CASH MANAGEMENT

BANKING RECORDS

Includes bank statements, bank reconciliation, deposit books and slips, and cancelled checks in any format

Active: 5 years
Disposition: destroy

CERTIFICATES OF DEPOSIT

Active: until maturity
Disposition: return to bank

DAILY FEES ACCOUNTING REPORT

Contains payee name, permit number and type (if applicable), amount paid, and copies of deposit receipts

Active: 5 years
Disposition: destroy

INVESTMENT RECORDS - DAILY

Daily accounting of transactions

Active: 5 years
Disposition: destroy

INVESTMENT RECORDS - GENERAL

Includes weekly reports generated by City Treasurer, transaction confirmations, monthly reports generated by brokers, and maturity confirmations

Active: 5 years
Disposition: destroy

LETTERS OF UNDERSTANDING

Written acknowledgements of broker responsibilities and promises

Active: 5 years
Disposition: destroy

PAYROLL DOCUMENTS

Includes time cards/sheets, leave requests, time away from work requests, payroll adjustment records, and payroll warrants registers. See also Central Accounting

Active: 5 years
Disposition: destroy

PERSONAL USE OF CITY WIRELESS EQUIPMENT

Includes wireless phone bills

Active: 5 years
Disposition: destroy

PROFESSIONAL ORGANIZATION FILES

Active: 5 years
Disposition: destroy

PROOF OF PUBLICATION

Active: 5 years
Disposition: destroy

RECEIPTS

Includes daily reconciliation report as well as deposit records from all departments

Active: 5 years
Disposition: destroy

YEAR-END CLOSEOUT REPORT

Original sent to Controller

Active: retain copy until close of City audit
Inactive: 5 years
Disposition: destroy