

TO BE DESTROYED:

*FISCAL RECORDS – after 6 years of last date

- FEDERAL SEIZURE MONEY 12/22/2005-06/20/2013 – ACCT CLOSED
- SMALL CITIES HSBC 6/1/2008- 5/31/2016
- ROOF/BRICK SMALL CITIES 6/1/2010-5/31/2011
- CAPITAL FUNDS 6/1/2011-5/31/2015
- GENERAL FUND 6/1/2011-5-9-2012

CHECK STOCK FROM CLOSED BANK ACCOUNTS:

CAPITAL ACCT

GENERAL FUND

SEWER FUND

WATER FUND

PAYROLL FUND – UNABLE TO USE THESE CHECKS WITH UPDATED SOFTWARE

2011-2012 work orders

Property transfers/ agency letters/shut offs -2008-2010

Benecare 2014/EBS Healthcare 2012

Billing 1997-2003

Water apps/NSF checks, balance sheets 2009-2012

Receipt books 2003/2017-2018

Water/sewer stubs 2017-2018-2016-2019

Water/sewer billing 2012-2013-2014-2017

Daily receipts balance 2017

Cash receipts 2018

CASH TRANSACTION RECORDS LGS-1 S384

SHOWING CASH RECEIVED FROM COLLECTION OF VARIOUS FEES AND PETTY CASH DISBURSED – 10 YEARS AFTER
CLOSE OF FISCAL YEAR

EMPLOYEES TIME RECORDS – 6 YEARS

BILLING/property transfers – 6 years