

File Destruction
Finance Department
October 2023

The following Finance Department records are submitted for destruction:

Files older than and up to FY 2015-2016:

Payroll Time Cards

Files older than and up to FY 2016-2017:

Bank Reconciliations
Cancelled and Voided Accounts Payable Checks
Cancelled and Voided Payroll Checks
Ceased Business Licenses
Check Copies

Files older than and up to FY 2017-2018:

A/P Invoice Copies	A/R Billing Invoices
Bank Deposit Books	Cash Receipts
Cash Receipt Books	Delinquent Reports Register Open Receivable
Cash Receipts by Detail	Deposit Receipt Books Invoice Entry
Open Payables	PO Copies
PO Requisition Books	Warrant Register
Warrant Register by Fund	Federal & State Tax (1096, 1099, W-4 & W-2's)

Files older than and up to FY 2019-2020:

Adjustment Register	Bank and Investment Statements
Area Report Register	Closing Bill Register
Journal Entries	Register - Water and Sewer
Service Call Books	Accounting Reconciliations
	Water and Sewer Billing

Reviewed by: _____

Aaron Felmlee – Finance Director

Approved by: _____

Merritt Perry – City Manager