange Bo	12/31/1998 City Hall Fittance Room 201	31/1333 City Hall Fillance NO	01/31/1997 City Hall Finance Room 201	05/31/2002 City Hall Finance Room 201	06/30/2002 City Hall Finance Room 201	09/30/2002 City Hall Finance Room 201	09/30/2008 City Hall Finance Room 201	06/30/2009 City Hall Finance Room 201	12/31/1998 City Hall Finance Room 201	06/30/1996 City Hall Finance Room 201	07/25/2013 City Hall Finance Room 201	09/24/2013 City Hall Finance Room 201	08/15/2012 City Hall Finance Room 201	11/16/2012 City Hall Finance Room 201	01/14/2014 City Hall Finance Room 201	06/28/1996 City Hall Finance Room 201	03/31/2008 City Hall Finance Room 201	08/31/2007 City Hall Finance Room 201	02/11/2008 City Hall Finance Room 201	01/10/2008 City Hall Finance Room 201	07/12/2007 City Hall Finance Room 201	08/09/2007 City Hall Finance Room 201	12/31/2007 City Hall Finance Room 201	03/11/2008 City Hall Finance Room 201	08/29/2007 City Hall Finance Room 201	05/09/2008 City Hall Finance Room 201	07/23/2007 City Hall Finance Room 201	03/20/2008 City Hall Finance Room 201	01/22/2008 City Hall Finance Room 201	10/10/2007 City Hall Finance Room 201	08/20/2007 City Hall Finance Room 201	07/31/2007 City Hall Finance Room 201	10/19/2007 City Hall Finance Room 201	05/31/2008 City Hall Finance Room 201	09/12/2007 City Hall Finance Room 201	02/21/2008 City Hall Finance Room 201
Inclusive Dates	From To	120 5006/10/20													06/25/2013 07/	08/28/2013 09/	07/02/2012 08/	10/09/2012	12/19/2013 01/	02/01/1994 06/	03/21/2008 03/	08/30/2007 08/	02/01/2008 02/	01/01/2008 01/	07/02/2007 07/	08/01/2007 08/	12/21/2007 12/	03/01/2008 03/							08/10/2007 08/	//24/2007 07/24/2007	10/11/2007	05/21/2008  05/	09/01/2007 09/	02/12/2008 02/
Retention Period (YEARS)		Cide	AR+2	2. NA 2. AB+3	AR+2	AN+Z	AR+2	AR+2	AR+2	AR+2	AR+2	AR+2	AR+2	AR+2	AR+2	AR+2	AR+2	AR+2	AR+2	AR+2	AR+2	AR+2	AR+2	AR+2	AR+2	AR+2	AR+2	AR+2	AR+2	AR+2	AR+2	AR+2	AR+2	AR+2	AR+2	AR+2	AR+2	AR+2	AR+2	AR+2
Record Title (Same as on Schedule)			cash receipts	cast tecepts batch tepotts	authorizing to add/purge intransit items	cash receipts-compined reports of this alling	cash receipts 07947-09275	cash receipts-bamtrac reports sched A&C	cash receipts-CRS/TRS STIR(Suspend Table Inquiry Report)	cash receipts 2660-3918	Solutran check images	Solutran check images	daily cash balance - combined reports of CR & TR	daily cash balance	daily cash balance - cash control bundles	daily cash balance report	Daily Cash Balance-Cash Control Bundles																							
sch Item No.		TDT /04 /0044	TPE/04/0014	TDC/04/0014	TRE/04/0014	TEC/04/0014	TRE/04/0014	TRE/04/0014	TRE/04/0014	TRE/04/0014	TRE/04/0014	TRE/04/0014	TRE/04/0014	TRE/04/0011	TRE/04/0011	TRE/04/0011	TRE/04/0011	TRE/04/0011	TRE/04/0011	TRE/04/0011	TRE/04/0011	TRE/04/0011	TRE/04/0011	TRE/04/0011	TRE/04/0011	TRE/04/0011	TRE/04/0011	TRE/04/0011	TRE/04/0011	TRE/04/0011	TRE/04/0011	TRE/04/0011	TRE/04/0011	TRE/04/0011	TRE/04/0011	TRE/04/0011	TRE/04/0011	TRE/04/0011	TRE/04/0011	TRE/04/0011

Conf Rcc From No. Ret	Ret.	Retention Period	Inclusive Dates		Storage Location Nos.	Quantity
		(YEARS)				
			From	To		
		AR+2	12/12/2007	12/20/2007	City Hall Finance Room 201	1-Box
		AR+2	10/20/2007	10/30/2007	10/30/2007 City Hall Finance Room 201	1-Box
		AR+2	11/09/2007	11/20/2007	11/20/2007 City Hall Finance Room 201	1-Box
	1	AR+2	09/22/2007	09/30/2007	09/30/2007 City Hall Finance Room 201	1-Box
		AR+2	04/19/2008	04/30/2008	04/30/2008 City Hall Finance Room 201	1-Box
		AR+2	06/20/2008	06/30/2008	06/30/2008 City Hall Finance Room 201	1-Box
		AR+2	12/01/2007	12/11/2007	12/11/2007 City Hall Finance Room 201	1-Box
		AR+2	04/10/2008	04/18/2008	04/18/2008 City Hall Finance Room 201	1-Box
		AR+2	04/01/2008	04/09/2008	04/09/2008 City Hall Finance Room 201	1-Box
		AR+2	02/22/2008	02/29/2008	02/29/2008 City Hall Finance Room 201	1-Box
		AR+2	03/06/2007	03/14/2007		1-Box
	-	AR+2	05/23/2007	06/01/2007	City Hall Finance Room 201	1-Box
	-	AR+2	03/26/2007	04/03/2007	04/03/2007 City Hall Finance Room 201	1-Box
	-	AR+2	06/22/2007	07/02/2007	City Hall Finance Room 201	1-Box
	7	AR+2	11/21/2006	11/30/2006	11/30/2006 City Hall Finance Room 201	1-Box
	7	AR+2	03/15/2007	03/23/2007	City Hall Finance Room 201	1-Box
	7	AR+2	02/01/2006	07/12/2006	07/12/2006 City Hall Finance Room 201	1-Box
	-	AR+2	02/02/2002	02/12/2007	02/12/2007 City Hall Finance Room 201	1-Box
		AR+2	06/04/2007	06/12/2007	06/12/2007 City Hall Finance Room 201	1-Box
- 1		AR+2	01/12/2012	02/24/2012	City Hall Finance Room 201	1-Box
- 1		AR+2	09/03/2006	09/19/2006	09/19/2006 City Hall Finance Room 201	1-Box
- 1		AR+2	04/13/2007	04/23/2007	04/23/2007 City Hall Finance Room 201	1-Box
		AR+2	05/03/2007	05/11/2007	City Hall Finance Room 201	1-Box
-		AR+2	12/21/2006	01/02/2007	01/02/2007 City Hall Finance Room 201	1-Box
		AR+2	09/20/2006	09/28/2006	09/28/2006 City Hall Finance Room 201	1-Box
		AR+2	10/31/2006	11/08/2006		1-Box
		AR+2	02/13/2007	02/22/2007	City Hall Finance Room 201	1-Box
		AR+2	01/01/2003	01/15/2003	City Hall Finance Room 201	1-Box
		AR+2	09/16/2002	09/30/2002	City Hall Finance Room 201	1-Box
		AR+2	01/16/2003	01/31/2003	City Hall Finance Room 201	1-Box
		AR+2	02/27/2012	04/02/2012	City Hall Finance Room 201	1-Box
		AR+2	01/04/2010	02/10/2010	02/10/2010 City Hall Finance Room 201	1-Box
		AR+2	05/18/2012	06/29/2012	City Hall Finance Room 201	1-Box
		AR+2	07/24/2006	07/31/2006	07/31/2006 City Hall Finance Room 201	1-Box
		AR+2	01/27/2011	02/28/2011	City Hall Finance Room 201	1-Box
		AR+2	12/22/2010	01/26/2011	City Hall Finance Room 201	1-Box
		AR+2	09/14/2011	10/18/2011	10/18/2011 City Hall Finance Room 201	1-Box
		AR+2	08/16/2002	08/31/2002	08/31/2002 City Hall Finance Room 201	1-Box
		C. 0 V	11/07/10/11	******	100 00000000000000000000000000000000000	

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sch Item No.	Record Title (Same as on Schedule)	Conf Rcc From No.	Total			Storage Location Nos.	Quantity
			Retention	Inclusive Dates			
			Period				
			(YEARS)				
				From	То		
TRE/04/0011	Daily Cash Balance-Cash Control Bundles		AR+2	01/27/2009	02/02/2009	02/05/2009 City Hall Finance Room 201	1-Box
TRE/04/0011	Daily Cash Balance-Cash Control Bundles		AR+2	09/01/2008	09/10/2008	09/10/2008 City Hall Finance Room 201	1-Box
TRE/04/0011	Daily Cash Balance-Cash Control Bundles		AR+2	07/12/2008	07/22/2008	City Hall Finance Room 201	1-Box
TRE/04/0011	Daily Cash Balance-Cash Control Bundles		AR+2	12/04/2008	12/12/2008	City Hall Finance Room 201	1-Box
TRE/04/0011	Daily Cash Balance-Cash Control Bundles		AR+2	11/07/2008	11/20/2008	City Hall Finance Room 201	1-Box
TRE/04/0011	Daily Cash Balance-Cash Control Bundles		AR+2	09/11/2008	09/19/2008	City Hall Finance Room 201	1-Box
TRE/04/0011	Daily Cash Balance-Cash Control Bundles		AR+2	01/06/2009	01/14/2009	01/14/2009 City Hall Finance Room 201	1-Box
TRE/04/0011	daily cash balance - cash comparison reports		AR+2	02/01/1999	12/31/1999	12/31/1999 City Hall Finance Room 201	1-Box
TRE/04/0011	daily cash balance - cash comparison reports FMIS v F/L		AR+2	01/01/1999	06/30/1999	06/30/1999 City Hall Finance Room 201	1-Box
TRE/04/0011	Daily Cash Balance-Cash Control Bundles		AR+2	12/15/2008	12/23/2008	12/23/2008 City Hall Finance Room 201	1-Box
TRE/04/0011	Daily Cash Balance-Cash Control Bundles		AR+2	12/24/2008	01/05/2009	01/05/2009 City Hall Finance Room 201	1-Box
TRE/04/0011	Daily Cash Balance-Cash Control Bundles		AR+2	05/06/2009	02/24/2009	02/24/2009 City Hall Finance Room 201	1-Box
TRE/04/0011	Daily Cash Balance-Cash Control Bundles		AR+2	04/27/2009	05/18/2009	05/18/2009 City Hall Finance Room 201	1-Box
TRE/04/0011	Daily Cash Balance-Cash Control Bundles		AR+2	11/21/2008	12/03/2008	City Hall Finance Room 201	1-Box
TRE/04/0011	Daily Cash Balance-Cash Control Bundles		AR+2	06/11/2008	06/19/2008	06/19/2008 City Hall Finance Room 201	1-Box
TRE/04/0011	Daily Cash Balance-Cash Control Bundles		AR+2	05/19/2009	002/60/90	06/09/2009 City Hall Finance Room 201	1-Box
TRE/04/0011	Daily Cash Balance-Cash Control Bundles		AR+2	08/12/2008	08/20/2008	08/20/2008 City Hall Finance Room 201	1-Box
TRE/04/0011	Daily Cash Balance-Cash Control Bundles		AR+2	08/01/2008	08/11/2008	08/11/2008 City Hall Finance Room 201	1-Box
TRE/04/0011	Daily Cash Balance-Cash Control Bundles		AR+2	02/23/2008	07/31/2008	07/31/2008 City Hall Finance Room 201	1-Box
TRE/04/0011	Daily Cash Balance-Cash Control Bundles		AR+2	06/10/2009	06/30/2009	06/30/2009 City Hall Finance Room 201	1-Box
TRE/04/0011	Daily Cash Balance-Cash Control Bundles		AR+2	03/13/2009	04/02/2009	04/02/2009 City Hall Finance Room 201	1-Box
TRE/04/0011	Daily Cash Balance-Cash Control Bundles		AR+2	04/03/2009	04/24/2009	04/24/2009 City Hall Finance Room 201	1-Box
TRE/04/0011	Daily Cash Balance-Cash Control Bundles		AR+2	10/28/2008	11/07/2008	11/07/2008 City Hall Finance Room 201	1-Box
TRE/04/0011	Daily Cash Balance-Cash Control Bundles		AR+2	11/21/2007	11/30/2007	11/30/2007 City Hall Finance Room 201	1-Box
TRE/04/0011	Daily Cash Balance-Cash Control Bundles		AR+2	05/10/2008	05/20/2008	05/20/2008 City Hall Finance Room 201	1-Box
TRE/04/0011	Daily Cash Balance-Cash Control Bundles		AR+2	01/24/2007	02/01/2007	02/01/2007 City Hall Finance Room 201	1-Box
TRE/04/0011	Daily Cash Balance-Cash Control Bundles		AR+2	08/19/2006	08/29/2006	08/29/2006 City Hall Finance Room 201	1-Box
TRE/04/0011	Daily Cash Balance-Cash Control Bundles		AR+2	12/01/2006	12/11/2006	12/11/2006 City Hall Finance Room 201	1-Box
TRE/04/0011	Daily Cash Balance-Cash Control Bundles		AR+2	07/13/2006	07/21/2006	07/21/2006 City Hall Finance Room 201	1-Box
TRE/04/0011	Daily Cash Balance-Cash Control Bundles		AR+2	12/12/2006	12/20/2006	12/20/2006 City Hall Finance Room 201	1-Box
TRE/04/0011	Daily Cash Balance-Cash Control Bundles		AR+2	10/20/2006	10/30/2006	City Hall Finance Room 201	1-Box
TRE/04/0011	Daily Cash Balance-Cash Control Bundles		AR+2	11/09/2006	11/20/2006	11/20/2006 City Hall Finance Room 201	1-Box
TRE/04/0011	daily cash balance-Fund Balance Reports		AR+2	09/01/1998	12/31/1998	City Hall Finance Room 201	1-Box
04/0011	Daily Cash Balance-Cash Control Bundles		AR+2	09/29/2006	10/10/2006	10/10/2006 City Hall Finance Room 201	1-Box
TRE/04/0011	Daily Cash Balance-Cash Control Bundles		AR+2	08/01/2006	08/09/2006	08/09/2006 City Hall Finance Room 201	1-Box
TRE/04/0011	Daily Cash Balance-Cash Control Bundles		AR+2	10/11/2006	10/19/2006	10/19/2006 City Hall Finance Room 201	1-Box
TRE/04/0011	Daily Cash Balance-Cash Control Bundles		AR+2	02/23/2007	03/05/2007	City Hall Finance Room 201	1-Box
TRE/04/0011	Daily Cash Balance-Cash Control Bundles		AR+2	01/12/2007	01/23/2007	01/23/2007 City Hall Finance Room 201	1-Box
TRE/04/0011	Daily Cash Balance-Cash Control Bundles		AR+2	06/13/2007	06/21/2007	06/21/2007 City Hall Finance Room 201	1-Rox

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Period   Inclusive Dates   Period   Inclusive Dates	Sch Item No.	Record Title (Same as on Schedule)	Conf Rcc From No.	o. Total			Storage Location Nos.	Quantity
Tetron			-	Retention	Inclusive Dates			
Heart			-	Period (YEARS)				
daily cash balance-fund balance reports         AR+2         09/01/2002           daily cash balance-fund balance density         AR+2         07/01/1983           daily cash balance-fally Treasurer Reports         AR+2         07/01/1983           daily cash balance-fally Treasurer Reports         AR+2         07/01/1988           daily cash balance-fally Treasurer Reports         AR+2         07/01/1909           daily cash balance-fulls Treasurer Reports         AR+2         07/01/1909           Daily Cash Balance-Gash Control Bundles         AR+2         07/01/1909           Daily Cash Balance-Gash Control Bundles         AR+2         07/01/1909           Daily Cash Balance-Gash Control Bundles         AR+2         07/01/1909           Ceneral Ledger Journal Voucher-Cash Transaction vouchers         AR+2         07/01/1909           General Ledger Journal Voucher         AR+2         07/01/1909				<u> </u>	From	To		
daily cash balance-cant before the cash before belancing worksheets         AR+2         07/01/1993           daily cash balance-FMIS Treasure Reports         AR+2         07/01/2003           daily cash balance-FMIS Treasure Reports         AR+2         07/01/2003           daily cash balance-FMIS Treasure Reports Fund Reconciliation         AR+2         07/01/2003           daily cash balance-FMIS Treasure Reports Fund Reconciliation         AR+2         07/01/2002           daily cash balance-Cash control Bundles         AR+2         07/01/2004           Daily Cash daily cash disbursements -automated disbursements 167-215         AR+2         07/01/2004           Daily Cash balance-Cash control Bundles         AR+2         07/01/2004           Daily Cash daily cash disbursements -automated disbursements 167-215         AR+2         07/01/2004           Daily Cash daily cash dispursements -automated disbursements 167-215         AR+2         07/01/2004           General Ledger Journal Voucher-rash transaction vouchers         AR+2         07/01/2003	TDE/04/0011	daily cach halance fund halance reports		AR+2	2002/10/60		City Hall Finance Room 201	1-Box
daily cash balance-FMIS Treasurer Reports         AR+2         10/01/2003           daily cash balance-FMIS Treasurer Reports         AR+2         01/01/2002           daily cash balance-FMIS Treasurer Reports         AR+2         07/01/2002           daily cash balance-FMIS Treasurer Reports         AR+2         07/01/2002           daily cash balance-FMIS Treasurer Reports         AR+2         07/01/2003           daily cash balance-Cash control Bundles         AR+2         07/01/2003           General Ledger Journal Vouchler-MS PW,	TRE/04/0011	daily cash balance-cash balance		AR+2	07/01/1983	12/31/1983		1-Box
daily cash belance daily fund balance         AR+2         07/01/1988         0           daily cash balance balance balanch gworkshets         AR+2         07/01/2004         0           daily cash balance balanch gworkshets         AR+2         07/01/2003         0           daily cash balance balanch gworkshets         AR+2         07/01/2003         0           daily cash balance balanch gworkshets         AR+2         07/01/2003         0           Daily Cash balance E-Mind Balance Reports         AR+2         07/01/2003         0           Daily Cash Balance-Cash Control Bundles         AR+2         07/01/2003         0           Daily Cash Balance Cash Control Bundles         AR+2         07/01/2003         0           General Ledger Journal Voucher-AD SMD 001-050         AR+2         07/01/2004         0           General Ledger Journal Voucher-AD SMD O01-050         AR+2         07/01/2003         0           General Ledger Journal Voucher-Cash transaction vouchers         AR+2         07/01/2003         0           General Ledger Journal Voucher-Cash transaction vouchers         AR+2         05/01/2006         0           General Ledger Journal Voucher         AR+2         05/01/2006         0           General Ledger Journal Voucher         AR+2         05/01/2006         0 </td <td>TRE/04/0011</td> <td>daily cash balance-FMIS Treasurer Reports</td> <td></td> <td>AR+2</td> <td>10/01/2003</td> <td>10/31/2003</td> <td>10/31/2003 City Hall Finance Room 201</td> <td>1-Box</td>	TRE/04/0011	daily cash balance-FMIS Treasurer Reports		AR+2	10/01/2003	10/31/2003	10/31/2003 City Hall Finance Room 201	1-Box
daily cash balance FMIS Treasurer Reports         AR+2         01/01/2004         01/01/2002           daily cash balance FMIS Treasurer Reports Fund Reconciliation         AR+2         07/01/2002         07/01/2002           daily cash balance-FMIS Treasurer Reports Fund Reconciliation         AR+2         07/01/2002         07/01/2002           Daily cash balance-FMIS Treasurer Reports         AR+2         07/01/2002         07/01/2002           Daily Cash balance-Cash Control Bundles         AR+2         04/01/2013           Daily Cash Recipits-cash receipts         AR+2         07/01/2004           Daily Cash Recipits-cash receipts         AR+2         07/01/2003           General Ledger Journal Voucher-Ax FPWLAN BAL         AR+2         07/01/2003           General Ledger Journal Voucher-Cash transaction vouchers         AR+2         07/01/2003           General Ledger Journal Voucher-Cash transaction vouchers         AR+2         07/01/2003           General Ledger Journal Voucher         AR+2         07/01/2003           General Ledger Journal Voucher         AR+2         07/01/2003           General Ledger Journal Voucher         AR+2         07/01/2006           General Ledger Journal Voucher         AR+2         07/01/2006           General Ledger Journal Voucher         AR+2         07/01/2006	TRE/04/0011	daily cash balance-daily fund balance		AR+2	07/01/1988	06/30/1989	06/30/1989 City Hall Finance Room 201	1-Box
daily cash balance-balancing worksheets         AR+2         07/01/2002           daily cash balance-balancing worksheets         AR+2         07/01/2003           daily cash balance-Fulk Treasurer Reports         AR+2         07/01/2003           daily cash balance-Cash control Bundles         AR+2         01/01/1994           Daily cash balance-Cash control Bundles         AR+2         01/01/1994           Daily cash balance-Cash control Bundles         AR+2         01/01/1904           Daily cash Balance-Cash receipts         AR+2         07/01/2003           General Ledger Journal Voucher -AD SMD 001-050         AR+2         07/01/2003           General Ledger Journal Voucher-Vix SMV, SMV, SMV, RES, PRDEM, TPW, CTC, ITV         AR+2         07/01/2003           General Ledger Journal Voucher-Cash transaction vouchers         AR+2         07/01/2003           General Ledger Journal Voucher-Cash transaction vouchers         AR+2         07/01/2003           General Ledger Journal Voucher         AR+2         05/01/2004           General Ledger Journal Voucher         AR+2         05/01/2006	TRE/04/0011	daily cash balance FMIS Treasurer Reports		AR+2	01/01/2004	03/31/2004	City Hall Finance Room 201	1-Box
daily cash balance-FMIS Treasurer Reports         FAR-2         07/01/2003         3           daily cash balance-FMIS Treasurer Reports         ARR-2         10/01/2003         0           Daily cash balance-Cash control Bundles         ARR-2         01/01/2013         0           Daily Cash Balance-Cash Control Bundles         ARR-2         04/01/2013         0           Daily Cash Balance-Cash Control Bundles         ARR-2         04/01/2013         0           Ganeral Ledger Journal VoucherNS TRW, PAY BAL         ARR-2         07/01/2004         0           General Ledger Journal VoucherNS TRW, PAY BAL         ARR-2         07/01/2004         0           General Ledger Journal VoucherCTVWC 4001-4048         ARR-2         07/01/2003         0           General Ledger Journal VoucherCASH transaction vouchers         ARR-2         00/01/2006         0           General Ledger Journal VoucherCASH transaction vouchers         ARR-2         00/01/2006         0           General Ledger Journal VoucherCASH	TRE/04/0011	daily cash balance-balancing worksheets		AR+2	07/01/2002	06/30/2003	City Hall Finance Room 201	1-Box
daily cash balance-Fund Balance Reports         AR+2         12/01/2002           Daily cash balance-Cash control Bundles         AR+2         01/01/1394           Daily cash balance-Cash control Bundles         AR+2         04/01/2013           Daily Cash Balance-Cash Control Bundles         AR+2         04/01/2013           Ganeral Ledger Journal Vouchler-AD SMD 001-050         AR+2         07/01/2003           General Ledger Journal Vouchler-LVS TPW,PAY BAL         AR+2         07/01/2003           General Ledger Journal Vouchler-LVS TPW,PAY BAL         AR+2         07/01/2003           General Ledger Journal Vouchler-CTIVAC 4001-4048         AR+2         05/01/2003           General Ledger Journal Vouchler-CTIVAC 4001-4048         AR+2         05/01/2006           General Ledger Journal Vouchler         AR+2         05/01/2006	TRE/04/0011	daily cash balance-FMIS Treasurer Reports Fund Recon	iliation	AR+2	07/01/2003	12/31/2003	City Hall Finance Room 201	1-Box
Daily cash balance-Cash control Bundles         AR+2         01/01/1994         04/01/2013         04/01/2013         04/01/2013         04/01/2013         04/01/2013         04/01/2013         04/01/2013         04/01/2013         04/01/2013         04/01/2013         04/01/2013         04/01/2014         04/01/2013         04/01/2014         04/01/2013         04/01/2014         04/01/2014         04/01/2014         04/01/2014         04/01/2014         04/01/2014         04/01/2014         04/01/2014 </td <td>TRE/04/0011</td> <td>daily cash balance-Fund Balance Reports</td> <td></td> <td>AR+2</td> <td>12/01/2002</td> <td>02/28/2003</td> <td>City Hall Finance Room 201</td> <td>1-Box</td>	TRE/04/0011	daily cash balance-Fund Balance Reports		AR+2	12/01/2002	02/28/2003	City Hall Finance Room 201	1-Box
Daily Cash Balance-Cash Control Bundles         AR+2         04/01/2013           daily cash Balance-Cash Control Bundles         daily cash Balance-Cash Control Bundles         4R+2         03/01/2004           daily cash disbussements attornated disbursements 167-215         AR+2         07/01/2004         07/01/2004           General Ledger Journal Voucher -AD SMD 001-050         AR+2         07/01/1996         07/01/2003           General Ledger Journal Voucher-AD SMD out-NS BVS, General Ledger Journal Voucher-CTVWC 4001-4048         AR+2         07/01/2003           General Ledger Journal Voucher-Cash transaction vouchers         AR+2         07/01/2003           General Ledger Journal Voucher-Cash transaction vouchers         AR+2         07/01/2003           General Ledger Journal Voucher         AR+2         04/01/2006           General Ledger Journal Voucher         AR+2         05/01/2006           General Ledger Journal Voucher         AR+2         05/01/2006           General Ledger Journal Voucher         AR+2         05/01/2006           General Ledger Journal Voucher         AR+2         06/01/2006           General Ledger Journal Voucher         AR+2         06/01/2006           General Ledger Journal Voucher         AR+2         06/01/2006           General Ledger Journal Voucher         AR+2         06/01/2006 <td>TRE/04/0011</td> <td>Daily cash balance-Cash control Bundles</td> <td></td> <td>AR+2</td> <td>01/01/1994</td> <td></td> <td>City Hall Finance Room 201</td> <td>1-Box</td>	TRE/04/0011	Daily cash balance-Cash control Bundles		AR+2	01/01/1994		City Hall Finance Room 201	1-Box
daily cash disbursements - automated disbursements 167-215         AR+2         03/01/2004           Daily Cash Receipts-cash receipts         AR+2         07/01/2003           General Ledger Journal Voucher-VB TWW, PAV BAL         AR+2         07/01/2003           General Ledger Journal Voucher-VB TWW, PAV BAL         AR+2         07/01/2003           General Ledger Journal Voucher-CTWC A001-4048         AR+2         07/01/2003           General Ledger Journal Voucher-CTWC A001-4048         AR+2         07/01/2003           General Ledger Journal Voucher-CTWC A001-4048         AR+2         07/01/2003           General Ledger Journal Voucher-Cash transaction vouchers         AR+2         07/01/2003           General Ledger Journal Voucher         AR+2         05/01/2006           General Ledger Jo	TRE/04/0011	Daily Cash Balance-Cash Control Bundles		AR+2	04/01/2013	04/30/2013	04/30/2013 City Hall Finance Room 201	1-Box
Daily Cash Receipts         AR+2         07/01/2003           General Ledger Journal Voucher-AD SMD 001-050         AR+2         07/01/2004           General Ledger Journal Voucher-LVS TWA, PAL         AR+2         07/01/2003           General Ledger Journal Voucher-LVS TWA, CAO1.4048         AR+2         07/01/2003           General Ledger Journal Voucher-CAWC 4001.4048         AR+2         07/01/2003           General Ledger Journal Voucher-Cash transaction vouchers         AR+2         07/01/2003           General Ledger Journal Voucher-Cash transaction vouchers is Ze AD 8183-8203         AR+2         04/01/1997           Internal Vouchers of General Ledger Journal Voucher         AR+2         05/01/2006           General	TRE/04/D034	daily cash disbursements -automated disbursements 1	57-215	AR+2	03/01/2004	05/31/2004	05/31/2004 City Hall Finance Room 201	1-Box
General Ledger Journal Voucher - AD SMD 001-050         AR+2         O7/01/1996         OG/01/2004           General Ledger Journal Voucher-Ws RAVS, DEM, CX, NIC, RES, PRDEM, TRV, CTC, ITV         AR+2         07/01/1996         07/01/1996           General Ledger Journal Voucher-CTWVC 4001-4048         AR+2         07/01/2003         07/01/2003           General Ledger Journal Voucher-Cash transaction vouchers         AR+2         07/01/1997           General Ledger Journal Voucher-Cash transaction vouchers         AR+2         04/01/1998           General Ledger Journal Voucher-Cash transaction vouchers is 26 AD 8183-8203         AR+2         04/01/1998           Internal Vouchers is 26 AD 8183-8203         AR+2         05/01/2006           General Ledger Journal Voucher         AR+2         05/01/2006           General Ledger Journal Voucher         AR+2         05/01/2006           General Ledger Journal Voucher         AR+2         05/01/2005           General Ledger Journal Voucher         AR+2         05/01/2005 <td< td=""><td>TRE/04/0014</td><td>Daily Cash Receipts-cash receipts</td><td></td><td>AR+2</td><td>07/01/2003</td><td>07/31/2003</td><td>07/31/2003 City Hall Finance Room 201</td><td>1-Box</td></td<>	TRE/04/0014	Daily Cash Receipts-cash receipts		AR+2	07/01/2003	07/31/2003	07/31/2003 City Hall Finance Room 201	1-Box
General Ledger Journal Voucher-JVs TPW,PAV BAL         AR+2         07/01/1996           General Ledger Journal Voucher-JVs ZNS, DEM,CX, NIC, RES, PRDEM, TPW,CL,TVY         AR+2         07/01/2003           General Ledger Journal Voucher-CTWC 4001-4048         AR+2         07/01/2003           General Ledger Journal Voucher-Cash transaction vouchers         AR+2         10/01/1997           General Ledger Journal Voucher-Cash transaction vouchers is Ze AD 8183-8203         AR+2         04/01/1997           General Ledger Journal Voucher         AR+2         05/01/2004           General Ledger Journal Voucher         AR+2         05/01/2004           General Ledger Journal Voucher         AR+2         05/01/2004           General Ledger Journal Voucher         AR+2         05/01/2006           General Ledger Journal Voucher         AR+2         06/01/2006           Gene	TRE/04/0020	General Ledger Journal Voucher -AD SMD 001-050		AR+2	07/01/2004	09/30/2004	09/30/2004 City Hall Finance Room 201	1-Box
General Ledger Journal Voucher-Ivs &Jvs,         AR+2         O7/01/2003           General Ledger Journal Voucher-Cash transaction vouchers         AR+2         07/01/2003           General Ledger Journal Voucher-Cash transaction vouchers         AR+2         11/01/1997           General Ledger Journal Voucher-Cash transaction vouchers         AR+2         04/01/1997           General Ledger Journal Voucher-Cash transaction vouchers is 26 AD 8183-8203         AR+2         04/01/1998           Internal Vouchers         AR+2         05/01/2006           General Ledger Journal Voucher         AR+2         05/01/2006           General Ledger Journal Voucher         AR+2         06/01/2005           General Ledger Journal Voucher         AR+2         07/01/2006           General Ledger Journal Voucher         AR+2         06/01/2005           General Ledger Journal Voucher         AR+2         06/01/2005           General Ledger Journal Voucher         AR+2         06/01/2005           General Ledger Journal Voucher         AR+2         06/01/2001           General Ledger Journal Voucher<	TRE/04/0020	General Ledger Journal Voucher-JVs TPW, PAY BAL		AR+2	07/01/1996	06/30/1997	06/30/1997 City Hall Finance Room 201	1-Box
DEMINGANIAND, RES. FROEND, 1749, 214, 174, 2019, 201	0000/10/11	General Ledger Journal Voucher-IVs &JVs,		6,04	02/01/3003	7000/08/30	City Hall Einance Room 201	1-Box
General Ledger Journal Voucher-Cash transaction vouchers         AR+2         10/01/1997           General Ledger Journal Voucher-Cash transaction vouchers         AR+2         10/01/1997           General Ledger Journal Voucher-Cash transaction vouchers         AR+2         04/01/1997           General Ledger Journal Voucher         AR+2         04/01/1997           Internal Vouchers         AR+2         05/01/2006           General Ledger Journal Voucher         AR+2         07/01/2005           General Ledger Journal Voucher         AR+2         05/01/2006           General Ledger Journal Voucher         AR+2         05/01/2001	TRE/04/0020	DEIM, CA, INIC, RES, PRDEIM, IPW, CIC, IIV		ART2	07/01/2003	10/31/2003	City Hall Finance Room 201	1-Rox
General Ledger Journal Voucher Cash transaction vouchers     General Ledger Journal Voucher Cash transaction vouchers     General Ledger Journal Voucher Cash transaction vouchers     General Ledger Journal Voucher	TRE/04/0020	General Leuger Journal Voucher -CTV WC 4001-4046		2004	11/01/1007	11/20/1007	City Itali Cinance Noom 201	1 7
General Ledger Journal Voucher-cash transaction         AR+2         10/01/1997           General Ledger Journal Voucher-cash transaction         AR+2         04/01/1998           Internal Vouchers         AR+2         05/01/2006           General Ledger Journal Voucher         AR+2         09/01/2006           General Ledger Journal Voucher         AR+2         05/01/2006           General Ledger Journal Voucher         AR+2         07/01/2006           General Ledger Journal Voucher         AR+2         07/01/2006           General Ledger Journal Voucher         AR+2         07/01/2006           General Ledger Journal Voucher         AR+2         06/01/2006           General Ledger Journal Voucher         AR+2         09/01/2006           General Ledger Journal Voucher         AR+2         06/01/2006           General Ledger Journal Voucher         AR+2         06/01/2006           General Ledger Journal Voucher         AR+2         06/01/2001           General Ledger Journal Voucher         AR+2         06/01/2001           General Ledge	TRE/04/0020	General Ledger Journal Voucher-cash transaction vouc	Jers	AK+2	11/01/1997	11/30/1997	City Hall Finance Room 201	T-Box
General Ledger Journal Vouchers         AR+2         04/01/1998           vouchers jv 26 AD 8183-8203         AR+2         05/01/2006           internal Vouchers         AR+2         05/01/2006           General Ledger Journal Voucher         AR+2         05/01/2006           General Ledger Journal Voucher         AR+2         04/01/2006           General Ledger Journal Voucher         AR+2         07/01/2006           General Ledger Journal Voucher         AR+2         06/01/2006           General Ledger Journal Voucher         AR+2         06/01/2006           General Ledger Journal Voucher         AR+2         06/01/2006           General Ledger Journal Voucher         AR+2         05/01/2006           General Ledger Journal Voucher         AR+2         05/01/2006           General Ledger Journal Voucher         AR+2         05/01/2006           General Ledger Journal Voucher         AR+2         05/01/2001           General Ledger Journal Voucher         A	TRE/04/0020	General Ledger Journal Voucher-cash transaction vouc	ners	AR+2	10/01/1997	10/31/1997	10/31/1997 City Hall Finance Room 201	1-Box
Nouchers jv 26 AD 8183-8203   AR+2   O4/01/1998     Internal Vouchers   Internal Vouchers   Internal Vouchers     General Ledger Journal Voucher   AR+2   O5/01/2006     General Ledger Journal Voucher   AR+2   O5/01/2006     General Ledger Journal Voucher   AR+2   O5/01/2005     General Ledger Journal Voucher   AR+2   O5/01/2001     General Ledger Journal Voucher   AR+2   O5/01/2003		General Ledger Journal Voucher-cash transaction						
Internal Vouchers	TRE/04/O020	vouchers jv 26 AD 8183-8203		AR+2	04/01/1998	04/30/1998	City Hall Finance Room 201	1-Box
General Ledger Journal Voucher         AR+2         09/01/2006           General Ledger Journal Voucher         AR+2         05/01/2004           General Ledger Journal Voucher         AR+2         04/01/2006           General Ledger Journal Voucher         AR+2         04/01/2005           General Ledger Journal Voucher         AR+2         07/01/2005           General Ledger Journal Voucher         AR+2         06/01/2006           General Ledger Journal Voucher         AR+2         06/01/2006           General Ledger Journal Voucher         AR+2         12/01/2002           General Ledger Journal Voucher         AR+2         09/01/2001           General Ledger Journal Voucher         AR+2         04/01/2001           General Ledger Journal Voucher         AR+2         05/01/2001           General Ledger Journal Voucher         AR+2         07/01/2001           General Ledger Journal Voucher         AR+2         07/01/2004	TRE/04/0024	Internal Vouchers		AR+2	05/01/2006	09/30/2006	09/30/2006 City Hall Finance Room 201	1-Box
General Ledger Journal Voucher         AR+2         05/01/2004           General Ledger Journal Voucher         AR+2         04/01/2005           General Ledger Journal Voucher         AR+2         07/01/2005           General Ledger Journal Voucher         AR+2         07/01/2005           General Ledger Journal Voucher         AR+2         06/01/2006           General Ledger Journal Voucher         AR+2         11/01/2005           General Ledger Journal Voucher         AR+2         09/01/2007           General Ledger Journal Voucher         AR+2         09/01/2001           General Ledger Journal Voucher         AR+2         04/01/2001           General Ledger Journal Voucher         AR+2         05/01/2001           General Ledger Journal Voucher         AR+2         05/01/2004           General Ledger Journal Voucher         AR+2         07/01/2004           General Ledger Journal Voucher         AR+2         07/01/2004           General Ledger Journal Voucher         AR+2         07/01/2004	TRE/04/0020	General Ledger Journal Voucher		AR+2	09/01/2006	10/31/2006	10/31/2006 City Hall Finance Room 201	1-Box
General Ledger Journal Voucher         AR+2         04/01/2006           General Ledger Journal Voucher         AR+2         10/01/2005           General Ledger Journal Voucher         AR+2         07/01/2005           General Ledger Journal Voucher         AR+2         06/01/2006           General Ledger Journal Voucher         AR+2         11/01/2006           General Ledger Journal Voucher         AR+2         09/01/2005           General Ledger Journal Voucher         AR+2         03/01/2004           General Ledger Journal Voucher         AR+2         04/01/2004           General Ledger Journal Voucher         AR+2         05/01/2004           General Ledger Journal Voucher         AR+2         05/01/2004           General Ledger Journal Voucher         AR+2         03/01/2004	TRE/04/0020	General Ledger Journal Voucher		AR+2	05/01/2004	06/30/2005	06/30/2005 City Hall Finance Room 201	1-Box
General Ledger Journal Voucher         AR+2         10/01/2005           General Ledger Journal Voucher         AR+2         07/01/2005           General Ledger Journal Voucher         AR+2         06/01/2006           General Ledger Journal Voucher         AR+2         11/01/2006           General Ledger Journal Voucher         AR+2         12/01/2005           General Ledger Journal Voucher         AR+2         09/01/2002           General Ledger Journal Voucher         AR+2         11/01/2004           General Ledger Journal Voucher         AR+2         04/01/2001           General Ledger Journal Voucher         AR+2         05/01/2004           General Ledger Journal Voucher         AR+2         05/01/2004           General Ledger Journal Voucher         AR+2         07/01/2004	TRE/04/0020	General Ledger Journal Voucher		AR+2	04/01/2006	05/31/2006	City Hall Finance Room 201	1-Box
General Ledger Journal Voucher         AR+2         07/01/2005           General Ledger Journal Voucher         AR+2         06/01/2006           General Ledger Journal Voucher         AR+2         11/01/2005           General Ledger Journal Voucher         AR+2         09/01/2002           General Ledger Journal Voucher         AR+2         09/01/2001           General Ledger Journal Voucher         AR+2         04/01/2001           General Ledger Journal Voucher         AR+2         04/01/2001           General Ledger Journal Voucher         AR+2         05/01/2001           General Ledger Journal Voucher         AR+2         05/01/2004           General Ledger Journal Voucher         AR+2         07/01/2004           General Ledger Journal Voucher         AR+2         03/01/2004           General Ledger Journal Voucher         AR+2         03/01/2004	TRE/04/0020	General Ledger Journal Voucher		AR+2	10/01/2005	11/30/2005	City Hall Finance Room 201	1-Box
General Ledger Journal Voucher         AR+2         06/01/2006           General Ledger Journal Voucher         AR+2         11/01/2006           General Ledger Journal Voucher         AR+2         12/01/2005           General Ledger Journal Voucher         AR+2         09/01/2002           General Ledger Journal Voucher         AR+2         04/01/2001           General Ledger Journal Voucher         AR+2         04/01/2001           General Ledger Journal Voucher         AR+2         05/01/2001           General Ledger Journal Voucher         AR+2         05/01/2001           General Ledger Journal Voucher         AR+2         07/01/2004	TRE/04/0020	General Ledger Journal Voucher		AR+2	07/01/2005	09/30/2005	City Hall Finance Room 201	1-Box
General Ledger Journal Voucher         AR+2         11/01/2006           General Ledger Journal Voucher         12/01/2002         12/01/2002           General Ledger Journal Voucher         AR+2         09/01/2002           General Ledger Journal Voucher         AR+2         04/01/2004           General Ledger Journal Voucher         AR+2         04/01/2001           General Ledger Journal Voucher         AR+2         05/01/2001           General Ledger Journal Voucher         AR+2         05/01/2004           General Ledger Journal Voucher         AR+2         07/01/2004	TRE/04/0020	General Ledger Journal Voucher		AR+2	06/01/2006	06/30/2006	06/30/2006 City Hall Finance Room 201	1-Box
General Ledger Journal Voucher         AR+2         12/01/2005           General Ledger Journal Voucher         AR+2         09/01/2002           General Ledger Journal Voucher         AR+2         12/01/2004           General Ledger Journal Voucher         AR+2         04/01/2001           General Ledger Journal Voucher         AR+2         10/01/2001           General Ledger Journal Voucher         AR+2         05/01/2001           General Ledger Journal Voucher         AR+2         07/01/2004           General Ledger Journal Voucher         AR+2         07/01/2004           General Ledger Journal Voucher         AR+2         03/01/2004           General Ledger Journal Voucher         AR+2         01/02/2003	TRE/04/0020	General Ledger Journal Voucher		AR+2	11/01/2006	12/31/2006	12/31/2006 City Hall Finance Room 201	1-Box
General Ledger Journal Voucher-26 cash transaction voucher SMD         AR+2         09/01/2002           General Ledger Journal Voucher         AR+2         04/01/2001           General Ledger Journal Voucher         AR+2         04/01/2001           General Ledger Journal Voucher         AR+2         05/01/2001           General Ledger Journal Voucher         AR+2         05/01/2004           General Ledger Journal Voucher         AR+2         07/01/2004           General Ledger Journal Voucher         AR+2         07/01/2004           General Ledger Journal Voucher         AR+2         03/01/2004           General Ledger Journal Voucher         AR+2         01/02/2003	TRE/04/0020	General Ledger Journal Voucher		AR+2	12/01/2005	01/31/2006	01/31/2006 City Hall Finance Room 201	1-Box
General Ledger Journal Voucher         AR+2         12/01/2004           General Ledger Journal Voucher         AR+2         04/01/2001           General Ledger Journal Voucher         AR+2         10/01/2000           General Ledger Journal Voucher         AR+2         05/01/2001           General Ledger Journal Voucher         AR+2         07/01/2004           General Ledger Journal Voucher         AR+2         07/01/2004           General Ledger Journal Voucher         AR+2         03/01/2004           General Ledger Journal Voucher         AR+2         03/01/2004	TRE/04/0020	General Ledger Journal Voucher-26 cash transaction w	ucher SMD	AR+2	09/01/2002	10/31/2002	City Hall Finance Room 201	1-Box
General Ledger Journal Voucher         AR+2         04/01/2001           General Ledger Journal Voucher         AR+2         10/01/2000           General Ledger Journal Voucher         AR+2         05/01/2001           General Ledger Journal Voucher         AR+2         07/01/2004           General Ledger Journal Voucher         AR+2         07/01/2004           General Ledger Journal Voucher         AR+2         03/01/2004           General Ledger Journal Voucher         AR+2         01/02/2003	TRE/04/0020	General Ledger Journal Voucher		AR+2	12/01/2004	04/30/2005	04/30/2005 City Hall Finance Room 201	1-Box
General Ledger Journal Voucher         AR+2         10/01/2000           General Ledger Journal Voucher         AR+2         05/01/2001           General Ledger Journal Voucher         AR+2         11/30/2004           General Ledger Journal Voucher         AR+2         07/01/2004           General Ledger Journal Voucher         AR+2         03/01/2004           General Ledger Journal Voucher         AR+2         01/02/2003	TRE/04/0020	General Ledger Journal Voucher		AR+2	04/01/2001	06/30/2001	City Hall Finance Room 201	1-Box
General Ledger Journal Voucher         AR+2         05/01/2001           General Ledger Journal Voucher         AR+2         11/30/2004           General Ledger Journal Voucher         AR+2         07/01/2004           General Ledger Journal Voucher         AR+2         03/01/2004           General Ledger Journal Voucher         AR+2         01/02/2003	TRE/04/0020	General Ledger Journal Voucher		AR+2	10/01/2000	10/31/2000	10/31/2000 City Hall Finance Room 201	1-Box
General Ledger Journal Voucher         AR+2         11/30/2004           General Ledger Journal Voucher         AR+2         07/01/2004           General Ledger Journal Voucher         AR+2         03/01/2004           General Ledger Journal Voucher         AR+2         01/02/2003	TRE/04/0020	General Ledger Journal Voucher		AR+2	05/01/2001	05/31/2001	05/31/2001 City Hall Finance Room 201	1-Box
General Ledger Journal Voucher         AR+2         07/01/2004           General Ledger Journal Voucher         AR+2         03/01/2004           General Ledger Journal Voucher         AR+2         01/02/2003	TRE/04/0020	General Ledger Journal Voucher		AR+2	11/30/2004	01/31/2005	01/31/2005 City Hall Finance Room 201	1-Box
General Ledger Journal Voucher         AR+2         03/01/2004         06/30/2004           General Ledger Journal Voucher         AR+2         01/02/2003         01/31/2003	TRE/04/0020	General Ledger Journal Voucher		AR+2	07/01/2004	08/19/2004	08/19/2004 City Hall Finance Room 201	1-Box
General Ledger Journal Voucher   AR+2   01/02/2003	TRE/04/0020	General Ledger Journal Voucher		AR+2	03/01/2004	06/30/2004	City Hall Finance Room 201	1-Box
	TRE/04/0020	General Ledger Journal Voucher		AR+2	01/02/2003	01/31/2003	01/31/2003 City Hall Finance Room 201	1-Box

Sch Item No.	Record Title (Same as on Schedule)	Conf Rcc From No.	Total			Storage Location Nos.	Quantity
			Retention	Inclusive Dates			
			Period (YEARS)				
				From	To		
TRE/04/0020	General Ledger Journal Voucher		AR+2	05/01/2004	06/30/2004	City Hall Finance Room 201	1-Box
0000/ FOL TOTAL	General Ledger Journal Voucher-cash transaction		AR±2	03/02/1999	04/07/1999	04/07/1999 City Hall Finance Room 201	1-Rov
TRE/04/0020	General Ledger Journal Voucher 0001-01756		AR+2	01/02/1995	02/28/1995	02/28/1995 City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher 01727-02865		AR+2	04/01/1996	06/30/1996	06/30/1996 City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher 01757-3333		AR+2	03/01/1995	06/30/1995	06/30/1995 City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher- 26 cash transaction vouchers S	ichers SMD	AR+2	01/02/2003	02/28/2003	02/28/2003 City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher 26AD		AR+2	04/01/2001	04/30/2001	04/30/2001 City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher 26AD 124-141		AR+2	01/01/2001		City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher 26AD 142-163		AR+2	02/01/2001		City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher- CTVGD, CTVGDE		AR+2	07/01/2000	06/30/2001	City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher-26 ITV		AR+2	01/01/1995	06/30/1997	City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher-26AD		AR+2	04/01/2003	04/30/2003	04/30/2003 City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher-26AD 165-185		AR+2	03/01/2001	03/31/2001	03/31/2001 City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher-BAL, BRI, BGTRAP		AR+2	07/01/2001	06/30/2002	06/30/2002 City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher-cash transaction 26 SMD	D	AR+2	07/01/2002	08/31/2002	City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher-cash transaction vouchers	ers	AR+2	01/01/1995	06/30/1996	06/30/1996 City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher-cash transaction vouchers	ers	AR+2	03/01/2004	06/30/2004	06/30/2004 City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher-cash transaction vouchers	ers	AR+2	09/01/1998	09/30/1998	City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher-cash transaction vouchers	ers	AR+2	07/01/1998	12/31/1998	12/31/1998 City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher-cash transaction vouchers	ers	AR+2	10/01/1998	10/31/1998	10/31/1998 City Hall Finance Room 201	1-Box
TDE/04/0030	General Ledger Journal Voucher notice of journal		AR+2	1997/00/90	06/30/1997	06/30/1997 City Hall Finance Room 201	1-Rox
TRE/04/0020	General Ledger Journal Voucher-cash transaction vouchers	ers	AR+2	08/01/1998	08/31/1998	08/31/1998 City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher-cash transaction vouchers	ers	AR+2	12/01/1998	12/31/1998	12/31/1998 City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher-cash transaction vouchers	ers	AR+2	11/01/1999	02/28/2000	02/28/2000 City Hall Finance Room 201	1-Box
	General Ledger Journal Vouchers-cash transfer						
TRE/04/0020	vouchers 26 AD 8044-8064		AR+2	09/01/1997	09/30/1997	09/30/1997 City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher-cash transaction vouchers	ers	AR+2	03/01/2000	06/30/2000	06/30/2000 City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal-CTVWC,CWC,LKBOX,PAY,MISC		AR+2	07/01/2002	06/30/2003	06/30/2003 City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal-CTVAD 7181-7208		AR+2	04/01/1997	04/30/1997	City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher-cash transaction vouchers	ers	AR+2	07/01/1999	10/31/1999	10/31/1999 City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher-cash transaction vouchers	ers	AR+2	11/01/2002	02/28/2003	City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher-cash transaction vouchers	ers	AR+2	10/01/2003	03/31/2004	03/31/2004 City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher-JV 26 AD		AR+2	12/02/2002	12/31/2002	12/31/2002 City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher-cash transaction vouchers	ers	AR+2	01/01/1998	06/30/1998	06/30/1998 City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher-cash transaction		ΔR+2	05/01/2004	06/30/2004	06/30/2004 City Hall Einance Room 201	1-Rox
0700/10/	7.000		3	1 222 /22 /22	007/00/00		Y22 +

		·	Retention	. Inclusive Dates			
			(YEARS)				
				From	To		_
TDE /04 /0020	General Ledger Journal Voucher-cash transfer		AR+2	01/01/1999	01/31/1999	01/31/1999 City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher-cash transfer vouchers		AR+2	07/01/2004	12/31/2005	12/31/2005 City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher-cash transfer vouchers		AR+2	07/01/1996	06/30/1997	06/30/1997 City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher-cash transfer		AR+2	06/21/2005	02/24/2006	City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher-cash transfer vouchers smd	smd	AR+2	03/01/2001	06/30/2001	06/30/2001 City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher-cash trasaction vouchers	rs	AR+2	07/01/1997	07/31/1997	City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher-cash trasaction vouchers	S	AR+2	08/01/1997	08/31/1997	City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher-cash trasaction vouchers	rs	AR+2	07/01/2002	10/31/2002	City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher-CF,CFR		AR+2	07/01/1998	06/30/1999	06/30/1999 City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher-CF,CFR, IV40SM		AR+2	07/01/2001	06/30/2002	City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher-ctv		AR+2	01/01/2005	06/30/2005	City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher-ctv 6101-6214		AR+2	03/01/2005	11/01/2005	11/01/2005 City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher-CTVGO,CTV (FY'04)		AR+2	07/01/2003	06/30/2004	06/30/2004 City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher-DEM, JV26MC		AR+2	07/01/2000	06/30/2001	06/30/2001 City Hall Finance Room 201	1-Box
TRE/04/D024	Internal Transfer vouchers		AR+2	01/01/2005	06/30/2005	City Hall Finance Room 201	1-Box
TRE/04/D024	Internal Transfer vouchers		AR+2	07/01/2005	11/30/2005	11/30/2005 City Hall Finance Room 201	1-Box
TRE/04/D024	Internal Transfer vouchers		AR+2	12/01/2005	04/30/2006		1-Box
TRE/04/D024	Internal Transfer vouchers		AR+2	10/01/2006	01/31/2007	City Hall Finance Room 201	1-Box
TRE/04/D024	Internal Transfer vouchers		AR+2	03/01/2001	06/30/2001	City Hall Finance Room 201	1-Box
TRE/04/D024	Internal Transfer vouchers		AR+2	11/01/2000	02/28/2001	02/28/2001 City Hall Finance Room 201	1-Box
TRE/04/D024	Internal Transfer vouchers		AR+2	07/01/1995	05/31/1996	City Hall Finance Room 201	1-Box
TRE/04/D024	Internal Transfer vouchers		AR+2	07/01/2002	10/31/2002	10/31/2002 City Hall Finance Room 201	1-Box
TRE/04/D024	Internal Transfer vouchers		AR+2	07/01/2003	12/31/2003	12/31/2003 City Hall Finance Room 201	1-Box
TRE/04/D024	Internal Transfer vouchers		AR+2	01/01/2004	06/30/2004	06/30/2004 City Hall Finance Room 201	1-Box
TRE/04/D024	Internal Transfer vouchers		AR+2	07/01/1996	06/30/1997	06/30/1997 City Hall Finance Room 201	1-Box
TRE/04/D024	Internal Transfer vouchers		AR+2	01/01/1998	06/30/1998	06/30/1998 City Hall Finance Room 201	1-Box
TRE /04 /0020	General Ledger Journal Voucher-internal vouchers &		AR+2	07/01/2003	06/30/2004	06/30/2004 City Hall Finance Room 201	1-Box
TRE/04/0020	General Jedger Journal Voucher-ITVMC		AR+2	07/01/1996	06/30/1997	City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher-ITVMC, LAWA		AR+2	07/01/2002	06/30/2003		1-Box
TRE/04/0020	General Ledger Journal Voucher-JV 26 AD		AR+2	10/14/2004	12/15/2004	City Hall Finance Room 201	1-Box
0020	General Ledger Journal Voucher-JV 26 AD (FY'96)		AR+2	07/01/2005	06/30/1996	City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher-JV 26 AD 0145		AR+2	02/01/2005	02/28/2005	02/28/2005 City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher-JV 26 AD 36-72		AR+2	08/30/2004	10/14/2004	10/14/2004 City Hall Finance Room 201	1-Box
TRE/04/0020	General Ledger Journal Voucher-JVs & Ivs ITVPR, CX Misc hox (FVD2-03)		AR+2	02/01/2002	06/30/2003	06/30/2003 City Hall Finance Room 201	1-Box
112/04/0020	Wild Box (1.02.03)			1001/20/10	200=100100	TOT 1110011 0011011111111111111111111111	

		Retention Period	Inclusive Dates			
			From	То		
smd 00103-143		AR+2	12/01/2004	12/31/2004	12/31/2004 City Hall Finance Room 201	1-Box
smd 0144-0184		AR+2	02/01/2005	03/31/2005	03/31/2005 City Hall Finance Room 201	1-Box
solutran check images		AR+2	11/01/2007	03/31/2008	03/31/2008 City Hall Finance Room 201	1-Box
Cash Receipts Report: transaction batch listing		AR+2	09/01/2010	10/31/2010	10/31/2010 City Hall Finance Room 201	1-Box
Cash Receipts Report: transaction batch listing		AR+2	03/01/2011	04/30/2011	City Hall Finance Room 201	1-Box
Cash Receipts Report: transaction batch listing		AR+2	07/01/2010	08/31/2010	08/31/2010 City Hall Finance Room 201	1-Box
Cash Receipts Report: transaction batch listing		AR+2	12/01/2010	01/31/2011	01/31/2011 City Hall Finance Room 201	1-Box
Cash Receipts Report: transaction batch listing		AR+2	07/01/1999	12/31/1999	12/31/1999 City Hall Finance Room 201	1-Box
cash receipt corrections		AR+2	03/01/2006	04/30/2006	04/30/2006 City Hall Finance Room 201	1-Box
Cash Receipts Report: transaction batch listing		AR+2	01/02/2003	06/30/2003	06/30/2003 City Hall Finance Room 201	1-Box
cash receipts-bamtrac reports		AR+2	11/01/2002	02/28/2003	02/28/2003 City Hall Finance Room 201	1-Box
Cash Receipts Report: transaction batch listing		AR+2	10/01/1998	06/30/1999	06/30/1999 City Hall Finance Room 201	1-Box
General Ledger Journal Voucher - JV 0001-01726		AR+2	07/01/1995	03/31/1996	03/31/1996 City Hall Finance Room 201	1-Box
General Ledger Journal-IVs &JVs						
LAWACTV, PAY, TWT, TIVMC, ITVMC, MF		AR+2	07/01/2003	06/30/2004	06/30/2004 City Hall Finance Room 201	1-Box
General Ledger Journal Voucher-26 cash transaction					i :	
voucher SMD		AR+2	11/01/2002	12/31/2002	12/31/2002 City Hall Finance Room 201	1-B0x
General Ledger Journal-26 cash transaction voucher SMD 164-221	_	AR+2	03/01/2004	05/31/2004	05/31/2004 City Hall Finance Room 201	1-Box
General Ledger Journal Voucher-JVs						
controller(various) ITV, ITVMC, PRDEM,CX,MC		AR+2	01/01/1998	06/30/1998	06/30/1998 City Hall Finance Room 201	1-Box
General Ledger Journal Voucher-JV 26 AD	:	AR+2	11/01/2002	11/27/2002	11/27/2002 City Hall Finance Room 201	1-Box
General Ledger Journal Voucher-JV ITVMC		AR+2	01/01/1995	06/30/1995	06/30/1995 City Hall Finance Room 201	1-Box
General Ledger Journal Voucher-cash transaction vouchers		AR+2	07/01/1995	06/30/1996	06/30/1996 City Hall Finance Room 201	1-Box
General Ledger Journal Voucher-JV ITVPR		AR+2	01/01/1995	06/30/1997	City Hall Finance Room 201	1-Box
General Ledger Journal Vouchers-26 CTV SMD (FY 04)		AR+2	07/01/2003	06/30/2004	06/30/2004 City Hall Finance Room 201	1-Box
General Ledger Journal-journal vouchers		AR+2	01/01/2004	04/30/2004	04/30/2004 City Hall Finance Room 201	1-Box
General Ledger Journal Voucher-cash transaction				,	_	
vouchers AD 225-8246		AR+2	06/01/1998	06/30/1998	06/30/1998 City Hall Finance Room 201	1-Box
General Ledger Journal Voucher-cash transaction						
vouchers JV 26 AD8143-8160		AR+2	02/01/1998	02/28/1998	City Hall Finance Room 201	1-Box
General Ledger Journal Voucher- JV 26 AD 8124-8142		AR+2	01/01/1998	01/31/1998	01/31/1998 City Hall Finance Room 201	1-Box
General Ledger Journal Voucher-26 cash transaction						
voucher SMD		AR+2	12/01/2003	03/31/2004	03/31/2004 City Hall Finance Room 201	1-Box
cancelled checks(banks)-bofa active 306501-310898		TO+5	01/12/1994	06/01/1995	06/01/1995 City Hall Finance Room 201	1-Box
cancelled checks(banks)-bofa active 251501-255205		T0+5	03/02/1988	09/08/1998	09/08/1998 City Hall Finance Room 201	1-Box
cancelled checks(banks)-bofa revolving fund 16636-		ı Ç			i : : : : : : : : : : : : : : : : : : :	

Sch Item No.	Record Title (Same as on Schedule)	Conf Rcc From No.	Total			Storage Location Nos.	Quantity
			Retention Period (YEARS)	Inclusive Dates			
				From	To		
TRE/04/0007	cancelled checks(banks)-bofa active 300001-306500		T0+5	10/30/1990	01/10/1994	01/10/1994 City Hall Finance Room 201	1-Box
TRE/04/0007	cancelled checks(banks)-bofa active 005800-006902		TO+5	09/11/1997	11/26/1997	11/26/1997 City Hall Finance Room 201	1-Box
TRE/04/0007	cancelled checks(banks)-bofa active 000301-005779		TO+5	96/05/1995	09/11/1997	09/11/1997 City Hall Finance Room 201	1-Box
TRE/04/0007	cancelled checks(banks)-bofa active statements		TO+5	01/01/1996	06/30/1996	06/30/1996 City Hall Finance Room 201	1-Box
	cancelled checks(banks)-sec pacific natl bank, wells						
	fargo, far east natl bank sec (#101-134) wells(#102-	_		sec (8/1/88-6/19/92), wells (2/17/87-	2/17/87-		
TRE/04/0007	566) far east(#0001-0032)		TO+5	10/19/88) far east (3/12/79-5/23/89)		City Hall Finance Room 201	1-Box
TRE/04/0038	Warrant Paid Reports		TO+5	01/01/1993	03/31/1993	03/31/1993 City Hall Finance Room 201	1-Box
TRE/04/0038	Warrant Paid Reports		TO+5	07/01/1992	10/31/1992	10/31/1992 City Hall Finance Room 201	1-Box
TRE/04/0038	Warrant Paid Reports		TO+5	04/01/1993	06/30/1993	06/30/1993 City Hall Finance Room 201	1-Box
TRE/04/0038	Warrant Paid Reports		TO+5	10/01/1993	01/31/1994	01/31/1994 City Hall Finance Room 201	1-Box
TRE/04/0038	Warrant Paid Reports		TO+5	07/01/1990	04/06/1993	04/06/1993 City Hall Finance Room 201	1-Box
TRE/04/0038	Warrant Paid Reports		TO+5	04/01/1992	06/30/1992	06/30/1992 City Hall Finance Room 201	1-Box
TRE/04/0038	Warrant Paid Reports		TO+5	10/01/1999	12/31/1999	12/31/1999 City Hall Finance Room 201	1-Box
TRE/04/0038	Warrant Paid Reports		TO+5	06/29/1991	09/30/1991	09/30/1991 City Hall Finance Room 201	1-Box
TRE/04/0038	Warrant Paid Reports		TO+5	9/1/1989-10/31/89, 10/31/94-10/31/99		City Hall Finance Room 201	1-Box
TRE/04/0038	Warrant Paid Reports		TO+5	04/01/1991	06/30/1991	06/30/1991 City Hall Finance Room 201	1-Box
TRE/04/0038	Warrant Paid Reports		T0+5	11/01/1992	12/31/1992	12/31/1992 City Hall Finance Room 201	1-Box
TRE/04/0038	Warrant Paid Reports		TO+5	01/01/1992	03/31/1992	03/31/1992 City Hall Finance Room 201	1-Box
TRE/04/0038	Warrant Paid Reports	_	TO+5	10/01/1991	12/31/1991	12/31/1991 City Hall Finance Room 201	1-Box
TRE/04/0038	Warrant Paid Reports dates vary no date listed on box		TO+5	12/6/77-12/31/88, 7/1/83-6/30/84		City Hall Finance Room 201	1-Box

1300 9 Page\_ The above records are submitted for destruction in accordance with Sec 12,5 of the L.A. Administrative Code:

(Department Head) \$12/19 BV\_

Retention Codes: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED TE=TERMINATION TO= the "TO Date" i.e. the date of the record