

ITEM TO BE DESTROYED	DATE	DATE TO BE DESTROYED
Utility Billing Stubs	08/06-07/07	July 2016
	11/01/07-02/29/08	July 2016
	09/01/09-11/30/09	July 2016
	03/03/08-06/24/08	July 2016
	10/15/08-02/05/09	July 2016
	06/28/08-10/08	July 2016
	08/01/07-10/31/07	July 2016
	01/07-04/30/07	July 2016
	06/01/09-08/31/09	July 2016
	02/06/09-05/30/09	July 2016
	05/01/07-07/31/07	July 2016
	03/01/10-08/31/10	July 2016
	12/01/09-02/28/10	July 2016
09/01/10-11/30/10	July 2016	
10/11-12/11	July 2016	
Utility Bill Calculations & Adjustments	01/07-06/07	July 2016
	07/07-03/08	July 2016
	04/08-06/08	July 2016
	05/08-10/08	July 2016
	11/08-05/09	July 2016
	2009	July 2016
	01/10-06/10	July 2016
	07/10-12/10	July 2016
	01/11-06/11	July 2016
Utility Billing Adjustment	2005-2008	July 2016
Penalties/ACH	07/07-05/08	July 2016
Backflow Test Report	2008-2009	July 2016
Expenditures A-G, H-M, N-Q, R-Z N-S	07/07-06/08	July 2016
	2008-2009	July 2016
	9/1/10	July 2016
Time Sheet	11/09-04/10	July 2016
	01/11-03/11	July 2016
AP A-G H-M, T-Z	2006-2009	July 2016
	07/10-06/11	July 2016
	2009-2010	July 2016
Cash Collection	05/06-01/07	July 2016
	05/06-07/07	July 2016
	08/07-11/07	July 2016
	07/08-10/08	July 2016
	01/02/09-06/30/09	July 2016
	07/09-10/09	July 2016
	12/01/09-06/30/10	July 2016

	07/01/10-10/31/10	July 2016
	11/10-01/31/11	July 2016
	03/01/11-04/15/11	July 2016
AP Register	2009-2011	July 2016
Paystub	2010-2011	July 2016
Tape Backup	2010	July 2016
Deposit Applications - Returned Deposit	09/2000-11/2006	July 2016
Property Tax Collection	07/06-06/07	July 2016
	07/07-06/08	July 2016
Clerical Utility Clerk	2008	July 2016
Storm Drain Survey	2007	July 2016
Liquor License Apps	2001-2004	July 2016
Expense Detail	07/03-06/04	July 2016
Claims & Check Register	07/03-06/04	July 2016
Revenue Register	07/01-06/02	July 2016
Timesheets	2007-2009, 2013	July 2016
Fire Chief Apps	2008	July 2016
Tax Receipts	2008-2009	July 2016
Reconciliation Worksheets	2007-2009	July 2016
Bank Reconciliation Statements	07/10-06/11	July 2016
Safety Committee Agenda	1998	July 2016
AP Register - Check Registers	04/04-02/05	July 2016
	05/09-06/09	July 2016
	07/09-09/09	July 2016
	04/11-06/11	July 2016
	07/11-08/11	July 2016