

# Item Detail: Boxes

CITY OF VALDEZ

ATTACHMENT A

(COV)

Finance

(/FIN/)

Accounts Receivable

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Item	Box#	Barcode	UBN	Submitted By	Creation	From	To
1	585	%00000585			05/26/2017	01/06/2013	04/14/2013
	Workers Compensation Report						
	ESC Report						
	United Way						
	Hartford Plans						
	Aflac plans December 2011-December 2012						
	First (1st) National Bank Health Insurance						
	Federal Withholding						
	PERS Retirement						
	PERS Retirement September-December 2013						
	Timesheets PPE 12/23/2012						

\*\*\*SHRED CONTENTS WHEN RETENTION MET\*\*\*

Total Boxes in Record Series: 1

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Payroll

Item	Box#	Barcode	UBN	Submitted By	Creation	From	To
2	581	%00000581			05/26/2017	08/18/2013	12/22/2013
	Payroll period ending (PPE) 08/18/2013 - 12/22/2013						
3	586	%00000586			05/26/2017	04/28/2013	08/04/2013
	Payroll period ending (PPE) 04/28/2013 - 08/04/2013						
4	589	%00000589			05/26/2017	01/06/2013	04/14/2013
	Pay period ending (PPE) 1/06/2013-04/14/2013						

Total Boxes in Record Series: 3

Total Boxes in Department: 4

# Item Detail: Boxes

CITY OF VALDEZ  
FIN: Accounts Payable  
10 Year

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

Item	Box#	Barcode	UBN	Submitted By	Creation	From	To
5	205	%00000205			08/08/2013	01/01/2006	12/31/2009
Senior Citizen, Disabled Veteran, Tax Exemption Applications Inclusive dates: 2006,2007,2008,2009							

Total Boxes in Record Series: 1

Total Boxes in Department: 1

# Item Detail: Boxes

CITY OF VALDEZ

FIN: Accounts Receivable

7 Year

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

Item	Box#	Barcode	UBN	Submitted By	Creation	From	To
6	550	%00000550			01/20/2016	01/01/2010	12/31/2012
Bank Statement - Assets and Liabilities 2010, Bank Statements from January through November 2011 and January 2012 through November 2012, Journal Entries from January through November 2011 Inclusive dates: 2010,2011,2012							

Total Boxes in Record Series: 1

Total Boxes in Department: 1

# Item Detail: Boxes

CITY OF VALDEZ

Other

4 Year

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

Item	Box#	Barcode	UBN	Submitted By	Creation	From	To
7	554	%00000554			02/25/2016	01/01/2015	12/31/2015
	Energy Assistance Application #1000 - #1663 Inclusive dates: 2015						
8	555	%00000555			02/25/2016	01/01/2015	12/31/2015
	Energy Assistance Applications Inclusive dates: 2015						
9	562	%00000562			03/25/2016	01/01/2015	12/31/2015
	2015 January through July cash receipts Inclusive dates: 2015						
10	563	%00000563			03/25/2016	01/01/2015	12/31/2015
	2015 August through December cash receipts Inclusive dates: 2015						

Total Boxes in Record Series: 4

10 Year

( )

Item	Box#	Barcode	UBN	Submitted By	Creation	From	To
11	566	%00000566			03/29/2016	01/01/2006	12/31/2009
	Year End Payroll Reports**Personal Information Included - Shred Box Contents When Retention Met Inclusive dates: 2006,2007,2008,2009						

Total Boxes in Record Series: 1

Total Boxes in Department: 5

11 Total Boxes

## **ATTACHMENT A**

### **HARBOR - OLD DOCUMENTS LIST:**

Waterfront Commercial Work Permit Application's – 2003-2008

Request for Public Records - 2001

Insurance / Liability – 2001 and 2008-2009

Copies of Letters from Harbor Office – 2004-2005

Monthly Meter Readings – 2008-2010 and 2012-2013

Meter log - 2013

Annual Wait List Reports – 1998-2003

Vessel Impound Records – 1996-2008

### **ELECTRONIC BUSINESS REGISTRATIONS:**

Annual Renewal – 2012 and 2014-2015