

SCHEDULE OF RECORDS FOR DESTRUCTION

<u>TYPE OF RECORD</u>	<u>ORIGINAL OR COPY</u>	<u>PERIOD COVERED</u>
Financial Services Division Fiscal Documents	Original	All files created prior to June 30th, 2012

Content Dates

Box #	From	To	Description of Contents	
1	477	2008	2009	Applications for Travel & Travel Claims, Revolving Fund Claims - Keep for 6 years. July 2015
2	512	2002	2010	A/R billings, DJR workpapers, 2006 North County Jail cost file, towing 2010
3	515	2008	2010	Jail Booking Fee Forms - January 2008 thru December 2010
4	525	2010	2011	Petty Cash Claims to Accounts Payable "A"
5	526	2010	2011	Accounts Payable - "B" to "City"
6	527	2010	2011	Accounts Payable - "CL to DOJ"
7	528	2010	2011	Accounts Payable - "DFAS to Graybar Electric"
8	529	2010	2011	Accounts Payable - "H to Jordanos Foods"
9	530	2010	2011	Accounts Payable - "K to One More Time"
10	531	2010	2011	Accounts Payable - "PAC West to Rosmary Farms"
11	532	2010	2011	Accounts Payable - "SafariLand to Satellite Tracking"
12	533	2010	2011	Accounts Payable - "Scott to Sysco"
13	534	2010	2011	Accounts Payable - "T to Verizon"
14	535	2010	2011	Accounts Payable - "W to Z" and Nextel
15	536	2010	2011	Accounts Payable - "Nextel"
16	537	2010	2011	Accounts Payable - "ANB Pharmacy"
17	538	2010	2011	Accounts Payable - US Bank 7/22/10 to 11/22/10
18	539	2010	2011	Accounts Payable - US Bank 12/22/10 to 5/22/11
19	540	2009	2010	Applications for Attendance July 2009 thru June 2010 (Except Sheriff's Application) - Keep for 6 years. July 2016.
20	541	2010	2011	Court Bailiff Billings / Witness Fees
21	542	2005	2009	ETEC Parking Deposits and Claims
22	543	2010	2011	Custodial Bank Account Statements July 2010 to December 2010
23	544	2010	2011	Custodial Bank Account Statements January 2011 to June 2011 // Custodial Account Stale (Cancelled) Checks July 2010 to June 2011
24	545	2010	2011	Labor Adjustments, Deposit Exceptions, Warrant Cancellations, Public Health JE's
25	546	2007	2012	Legal Blood Draw Reports to County Auditor (Every 2 Months) (Note - these were discontinued in January 2012)
26	547	2010	2011	Custody: Jail Acct Rec billings: Qtrly transportation, SBPD booking invoices, CDCR invoices, PHS phone, JES: Supplies dist, Inmate Svcs, Print Shop, External Jail cost distribution, Probation Juv meals, Prob STOP JAG grant. Meal counts, inmate med billings \$3 fee & restitution paid for Co property damage backup
27	548	2006	2011	Booking Fee / Judgment Releases submitted to Santa Maria Court
28	549	2011	2012	Petty Cash Claims to Accounts Payable "A to Arrowhead Water"
29	550	2011	2012	Accounts Payable - "Aswell Trophy - Central Coast Radiology"
30	551	2011	2012	Accounts Payable - "Central Coast Urgent Care - DOJ CLETS"
31	552	2011	2012	Accounts Payable - "DOJ Fingerprints - Grainger"
32	553	2011	2012	Accounts Payable - "H - J"
33	554	2011	2012	Accounts Payable - "Jordano's - Mission Linen"
34	555	2011	2012	Accounts Payable - "Motorola Radios - S"
35	556	2011	2012	Accounts Payable - "Safariland - Southern California Edison"
36	558	2011	2012	Accounts Payable - "Unisource - Verizon 805-967-0253"
37	559	2011	2012	Accounts Payable - "Verizon 805-967-4051 - US Bank 12/22/11"
38	560	2011	2012	Accounts Payable - "US Bank 11/22/11 - Nextel 03/09/11 - 04/08/11"
39	561	2011	2012	Accounts Payable - "Nextel 02/09/11 - 07/08/10"
40	562	2011	2012	Accounts Payable - "ANB"
41	563	2010	2011	Accounts Payable - Verizon (805) 197-0133 Large Listing FY10/11
42	564	2010	2011	Application for Attendance - July 2010 thru June 2011 (Except Sheriff's Application) - Keep for 6 years. July 2017.
43	565	2010	2011	Revolving Fund Claims/DMV, ETCT Parking/POST Reimbursement/Court Room Bailiff, Proj 2130 only. PP2011-15 thru PP2012-12

44	566	2003	2012	Account Receivables
45	567A	2004	2012	Keefe Commissary Payments/statements; Inmate Restitution collected/Medical Fees collected/Prepaid calling card sales
46	569	2010	2011	FUND 0075 A/P, Indigent card forms, ADMHS (Drug& Alcohol) 7411D forms, A/R D&A invoices, etc FY 10/11
47	570	2011	2012	FUND 0075 A/P, A/R, DJEs, etc FY 11/12
48	571	2011	2012	All JEs, mthly Estimate Change, Jail A/Receivables CDCR billing, meal counts; LPC, SM GUAD SB Qtrly Billing, Bail& Fine receipts, Bail & Fine Bank statmnts, S3 Yellow
49	572	2011	2012	FY 11/12 Deposit Journal Entries
50	573	2011	2012	FY 11/12 Deposit Journal Entries
51	574	2011	2012	FY 11/12 Deposit Journal Entries
52	575	2011	2012	Custodial Account Bank Statements July 2011 thru June 2012
53	576	2007	2011	Good Samaritan 2nd chance ACT - DRC contract, invoices, audit, etc.....