

Attachment A
 Planning and Development
 Schedule for Destruction of Records

<u>Type of Record</u>	<u>General Description</u>	<u>Dates</u>
Deposit Records	Deposit Journal entries & back-up, receipt books	January 1, 2000 to July 1, 2005
Expenditure Payments	Journal Entries, Claims, payments to vendors	January 1, 2003 to July 1, 2005
Warrants Payable	Withdrawals from Trust Funds, refunds	January 1, 2002 to July 1, 2005
Contracts – Expired	Purchase Orders, Board Contracts	January 1, 2000 to July 1, 2005
Administrative Files	Correspondence, reports,	January 1, 2002 to July 1, 2008
Financial Information	Management Reports, Budget submittal background, Cost Allocation Plans, Indirect Cost Rate Proposal, Audits,	January 1, 2000 to July 1, 2006
Trust Fund Files	Background information, balancing, activity, bond information (i.e. landscape/grading)	January 1, 1990 to July 1, 2005
Fee Schedules	Background Information, Board Resolutions, Fee studies	January 1, 1983 to July 1, 2005
Grants/Reimbursement From State/Federal	Grant proposal, reports, financial status	January 1, 1985 to July 1, 2008
Revenue Accounting System	Applicant Accounting Logs, system reports	January 1, 1989 to July 1, 2005
Billing Records	Energy, Oil & Gas Monthly Invoices, Payments, Correspondence	January 1, 1980 to July 1, 2005
Personnel Records	Employee files, disciplinary actions, Complaint follow-up/action, Worker's Comp claims	January 1, 1992 to July 1, 2006
Payroll Records	Time sheet exceptions, back-up, SDI	January 1, 2003 to July 1, 2006
Department Records	Records retained by other departments (i.e. Personnel, Accounting, Purchasing)	January 1, 1990 to July 1, 2008
Audio and Video Tapes	Planning Commissions, Zoning Administrator Boards of Architectural Review	January 1, 1980 to July 1, 2005
Department Documents	Document image or facsimile stored in accordance with Government Code Section 26205	Permanent retention of document record