

# Destruction Eligibility: Boxes

CITY OF VALDEZ

RESOLUTION 17-07: ATTACHMENT A

(COV)

FIN: Accounts Payable

(/FIN/ACCOUNTS P/)

3 Year

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Item	Box#	UBN	Submitted By	Creation	From	To	Destruct
1	493			02/10/2014	01/01/2012	12/31/2012	12/31/2015
	P-cards from 1/1/12-3/31/12 Inclusive dates: 2012						
2	494			02/10/2014	01/01/2012	12/31/2012	12/31/2015
	P-Cards 4/1/12-6/30/12 Inclusive dates: 2012						
3	495			02/10/2014	01/01/2012	12/31/2012	12/31/2015
	P-Cards 7/1/12-9/30/12 Inclusive dates: 2012						
4	496			02/10/2014	01/01/2012	12/31/2012	12/31/2015
	P-Cards 10/1/12-12/31/12 Inclusive dates: 2012						
5	497			02/14/2014	01/01/2012	12/31/2012	12/31/2015
	ACH Payments #19 - #299 Inclusive dates: 2012						
6	498			02/14/2014	01/01/2012	12/31/2012	12/31/2015
	ACH Payments #300-530 Inclusive dates: 2012						
7	499			02/14/2014	01/01/2011	12/31/2012	12/31/2015
	A/P Checks #53248 - #53729 Inclusive dates: 2011,2012						
8	500			02/14/2014	01/01/2012	12/31/2012	12/31/2015
	A/P Checks #53730 - #54307 Inclusive dates: 2012						

Total Boxes in Record Series: 8

The above items are due for destruction. Check the box to approve the item for destruction. Date and sign these pages and return to Records Management.

Authorized by: \_\_\_\_\_

Date: \_\_\_\_\_

# Destruction Eligibility: Boxes

**CITY OF VALDEZ**

**FIN: Accounts Payable**

**4 Year**

**(COV)**

**(/FIN/ACCOUNTS P/)**

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Item	Box#	UBN	Submitted By	Creation	From	To	Destruct
9	15			08/08/2013	01/01/2011	12/31/2011	12/31/2015
	P-Card Reports Inclusive dates: 2011						
10	39			08/08/2013	01/01/2011	12/31/2011	12/31/2015
	Property Changes, Billing Adjustments, Water Shut-Offs, Meter Reads, Service Orders, Credit Card Statements, Cornerstone, Alaska Court System, 911 Surcharge, Ambulance Service Reports, Fire Revenue Forms, Police Revenue Forms, Library Revenue Forms, Civic Center Revenue Forms, State of Alaska Revenue, Revenue Clearing, Miscellaneous Revenue, Miscellaneous Inclusive dates: 2011						
11	60			08/08/2013	01/01/2011	12/31/2011	12/31/2015
	P-Card Reports Inclusive dates: 2011						
12	90			08/08/2013	01/01/2007	12/31/2011	12/31/2015
	P-Card Reports (2010-2011), Checks (2007-2008, 2011) Inclusive dates: 2007,2008,2010,2011						
13	178			08/08/2013	01/01/2011	12/31/2011	12/31/2015
	P-Card Reports, A/P Checks # 51694 - 52119 Inclusive dates: 2011						
14	206			08/08/2013	01/01/2011	12/31/2011	12/31/2015
	A/P Checks # 52490 - 52906 Inclusive dates: 2011						
15	228			08/08/2013	01/01/2011	12/31/2011	12/31/2015
	A/P Checks # 52907 - 53247, ACH # 1 - 18, P-Card Reports  Inclusive dates: 2011						
16	254			07/02/2015	01/01/2010	12/31/2010	12/31/2014
	A/P Checks (11249 - 11742) Inclusive dates: 2010						
17	334			03/22/2016	01/01/2010	12/31/2010	12/31/2014
	AP Checks # 50249 -50820  Inclusive dates: 2010						
18	455			08/08/2013	01/01/2011	12/31/2011	12/31/2015
	P-Card Reports Inclusive dates: 2011						
19	456			08/08/2013	01/01/2011	12/31/2011	12/31/2015
	A/P Checks # 52120 - 52489 Inclusive dates: 2011						
20	512			04/14/2015	01/01/2010	12/31/2010	12/31/2014
	Wells Fargo P-Card Statements and Receipts for August, September, October, November and December 2010. Inclusive dates: 2010						

**Total Boxes in Record Series: 12**

**Total Boxes in Department: 20**

The above items are due for destruction. Check the box to approve the item for destruction. Date and sign these pages and return to Records Management.

**Authorized by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Destruction Eligibility: Boxes

CITY OF VALDEZ

FIN: Accounts Receivable

3 Year

(COV)

(/FIN/ACCOUNTS R/)

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Item	Box#	UBN	Submitted By	Creation	From	To	Destruct
21	491			01/07/2014	01/01/2012	12/31/2012	12/31/2015
	Property Changes from January through December 2012,Billing Requests and Invoices from January through December 2012, Harbor Reports from January through July 2012 Inclusive dates: 2012						
22	492			01/07/2014	01/01/2012	12/31/2012	12/31/2015
	2012 Billing Adjustments, Meter Reads, Credit Card Statements, Cornerstone, Alaska Court System, 911 Surcharge, Ambulance Service Reports, Department Revenue, Revenue Clearing 39500, State of Alaska Revenue, Miscellaneous Revenue, Correspondence, Lease Summary, General Ledger, UT Shut Off/Dumpsters, Harbor Reports August through December 2012 Inclusive dates: 2012						

Total Boxes in Record Series: 2

4 Year

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Item	Box#	UBN	Submitted By	Creation	From	To	Destruct
23	16			08/20/2013	01/01/2012	12/31/2012	12/31/2016
	Daily Cash Receipts (January 3, 2012 through October 1, 2012), Reports (January 3, 2012 through September 28, 2012) Inclusive dates: 2012						
24	17			08/20/2013	01/01/2012	12/31/2012	12/31/2016
	Daily Cash Receipts (10/1/12-1/2/13), Reports (10/1/12 - 12/31/12) Inclusive dates: 2012						

Total Boxes in Record Series: 2

Total Boxes in Department: 4

The above items are due for destruction. Check the box to approve the item for destruction. Date and sign these pages and return to Records Management.

Authorized by: \_\_\_\_\_

Date: \_\_\_\_\_

# Destruction Eligibility: Boxes

**CITY OF VALDEZ**

**FIN: Payroll & Taxes**

(COV)  
(/FIN/PAYROLL T/)  
( )

**6 Year**

Item	Box#	UBN	Submitted By	Creation	From	To	Destruct
25	184			10/03/2013	01/01/2006	12/31/2009	12/31/2015
	Board of Equalization Tax Appeals Inclusive dates: 2006,2007,2008,2009						
<b>Total Boxes in Record Series:</b>							<b>1</b>

**7 Year**

Item	Box#	UBN	Submitted By	Creation	From	To	Destruct
26	552			01/22/2016	01/01/2006	12/31/2009	12/31/2016
	Journal Entries (January through November 2006), Wells Fargo Statements of Transactions (2008), Bank of New York Mellon Statements (2009), The Hartford Statements (2009) Inclusive dates: 2006, 2008, 2009						
<b>Total Boxes in Record Series:</b>							<b>1</b>

**10 Year**

Item	Box#	UBN	Submitted By	Creation	From	To	Destruct
27	61			08/28/2013	01/01/2006	12/31/2006	12/31/2016
	General Ledger (06/21/06 - 12/22/06) Inclusive dates: 2006						
28	176			09/23/2013	01/01/2005	12/31/2006	12/31/2016
	Timesheets (12/19/05 - 6/4/06) Inclusive dates: 2005,2006						
<b>Total Boxes in Record Series:</b>							<b>2</b>
<b>Total Boxes in Department:</b>							<b>4</b>

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**Authorized by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Destruction Eligibility: Boxes

CITY OF VALDEZ

PH: Ports

6 Year

(COV)  
(/POR/PORTS/)  
( )

Item	Box#	UBN	Submitted By	Creation	From	To	Destruct
29	122			09/10/2013	01/01/1987	12/31/2008	12/31/2014
Monthly/Yearly Port Statistics (2000-2004), Airport Terminal Sublease - TCC (1997-2008) / PWSCC (1998-2008) / Valdez Aero Services Inc. (1997-2008) Inclusive dates:1987,1988,1989,1990,1991,1992,1993,1994,1995,1996,1997,1998,1999,2000,2001,2002,2003,2004,2005,2006,2007,2008							
Total Boxes in Record Series:							1
Total Boxes in Department:							1

The above items are due for destruction. Check the box to approve the item for destruction. Date and sign these pages and return to Records Management.

Authorized by: \_\_\_\_\_

Date: \_\_\_\_\_