

# Destruction Eligibility: Boxes

CITY OF VALDEZ  
City Clerk  
25 Year

Attachment A

(COV)  
(/CIT/)  
( )

Item	Box#	UBN	Submitted By	Creation	From	To	Destruct
1	26			08/20/2013	01/01/1992	12/31/1993	12/31/2018
ACMP Consistency Determin. Petro Star, FPE Roen Eng. Plan Review Petro Star, Petro Star Valdez Refinery Gen Corresp, Water Circulation Studies Permit N Inclusive dates: 1992,1993							
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: \_\_\_\_\_

# Destruction Eligibility: Boxes

CITY OF VALDEZ

FIN: Accounts Payable

4 Year

(COV)  
(/FIN/AP/)  
( )

Item	Box#	UBN	Submitted By	Creation	From	To	Destruct
2	538			09/06/2016	01/01/2014	12/31/2014	12/31/2018
	AP Checks #55890 - #56402 Inclusive dates: 2014						
3	539			02/10/2016	01/01/2014	12/31/2014	12/31/2018
	AP Checks #55329 - #55889. Inclusive dates: 2014						
4	540			02/10/2016	01/01/2014	12/31/2014	12/31/2018
	ACH Payments #1160 - #1537 Inclusive dates: 2014						
5	541			02/10/2016	01/01/2014	12/31/2014	12/31/2018
	ACH Payments #1538 - #1816 Inclusive dates: 2014						
6	545			02/10/2016	01/01/2014	12/31/2014	12/31/2018
	P Card Statements January 1,2014 through April 15,2014. Inclusive dates: 2014						
7	546			02/10/2016	01/01/2014	12/31/2014	12/31/2018
	P Card Statements April 30,2014 through August 15,2014 Inclusive dates: 2014						
8	547			02/10/2016	01/01/2014	12/31/2014	12/31/2018
	P Card Statements August 15,2014 through November 15,2014 Inclusive dates: 2014						
9	548			02/10/2016	01/01/2014	12/31/2014	12/31/2018
	P Card Statements November 30,2014 through December 31,2014 Inclusive dates: 2014						

**Total Boxes in Record Series: 8**

**Total Boxes in Department: 8**

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

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

# Destruction Eligibility: Boxes

**CITY OF VALDEZ**

**FIN: Accounts Receivable**

**4 Year**

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

Item	Box#	UBN	Submitted By	Creation	From	To	Destruct
10	531			06/19/2015	01/01/2014	12/31/2014	12/31/2018
	Daily Cash Receipts from January 2, 2014 through July 27, 2014 Inclusive dates: 2014						
11	535			06/19/2015	01/01/2014	12/31/2014	12/31/2018
	Daily Cash Receipts from July 28, 2014 through December 31, 2014 Inclusive dates: 2014						
12	542			01/12/2016	01/01/2014	12/31/2014	12/31/2018
	2014 Billing Request and Invoices, Accounts Receivable Revenue, Statements and Reports, Civic Center Concession Balance Sheets, Lease Summary, Property Changes, Revenue Clearing 39500, General Ledger, UT Shut Off, Dumpster, State of Alaska Revenue, Miscellaneous Revenue Inclusive dates: 2014						
13	543			01/12/2016	01/01/2014	12/31/2014	12/31/2018
	Harbor Reports, Department Revenue, Correspondence, Billing Adjustments UT/A, Cornerstone, Meter Reads, Credit Card Statements, Ambulance Service Report, Alaska Court System, 911 Surcharge Inclusive dates: 2014						

**Total Boxes in Record Series: 4**

**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

Other

10 Year

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

Item	Box#	UBN	Submitted By	Creation	From	To	Destruct
14	530			03/26/2015	01/01/2008	12/31/2008	12/31/2018
	Payroll Reports, Hours Report (January through December) Inclusive dates: 2008						

Total Boxes in Record Series: 1

Total Boxes in Department: 1

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

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

# Destruction Eligibility: Boxes

CITY OF VALDEZ

FIN: Payroll

7 Year

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

Item	Box#	UBN	Submitted By	Creation	From	To	Destruct
15	551			01/22/2016	01/01/2006	12/31/2011	12/31/2018
CD Statements (June through December 2006, January through December 2007), State Street Global Statements (December 2010 through November 2011), Bank of New York Mellon Statements (2009) Inclusive dates: 2006, 2007, 2009, 2010, 2011							

**Total Boxes in Record Series: 1**

10 Year

( )

Item	Box#	UBN	Submitted By	Creation	From	To	Destruct
16	248			03/12/2014	01/01/2000	12/31/2008	12/31/2018
Payroll Benefits Back Up - ESC (2005-2006, 2008) / Worker's Comp Reports (2005-2006, 2008) / EEO Reports (2006), Credit Union Information (2000-2006) / United Way (2008) / AFLAC Flex Plans (2008) / AFLAC Regular Plans (2008) / Hartford Plans (2008) / UBS Reports (2008) Inclusive dates: 2000,2001,2002,2003,2004,2005,2006,2008							

**Total Boxes in Record Series: 1**

**Total Boxes in Department: 2**

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

Fire

10 Year

(COV)

(/FIR/)

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Item	Box#	UBN	Submitted By	Creation	From	To	Destruct
17	181			10/03/2013	01/01/2003	12/31/2008	12/31/2018
Past Grant Records - EMPG (2006-2008) / SHSP (2005) / EMW/FEMA (2003-2004) / LETPP (2004-2005) / Misc. Grants (2004-2007) / Turn Outs (2005) / Citizen Corp. Valdez LEPC (2005-2006) / LEPC (2005-2006) / Port Security (2005) / HSGP (2004)							
Inclusive dates: 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: \_\_\_\_\_