

		DOCUMENTS ORIGINATED PRIOR TO DECEMBER 31,	YEARS OF RETENTION
<u>ACCOUNTS PAYABLE</u>			
	Demand/Payment Register (BH 30)	2014	6
	Demands (C-80) Includes Wires EFT	2014	6
	Demands - P-Cards	2014	6
	Demands - Telephone (C-80)	2017	3
	Demand Register (BA 46-01)	2014	6
	Travel Forms	2014	6
<u>AUDIT:</u>			
	Audit Committee Agenda, Reports and Attachments	2016	4
	Audit Files Routines (work papers, support, follow-up & analysis)	2012	8
<u>BILLING, COLLECTION, & GRANTS</u>			
	Miscellaneous Receipt - All Depts	2015	5
	UUT Remittance Forms	2015	5
	Grants	2014	6
<u>BUDGET:</u>			
	Annual Budget	1980	40
	Revenue Contracts	2014	6
<u>ACCOUNTING</u>			
	Grant Reports/Award Letters and Receipts (Except FEMA Grants)	2014	6
	FEMA Grants (All Related Documents)	Three years after the disaster is closed with Federal and State	Three years after the disaster is closed with Federal and State
	AQMD AB2766 Subvention Fund Files	2014	6
	PROP A & C/Measure R/Measure M/ TDA 3 Reports and Audits	2014	6
	1099 Forms	2014	6
	Vendor Files	2014	6
	State Controller Reports	2010	10

		DOCUMENTS ORIGINATED PRIOR TO DECEMBER 31,	YEARS OF RETENTION
<u>PAYROLL:</u>			
	General Ledger Interface (GNGLX100)	2014	6
	Credit Union Cards	2018	2
	Daily Time Accounting (GNPAY	2015	5
	Payroll Accumulated Balance (PW 10) (GNPAY 310)	2017	3
	Payroll Batches of Time card Records (PS 25) (GNPAY250)	2015	5
	Payroll Register (PS 45 & 20) ((PAY002)	1995	25
	PERS Semi-Monthly Payroll Listing (GNPAY 225)	2015	5
	Personnel Requisitions, Transfers & Termination (CS 16)	2018	2
	Position Control Book (PQ 10) (GNPOS 200)	2014	6
	Request for Leave (C 61)	2018	2
	Sick Leave Release Certification (H-3)	2018	2
	Time Cards (C-340) (C-383)	2016	4
	W-4 & DE 4	2015	5
	Salaried Additional Payroll Certification (GNPAY150)	2015	5
	Payroll Tax Return	2014	6
	Subpeonas	2017	3
	Overtime & Hourly Payroll Certification (not designed)	2015	5
	Budget Estimate - Salaries (PA 10 or GNPD 300)	2014	6
	Medical & Dental Worksheets for JV	2015	5
	Medical & Dental Bills	2015	5
	Imperial Industries	2017	3
<u>PURCHASING:</u>			
	Purchase Orders (O-1)	2014	6
	Service Authorization	2014	6
	Request for Quotes	2014	6
	Request for Proposals	2014	6

December 31, 2020

		DOCUMENTS ORIGINATED PRIOR TO DECEMBER 31,	YEARS OF RETENTION
	Bid Files	2014	6
	Contracts - Maintenance & Operation	2014	6
	Fixed Asset Transfer & Disposal (O- 25)	2014	6
	P-Card Records	2014	6
	Purchase Requisitions	2014	6