

# Destruction Eligibility: Boxes

CITY OF VALDEZ

Finance

ATTACHMENT A

(COV)

(/FIN/)

## Accounts Payable

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Item	Box#	UBN	Submitted By	Creation	From	To	Destruct
1	602			05/30/2017	01/01/2007	12/30/2011	12/31/2017
	Wire Transfer						
	Checks						
	Voided checks						
	AP checks						
	Purchase Orders						

Total Boxes in Record Series: 1

## Accounts Receivable

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Item	Box#	UBN	Submitted By	Creation	From	To	Destruct
2	605			06/22/2017	01/01/2010	07/01/2011	12/31/2017
	Journal Entry						
	Cash Receipts						
3	609			06/22/2017	12/31/2009	07/31/2010	12/31/2016
	Bank Statements						
	Cash Receipts						
	Journal Entry						
	Statements Of Assets						
	Detail Ledger						

Total Boxes in Record Series: 2

Total Boxes in Department: 3

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: 3/15/18

# Destruction Eligibility: Boxes

**CITY OF VALDEZ**

**FIN: Accounts Payable**

**4 Year**

**(COV)**

**(/FIN/AP/)**

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Item	Box#	UBN	Submitted By	Creation	From	To	Destruct
4	508			04/13/2015	01/01/2013	12/31/2013	12/31/2017
	A/P Checks #54308 - #54799 Inclusive dates: 2013						
5	509			04/13/2015	01/01/2013	12/31/2013	12/31/2017
	A/P Checks #54800 - #55327 Inclusive dates: 2013						
6	510			04/13/2015	01/01/2013	12/31/2013	12/31/2017
	A/P ACH's #531 - #858 Inclusive dates: 2013						
7	511			04/13/2015	01/01/2013	12/31/2013	12/31/2017
	A/P ACH #859 - #1158 Inclusive dates: 2013						
8	526			06/18/2015	01/01/2013	12/31/2013	12/31/2017
	P-Card statements from November 01, 2013 through December 31, 2013 Inclusive dates: 2013						
9	532			06/18/2015	01/01/2013	12/31/2013	12/31/2017
	P-Card statements from August 01, 2013 through October 31, 2013 Inclusive dates: 2013						
10	536			06/18/2015	01/01/2013	12/31/2013	12/31/2017
	P-Card statements from April 15, 2013 through July 31, 2013 Inclusive dates: 2013						
11	537			06/18/2015	01/01/2013	12/31/2013	12/31/2017
	P-Card Statements from January 1, 2013 through April 15, 2013 Inclusive dates: 2013						

**Total Boxes in Record Series: 8**

**Total Boxes in Department: 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:**

3/15/18

# Destruction Eligibility: Boxes

**CITY OF VALDEZ**

**FIN: Accounts Receivable**

**3 Year**

(COV)  
(/FIN/AR/)  
( )

Item	Box#	UBN	Submitted By	Creation	From	To	Destruct
12	544			01/12/2016	01/01/2014	12/31/2014	12/31/2017
	Deposit Slips and Credit Card Batches Inclusive dates: 2014						

**Total Boxes in Record Series:** 1

**4 Year**

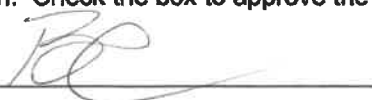
Item	Box#	UBN	Submitted By	Creation	From	To	Destruct
13	525			06/19/2015	01/01/2013	12/31/2013	12/31/2017
	Daily Cash Receipts from August 1, 2013 through December 31, 2013 Inclusive dates: 2013						
14	528			06/23/2015	01/01/2013	12/31/2013	12/31/2017
	A/R - Property Changes (January through December), Billing Requests and Invoices (January through May), Harbor Reports (January through December), Correspondence Inclusive dates: 2013						
15	533			06/19/2015	01/01/2013	12/31/2013	12/31/2017
	Daily Cash Receipts from January 2, 2013 through July 31, 2013 Inclusive dates: 2013						
16	534			06/23/2015	01/01/2013	12/31/2013	12/31/2017
	Billing Request and Invoices (June through December), UT and A/R Utility Billing Adjustments, Meter Reads, Credit Card Statements, Alaska Court System, 911 Surcharge, Miscellaneous Revenue and Lease Summary Inclusive dates: 2013						
17	573			06/24/2015	01/01/2013	12/31/2013	12/31/2017
	2013 Ambulance Service Reports, Department Revenue, Revenue Clearing 39500, Cornerstone, State of Alaska Revenue General Ledger, UT Shut Off & Dumpster, Closed B&B's: House of Irish Rentals, Crowne Spa & Retreat, Blueberry Mary's, Patty Anne's B&B, The Fisherman's Rack, Swift's B&B, Public Accommodation Tax Inclusive dates: 2013						

**Total Boxes in Record Series:** 5

**Total Boxes in Department:** 6

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:**

3/15/18

# Destruction Eligibility: Boxes

CITY OF VALDEZ

Other

4 Year

(COV)  
(/FIN/OTHER/)  
( )

Item	Box#	UBN	Submitted By	Creation	From	To	Destruct
18	553			02/23/2016	01/01/2013	12/31/2013	12/31/2017
	2013 Energy assistance application Inclusive dates: 2013						

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: 3/15/18

# Destruction Eligibility: Boxes

CITY OF VALDEZ

FIN: Payroll

10 Year

(COV)

(/FIN/PAYROLL/)

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Item	Box#	UBN	Submitted By	Creation	From	To	Destruct
19	76			08/30/2013	01/01/2007	12/31/2007	12/31/2017
	General Ledger Payroll Journal (07/18/07 - 12/21/07) Inclusive dates: 2007						

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: 3/14/18