

Administration Department – Financial Services
Records to be Approved for Destruction

<u># of items</u>	<u>Type of Container</u>	<u>Years of Records</u>	<u>Description of Documents</u>
35	9 x 4 x 24	2018	Utilities/City Tax receipts
1	12 x 10 x 15	2018	Magistrate Reports May-December; City Refunds
1	12 x 10 x 15	2017 -2018	Magistrate Reports – Sept – Dec 2017; Jan -April 2018
1	12 x 10 x 15	2018	Daily Settlement Sheets
1	12 x 10 x 15	2018	Various Types of City Receipts- Permits; Recreation
1	12 x 10 x 15	2018	Various Types of City Receipts - Permits
1	12 x 10 x 24	2018	Various Types of City Receipts - Permits Cash out reports
1	12 x 10 x 15	2018	Various Types of City Receipts – Permits; 016-073
1	12 x 10 x 15	2018	Various Types of City Receipts- Revenue code 076-118
1	12 x 10 x 15	2018	Various Types of City Receipts - Revenue codes 110-120; Golf; CDBG Capital; Medical
1	12 x 10 x 15	2018	Various Types of City Receipts - Revenue code 122-173; Recreation; Portnoff
1	12 x 10 x 15	2018	Various Types of City Receipts - Revenue code 158-161