

Schedule of Records for Destruction - Business Office

	Box #	Content Dates		Description of Contents
		From	To	
1	549	2014	2014	DJE's 07/2014 - 11/2014
2	552	2012	2014	Operation Stonegarden 2012, 2013, 2014
3	605	2013	2014	Petty Cash claims- Accounts Payable- "A-B"
4	606	2013	2014	Accounts Payable - "C-D"
5	607	2013	2014	Accounts Payable - "DOJ Fingerprints & E-H"
6	608	2013	2014	Accounts Payable - "I- Medina Systems"
7	609	2013	2014	Accounts Payable - "Mission Linen to Poly Star"
8	610	2013	2014	Accounts Payable - "Porta Stor- Sansum Clinic"
9	611	2013	2014	Accounts Payable - "Santa Barbara Aquatics to T"
10	612	2013	2014	Accounts Payable - "Staples & U-V"
11	613	2013	2014	Accounts Payable - "Verizon Large Listing to Verizon Long Distance"
12	614	2013	2014	Accounts Payable - "Verizon Misc to Verizon 608101425-00001 from 07/28/13-11/28/13"
13	615	2013	2014	Accounts Payable - "Verizon 608101425-00001 from 12/28/14-06/28/14"
14	617	2013	2014	Accounts Payable - "ANB Pharmacy & Corizon"
15	618	2013	2014	Accounts Payable - "US Bank 12/23/13 to US Bank 05/22/14"
16	619	2013	2014	Accounts Payable - "US Bank 07/22/13 to US Bank 11/22/13"
17	622	2013	2014	FY 13/14 Deposit Journal Entries 12/2013-04/2014
18	623	2013	2014	FY 13/14 Deposit Journal Entries 07/2013-11/2013
19	624	2013	2014	All JE's, DJE 05/14-06/14, Deposit Exceptionions, Warrant Cancellations, LAJ's, A/R Qtrly Transport + Billings SB-SM-LPC-GUAD
20	624A	2011	2014	Journal Entries from 7/2011- 6/2014 Payments to Public Health via Corizon billings(inmate medical treatment) & Corizon Provider Detail Reports (Batch) 6/29/13- 6/14/14
21	627	2013	2014	FUND 0075 A/P, A/R, DJEs, etc FY 13/14
22	628	2010	2013	Misc business office binders - Destroy after five years - 2020
23	629	2010	2011	1st year DRC invoices and CSI documentation July 2010 - June 2011 - Destroy - 2020
24	630	2011	2012	2nd year DRC invoices and CSI documentation July 2011 - June 2012 - Destroy - 2020
25	631	2012	2013	3rd year DRC invoices and CSI documentation July 2012 - June 2013 - Destroy - 2020
26	632	2013	2014	4th year DRC invoices and CSI documentation July 2013 - June 2014 - Destroy - 2020
27	636	2010	2014	DRC binders 2010 - 2014 and closed grant files MSP...- Destroy after five years - 2020
28	649	2013	2014	Application for Attendance - July 2013 thru June 2014, log #1-160 (Except Sheriff's Application) - Keep for 6 years. July 2020
29	650	2013	2014	Application for Attendance - July 2013 thru June 2014, log #161-260. Revolving fund claims. DMV, ETCH Parking. POST Reimbursement.Court Room Bailiff Proj 2130