

**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<br>Fiscal Documents | Original                       | All files created prior to<br>January 1st, 2017 |

### Schedule of Records for Destruction - Business Office

| Box # | Content Dates |      | Description of Contents |                                                                                                                                                                                                            |
|-------|---------------|------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       | From          | To   |                         |                                                                                                                                                                                                            |
| 1     | 550           | 2014 | 2015                    | DJE's 12/2014 - 04/2015                                                                                                                                                                                    |
| 2     | 551           | 2015 | 2015                    | DJE's 05/2015 - 06/2015                                                                                                                                                                                    |
| 3     | 603           | 1998 | 2012                    | Sheriff Special Fund 1590, SBRNET FUND 1591 Annual Certifications & Equitable Sharing Agreements                                                                                                           |
| 4     | 620           | 2008 | 2015                    | LESLEY'S~FY 14/15 Labor Adjustments- FY 13/14 A/A Misc Invoices & Revenue Accruals- ADMHS PHF JE's July 2008-June 2013- Probation Polygraph FY 13/14, 14/15- Daily Jail Rate Calculations FY's 05/06-12/13 |
| 5     | 621           | 2013 | 2014                    | Custodial Account Bank Statements, Bail & Fine Statements and Receipts                                                                                                                                     |
| 6     | 633           | 2014 | 2015                    | 5th year DRC invoices and CSI documentation July 2014 - June 2015 - Destroy - 2020                                                                                                                         |
| 7     | 634           | 2010 | 2013                    | Misc business office binders - Destroy after five years - 2020                                                                                                                                             |
| 8     | 635           | 2011 | 2013                    | Misc business office binders - Destroy after five years - 2020                                                                                                                                             |
| 9     | 637           | 2013 | 2015                    | Fund 75 FY14/15 AP, AR, JE's & Deposits. FY 13/14 Deposits                                                                                                                                                 |
| 10    | 638           | 2014 | 2015                    | Accounts Payable- "A-Bliss"                                                                                                                                                                                |
| 11    | 639           | 2014 | 2015                    | Accounts Payable- "Barker- DOJ"                                                                                                                                                                            |
| 12    | 640           | 2014 | 2015                    | Accounts Payable- "DOJ - G"                                                                                                                                                                                |
| 13    | 641           | 2014 | 2015                    | Accounts Payable- "H-Kropp"                                                                                                                                                                                |
| 14    | 642           | 2014 | 2015                    | Accounts Payable- "L-O"                                                                                                                                                                                    |
| 15    | 643           | 2014 | 2015                    | Accounts Payable- "P-R"                                                                                                                                                                                    |
| 16    | 644           | 2014 | 2015                    | Accounts Payable- "S-T"                                                                                                                                                                                    |
| 17    | 645           | 2014 | 2015                    | Accounts Payable- "Staples"                                                                                                                                                                                |
| 18    | 646           | 2014 | 2015                    | Accounts Payable- Verizon (Misc)                                                                                                                                                                           |
| 19    | 647           | 2014 | 2015                    | Accounts Payable- Verizon- Large Listing (07/2014-03/2015)                                                                                                                                                 |
| 20    | 648           | 2014 | 2015                    | Accounts Payable- Verizon 608101425-0001, V-Z, Corizon                                                                                                                                                     |
| 21    | 651           | 2014 | 2015                    | Accounts Payable- Verizon 608101425-0001                                                                                                                                                                   |
| 22    | 652           | 2014 | 2015                    | Accounts Payable- "US Bank 05/23/14 to US Bank 12/22/14"                                                                                                                                                   |
| 23    | 653           | 2014 | 2015                    | Accounts Payable- "US Bank 01/22/15 to US Bank 06/22/15"                                                                                                                                                   |
| 24    | 654           | 2008 | 2015                    | Accounts Payable- BOARD CONTRACTS PAYMENTS- Aramark-12/13, 13/14/ Postage One-14/15 LA County Sheriff 07/2008-06/2011                                                                                      |
| 25    | 655           | 2014 | 2015                    | Custodial Account Bank Statements, Bail and Fine Statements & Receipts                                                                                                                                     |
| 26    | 656           | 2014 | 2015                    | AR billings (Les), Qtrly Transportation Billings (M), Journal Entries, RAC/EAC (12/13- 14/15) copies, 2004 County Split paperwork                                                                          |
| 27    | 670           | 2015 | 2016                    | Accounts Payable- Verizon- 608101425-0001 (12/2015-05/2016), Staples (06/2015-10/2015)                                                                                                                     |
| 28    | 672           | 2006 | 2015                    | Amex, Voyager Card, Cal Card issued copies 2006-2010, CN/BL Renewal 2009-2015                                                                                                                              |
| 29    | 673           | 2014 | 2016                    | ETEC, DMV, Courtroom Baliff, Revolving duns, Witness Fees, Backgrnd/Out of Sate Inv.                                                                                                                       |
| 30    | 674           | 2014 | 2015                    | Application for Attendance, Out of State Extradition                                                                                                                                                       |
| 31    | 794           | 1981 | 2008                    | North and South SIB/CID Cash box summary, Treasurer dep ticket                                                                                                                                             |