

DESTRUCTION LIST – ATTACHMENT “A”

FINANCE –

Closed Grants – 2005 – 2017

Attorney Invoices – 2009

Miscellaneous 1099 – 2008, 2011

Travel Authorization Form – 2009

Form 1096 – 2008 - 2009

Accounts Receivable –

Credit Card Statements, Harbor Reports, Billing Invoices, Misc. Receivables – 2010

Journal Entries – December 2013 – December 2014

Bank Reconciliation, Journal Entries, Bank Statements – 2012 – 2013

Deposit Slips – 2006 – 2011 and 2013

Payroll –

Aflac Regular Plans, Child Support, Insurance, Employment Security, Mass Mutual Plans, Misc. Deductions, PERS Retirement, United Way – 2014

Timesheets – 2008, 2010 and 2014

Health Insurance Documents – 2008 – 2012

ESC, Hartford Life Insurance Co/Transaction Report, Aflac Registration/Flex, State Retirement Report/Payroll Adjustments, First National Bank Health Insurance, Federal Withholding – 2010

HARBOR –

Daily Deposits – 2013 – 2017 and 2019

Monthly Reports – 2017-2019

Hot Work Permits – December 2019, March through September 2020

Wait List Removals – 1994 – 2018

Returned Mail – 2010, 2015, 2017 and 2018

Purchase Orders – 1997-1998

Billing Requests – 2010-2011

Non-Moving Vessel Correspondence - 2008

Pollution Witness Statement – 2008

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Public Record Requests – 1992-2000

Petty Cash Reimbursement Requests – 2005-2010

PLANNING –

Electronic Business Registrations – 2016

FIRE –

Business Inspection Files – 1986, 1993, 1995, 1997, 2001-2003, 2006-2008 and 2010-2015