

# CITY OF WHITING RECORD RETENTION POLICY

## DESCRIPTION

- Purchase Order (form 98)
- Mileage Claim (form 101)
- Accounts Payable Voucher Register (form 364)
- Report to County Auditor of Court Costs Collected
- Monthly Keystone Reports
- Cassette tapes used for board minutes
- Duplicate portion of customer water bills

- Clerk-Treasurer's Receipt (form 203A)
- Water & Sewage Receipts (form 311)
- Accounts Payable Voucher (form 201)
- Municipal Water Utility APV (form 301)
- Municipal Sewage Utility APV (form 301S)
- Depository Record & Warrant Register (form 214)
- Bank Statements & Deposit Tickets
- Payroll Schedule and Voucher (form 99)
- Time Cards

- Warrants/Payroll (form 205)
- Cancelled Checks/Warrants (form 356)
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- Duplicate Licenses
- Insurance – Policies & Premium Notices
- Daily Cash Receipts Journal (form 313C)
- Water Department Billing Reports
- Department Claims
- Water Department Cash Summary Reports
- Water Department Customer Billing Reports
- Water Department Monthly Billing Reports
- Aged Accounts Receivable Reports
- Water Department Consumption Reports
- Duplicate Copies of Sales Tax Receipts
- Duplicate Copies of Utilities Tax Receipts

- Rejected Bids (form 96)
- Employee's Service Records (99A)
- Meter Reading Cards

## RETENTION PERIOD

*DESTROY after three (3) calendar years and after receipt of State Board of Accounts Audit Report and satisfaction of unsettled charges.*

*DESTROY after five (5) calendar years and after receipt of State Board of Accounts Audit Report and satisfaction of unsettled charges.*

*DESTROY after six (6) calendar years and after receipt of State Board of Accounts Audit Report and satisfaction of unsettled charges.*

*DESTROY after ten (10) calendar years and after receipt of State Board of Accounts Audit Report and satisfaction of unsettled charges.*