

## Attachment B: Schedule of Records for Destruction

**SCHEDULE OF RECORDS FOR DESTRUCTION**

<b><u>TYPE OF RECORD</u></b>	<b><u>ORIGINAL OR COPY</u></b>	<b><u>PERIOD COVERED</u></b>
Financial Services Division Fiscal Documents	Original	All files created prior to January 1st, 2019

**Schedule of Records for Destruction - Business Office**

Box #	Content Dates		Description of Contents
	From	To	
657	2015	2016	Journal Entries (All), Monthly Estimate Change, DJEs Post Reimbursement, Warrant Cancellations
658	2015	2016	Petty Cash Claims, Accounts Payable- "A"
659	2015	2016	Accounts Payable- "B- Cottage Medical Association"
660	2015	2016	Accounts Payable- "Coverall- F"
661	2015	2016	Accounts Payable- "G-J"
662	2015	2016	Accounts Payable- "K-Mission Pathology"
663	2015	2016	Accounts Payable- "Dr. Montez - P"
664	2015	2016	Accounts Payable- "Q- Southland Medical"
665	2015	2016	Accounts Payable- "So Cal Edison- Verizon 967-1069"
666	2015	2016	Accounts Payable- "Verizon 967-4061- Z", FUND 0075 Payables
667	2015	2016	Accounts Payable- "US Bank 06/2015 to US Bank 12/2015"
668	2015	2016	Accounts Payable- "US Bank 01/2015 to US Bank 12/2015"
669	2015	2016	Accounts Payable- Aramark, Verizon- 608101425-0001 (06/2015-11/2015)
671	2015	2016	Accounts Payable- Verizon- Staples (11/2015-05/2016), Verizon Large Listing
675	2014	2016	Corizon Detail Reports 07/2014- 06/25/2016 HIPAA
677	2015	2016	DJE's 06/2015- 11/2015
678	2015	2016	DJE's 12/2015- 04/2016
679	2015	2017	DJE's 05/2016-06/2016 FY 16/17Bail&Fine Bank Statements, Receipts, A-F
680	2014	2017	FY 16/17 POST, JE's, PHS JE's, Aero Squadron, FY 14/15 Warrant Cancellation, POST, Labor Adjustments
681	2016	2017	FY 16/17 Petty Cash Claims, Accounts Payable- "B"
682	2016	2017	Accounts Payable- "C"
683	2016	2017	Accounts Payable- "D-G, Except Frontier"
684	2016	2017	Accounts Payable- "Frontier, H-I"
685	2016	2017	Accounts Payable- "J-M"
686	2016	2017	Accounts Payable- "N - Restock-it"
687	2016	2017	Accounts Payable- "Rite-Aid - S"
688	2016	2017	Accounts Payable- "Staples"
689	2016	2017	Accounts Payable- "T-Z, Verizon Cell (2/2017-4/2017)"
690	2016	2017	Accounts Payable- "Verizon Cell (05/2017 - 6/2017)"
691	2016	2017	Accounts Payable- "US Bank 06/2016 to US Bank 11/2016"
692	2016	2017	Accounts Payable- "US Bank 12/2016 to US Bank 05/2017"
693	2016	2017	Custodial Account Bank Statements July 2016- Dec 2016
694	2016	2017	Custodial Account Bank Statements Jan 2017- May 2017 Bail & Fine Bank Statements w/ receipts
695	2016	2017	DJES 07/16- 11/16
696	2016	2017	DJES 12/16- 04/17
697	2016	2017	DJES 05/17- 06/17, Corizon Detail Reports 06/26/2016- 06/17/17 HIPAA
698	2015	2016	Out of State Extradition Travel package FY15-16

699	2015	2016	Application for Attendance package FY15-16
700	2015	2016	Fund 0075 FY15/16 A-Z Payable, Printshop JE, LAJ, Deposits
718	2016	2017	Application for Attendance, Out of State Extradition
719	2016	2017	Out of State Extradition/CID Inv/Out of County Background Inv/Witness fees/Revolving Fund/Courtroom Bailiff/DMV/ETEC July 2016 to October 2016

721	2017	2018	Application for Attendance (Except Sheriff)
722	2017	2018	Bank Deposits DJE's 07/17 - 10/17 + 06/18. Bail & Fine Stmt's & Receipts
723	2017	2018	Bank Deposits DJE's 11/17 - 05/18
724	2017	2018	Accounts Payable "US Bank 06/2017 to 09/2017"
725	2017	2018	Accounts Payable "US Bank 10/2017 to 02/2018"
726	2017	2018	Accounts Payable "US Bank 03/2018 to 06/2018"
727	2017	2018	Petty Cash Claims, Accounts Payable - "A-B"
728	2017	2018	Accounts Payable- "C-D"
729	2017	2018	Accounts Payable- "E-F"
730	2017	2018	Accounts Payable- "G-L"
731	2017	2018	Accounts Payable- "M-O"
732	2017	2018	Accounts Payable- "P-R"
733	2017	2018	Accounts Payable- "S-Staples Admin"
734	2017	2018	Accounts Payable- "Staples Jail-UPS"
735	2017	2018	Accounts Payable -"V-Z"/JE's, PHS JE's, Aero Squadron, FY 14/15 Warrant Cancellation, POST, Labor Adjustments
736	2017	2018	Accounts Payable-"Verizon Wireless 06/2017-11/2017"
737	2017	2018	Accounts Payable-"Verizon Wireless 12/2018-05/2018"
738	2016	2017	Aramark Payable - FD 0075, Foods and Commissary
739	2017	2018	Aramark Payable - FD 0075, Foods and Commissary, IC Solutions
740	2016	2018	Phoenix Parking Deposits and Claims
746	2017	2018	Out of State Extrad, Out of Cty Transp, Witness Fees, Revolving Fund/Courtroom Baliff Invoices
820	2015	2018	OPSG - Project 2616 Award Year 2015 - 2018
828	---	2018	Receipt Books
829	2015	2016	Receipt Books
831	2018	2018	Receipt Books (small box)
833	2016	2017	Receipt Boods