



Ray O'Connell, Interim Mayor

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TO: Mike Hanlon

FROM: Karen Lore
Executive Secretary
Mayor's Office

DATE:

SUBJECT: 2019 Records Disposal

Please prepare a resolution for Council's approval to destroy the following records. The records can be destroyed in 2019 according to the State Archive guidelines.

Thank you.



RECORDS RETENTION
TO BE DESTROYED LIST

DEPARTMENT OF FINANCE

<u>Item</u>	<u>Destruction Date</u>
2001 Business Privilege Tax	2008
2009 Business Privilege Tax 1/2/2010 – 3/11/2010	2018
2009 Business Privilege Tax 3/15/2010 – 4/6/2010	2018
2009 Business Privilege Tax 4/7/2010 – 4/13/2010	2018
2009 Business Privilege Tax 6/16/2010 – 8/20/2010	2018
July 2008 Claims Run	2018
Water Billing 10/26 – 11-16-2010	2017
2002-2004 EIT Distribution	2014
2007 ET1 Nov 8 – Dec 31	2015
QW1003000 – QW11650 QW50000 – QW50156	2009
1993 FR1s Oct 11 – Dec 4	2007
Claims Run 11/97	2007
Claims Run July 2008	2018
2006, 2007, 2008 LST Letters A-O	2018
Bus License Receipts Misc. Paperwork 4/5/10	2017
2005, 2006, 2007 FR1s N-Z	2018
2008-2009 School Real Estate Receipts 12/8 – ½	2017
Water 2011 4/11 – 4/27	2018
Water Billing 3/8 – 3/25/2010	2018
Water Billing 8/2 – 9/12/2011	2019
2007 County Assessment Changes	2014
2012 City Real Estate Jan – March 13 Box 2 of 7	2019
2012 City Real Estate 4/5 – 5/7 Box 4 of 7	2019
2012 City Real Estate 5/3 – 6/5 Box 5 of 7	2019
2012 City Real Estate 6/6 – 7/10 Box 6 of 7	2019
2012 City Real Estate 7/11 – 12/31 Box 7 of 7	2019
Water Billing 9/13 – 9/29/2011	2018
Claims Books 1999-200	2010
Water Billing 11/16 – 12/7/2011	2018
Water Billing 6/8 – 6/27/2011	2018
Water Billing 12/22/11 – 1/11/2012	2019
Misc Invoice Receipts 11/1/2010 to 5/5/2011	2018
Business License Receipts 10/30/2009 – 12/8/2009	2016
Water 5/18/2012 – 6/6/2012	2019
Water 3/16/2012 – 4/4/2012	2019

REVENUE AND AUDIT

<u>Item</u>	<u>Destruction Date</u>
2011 A&E Resolved Thrn – Z	2018
2018 Business License 9/1/2011 – 10/20/2011	2018
2011 A&E Resolved A-BAQ	2018
2011 A&E Resolved Pri-Sans	2018



2012 A&E Resolved Bar-Ci Box 2 of 17	2019
2012 A&E Resolved CJ-Dia Box 3 of 17	2019
2012 A&E Resolved Dib – E Box 4 of 17	2019
2012 A&E Resolved Es-F Box 5 of 17	2019
2012 A&E Resolved Hj – Joh Box 7 of 17	2019
2012 A&E Resolved MB-MN Box 11 of 17	2019
2012 A&E Resolved Rb-Se Box 13 of 17	2019
2012 A&E Resolved Sf-Ti Box 14 of 17	2019
2012 A&E Resolved Tj – Will Box 15 of 17	2019
2012 Monthly Reports Box 17 of 17	2019
2012 Bankruptcy Closed Accounts	2019
2010 Resolved 2010 Health 2010 Water Sewer	2019
2010 Resolved E-Gom Box 4/16	2017

PURCHASING

Item

Destruction Date

TREASURER'S OFFICE

Item

Destruction Date

2011/2012 ANUIT Back-Up	2019
2011 AP checks 114388 to 114919	2018
Daily Desk Sheets March 2013	2018
2011 AP checks 118091-118556	2018
2007 AP Checks 785 to 78813	2014
Final Check List 2007 Positive Reg List	2014
2011 AP checks 118557 – 118975	2018
2008 Tax Certs 83301 – 84400	2015
2010 Daily Desk Sheets	2017
April 2013 Daily Desk Sheets 1 of 2	2019
2008 Tax Certs 822014 – 83300	2015
PR Report 11/07 – 2/8/2008	2017
2012 Bank Statements	2019
Water 12/11/2012 – 12/31/2012	2019
2008 AP Checks 93321 – 93396	2015
Water 6/29/2012 – 7/9/2012	2019
Water 8/15/2012 – 9/6/2012	2019
Water 11/20/2012 – 12/10/2012	2019
Tax Certs 102801 – 103600	2017
2007 Payroll	2014
Water 2/3/2012 – 2/27/2012	2019
2009 AP Checks 95056 – 95662	2016
Water 9/27/2012 – 10/10/2012	2019
Water 11/1/2012 – 11/19/2012	2019
Water 9/7/2012 – 9/27/2012	2019
Water 7/20/2012 – 8/14/2012	2019
Payroll 1996-1997	2000
Water 1/12/2012 – 2/2/2012	2019
2012 Golf Receipts	2019



2012 Golf Receipts	2019
2009-2010 Payroll	2017
2012 April Daily Desk Sheets	2019
2007, 2008, 2009 Labor Dist Reports	2016
2009 Misc Inv Conversion	2017
2009 – 2010 Payroll	2017
2012 Jan/Sept Licensing Reports	2019
Byer Notification Program 2012	2019
2012 May Daily Desk Sheets	2019
2012 March Daily Desk Sheets	2019
Water 6/6/2012 – 6/28/2012	2019
Budget Adj, Find check List, Change Orders	2019
A/P Checks 125324 – 125894	2019
2012 Tax Certs 115200 to 115999	2019
AP Checks 122898 123278	2019
2012 Tax Certs 116800 to 117599	2019
2012 Wires Change Orders	2019
A/P Checks 124337 – 124824	2019
2009 Bank Reports Correction	2018
A/P Checks 2012 126279 – 126720	2019
A/P Checks 2012 128036 – 128462	2019
A/P Checks 2012 126721 – 127141	2019
2012 Tax Certs 116000 – 116741	2019
2012 Tax Certs Responses May to Aug	2019
2012 Tax Certs Certs 114400 – 151199	2019
A/P Checks 2012 125895 – 126278	2019
A/P Checks 2012 123783 – 124336	2019
A/P Checks 2012 120862 – 121350	2019
2012 CDBG, CDEBG Budget entry, towing APA Daily Bank Statements	2019
2012 Pension reports – 2010, 2011, 2012	2019
2012 Journal Entries, 2012 daily bank statements	2019
2012 Desk Sheets – December	2019
2012 Desk Sheets – December	2019
A/R Inv Adj posting	2018
List 2009, 2010, 2011	2010

HUMAN RESOURCES

Item

Destruction Date

2008 – 2009 Police Appeals Test Scan Sheets

2019

POLICE/EMS

Item

Destruction Date

FIRE



COMMUNITY & ECONOMIC DEVELOPMENT

<u>Item</u>	<u>Destruction Date</u>
ARA Bank Statements Box 5	2019
ARA Bank Statements Box 6	2019
Eden Invoices Box 3 of 4	2019
Eden Invoices Box 4 of 4	2019

CDBG

<u>Item</u>	<u>Destruction Date</u>
2004 – 2010 Audit Paperwork	2008

BUILDING MAINTENANCE

<u>Item</u>	<u>Destruction Date</u>
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BUREAU OF BUILDING STANDARDS AND SAFETY

<u>Item</u>	<u>Destruction Date</u>
2011 Rental Inspections 4/19 – 12/31 2 of 2	2018
2012 Rental Inspections Jan/March 30	2019

POLICE

<u>Item</u>	<u>Destruction Date</u>
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CONTROLLERS

<u>Item</u>	<u>Destruction Date</u>
2012 Contracts A-C #17	2019
2012 Contracts D-L #18	2019
2002 Contracts A-CR	2013

PUBLIC WORKS

<u>Item</u>	<u>Destruction Date</u>
2012 Water Meter Read List	2015
2011 – 2012 High Consumption	2015
2004 Returned Mail	2009
2004 Meter Repair	2009
2011 Water Meter/High Consumption	2018
2004-2005 Maint Billing Records	2015
2010 Earlier – Water High Consumption	2015
2004 High Consumption W/O	2008
Water Bills 9/17 – 10/6/10	2017
2013 Billing Records	2019

RECYCLING

<u>Item</u>	<u>Destruction Date</u>
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HEALTH BUREAU

<u>Item</u>	<u>Destruction Date</u>
<u>Administration</u>	
Administrative Value Only Files One Box	2019



Timesheets and Time Off Requests 5 Boxes	2019
LEP Logs/Vehicle Reports/Logs One Box	2019
<u>Clinical Services</u>	
Immunization Record 3 Boxes	2019
Maternal Child Health Records 1 Box	2019
Lead Cases 1 Box	2019
Clerical Files 1 Box	2019
<u>Environmental Health</u>	
Community Health Complaints 1 Box	2019
Facility Files 3 Boxes	2019
Clerical Files 1 Box	2019
<u>Chronic Disease</u>	
Cancer Files 12 Boxes	2019
Nutrition and Physical Activity Files 0.5 Box	2019
Clerical Files 1.25 Box	2019
<u>Injury Prevention</u>	
Account Files 1 Box	2019
Safety Surveys 2 Boxes	2019
Bed Risk Billing 1 Box	2019
Car Seat Distribution 1 Box	2019
<u>Communicable Disease</u>	
Sexually Transmitted Disease Patient Files 2 Boxes	2019
Animal Bites 2 Boxes	2019
Clerical Files 2 Boxes	2019
Tuberculosis 2 Boxes	2019

