

TO BE DESTROYED

FINANCIAL RECORDS

Record #	Series Title	Date Range	Destruction Date
231	Paid Invoices	2005/2006	2010
312	Paid Invoices	2005/2006	2010
323	Paid Invoices	2004/2005	2008
326	Paid Invoices	2005/2006	2010
327	Paid Invoices	2005/2006	2010
329	Receiving Reports	2007	2011
330	Inventory Reports	2007	2012
331	Receiving Reports	2007	2011
335	Paid Invoices	2005/2006	2010
502	Paid Invoices	2005/2006	2010
503	Paid Invoices	2005/2006	2010
504	Purchase Orders	2005/2006	2010
505	Paid Invoices	2005/2006	2010
506	Paid Invoices	2005/2006	2010
514	Paid Invoices	2005/2006	2010
515	Paid Invoices	2005/2006	2010
516	Paid Invoices	2005/2006	2010
519	Purchase Orders	2005/2006	2008
520	Purchase Orders	2005/2006	2008
525	Paid Invoices	2005/2006	2010
526	Paid Invoices	2005/2006	2010
530	Bid Documents	2004/2005	
536	Purchase Orders	2005/2006	2010
801	Paid Invoices	2003/2004	2008
802	Paid Invoices	2003/2004	2008
803	Paid Invoices	2003/2004	2008
804	Paid Invoices	2003/2004	2008

805	Paid Invoices	2003/2004	2008
806	Paid Invoices	2003/2004	2008
807	Paid Invoices	2003/2004	2008
808	Receiving Reports	2005	2009
813	Paid Invoices	2003/2004	2008
814	Paid Invoices	2003/2004	2008
815	Paid Invoices	2003/2004	2008
816	Paid Invoices	2003/2004	2008
817	Paid Invoices	2003/2004	2008
818	Receiving Reports	2002/2003	2008
819	Paid Invoices	2003/2004	2008
828	Paid Invoices	2004/2005	2011
829	Paid Invoices	2004/2005	2011
830	Paid Invoices	2004/2005	2011
831	Paid Invoices	2004/2005	2011
832	Paid Invoices	2004/2005	2011
834	Paid Invoices	2004/2005	2011
835	Paid Invoices	2004/2005	2011
836	Paid Invoices	2004/2005	2011
917	Paid Invoices	2004/2005	2011
918	Paid Invoices	2004/2005	2011
919	Paid Invoices	2004/2005	2011
920	Paid Invoices	2004/2005	2011
921	Paid Invoices	2004/2005	2011
922	Paid Invoices	2004/2005	2011
923	Paid Invoices	2004/2005	2011
924	Paid Invoices	2004/2005	2011
925	Paid Invoices	2004/2005	2011
926	Purchase Orders	2004	2011
1510	Bank Reconciliation Report	none	2011
1628	BOS/Timesheets	2006	2011
1635	BOS/Timesheets	2006	2011
2423	Bank Reconciliation Report	none	2010
2424	BOS/Timesheets	2006	2011

2434	Cash Journal	2001	
3301	Paid Invoices	2003/2004	2008
3810	G.L. Budgeted Rec.	2003/2004	
4718	G.L. Budgeted Rec.	none	
5042	BOS/Special Project	2001/2002	
5133	Purchase Orders	2005	

The following documents were never listed in the records inventory:

Check Stubs-8 boxes from 2006/2007

Paid Bills-16 boxes from 2006/2007

Paid Bills-16 boxes from 2007/2008

Receiving Reports from the BOS, Sheriff's Dept, and Road Dept. from 2008 - 3 boxes

Tax Assessor Property Record Cards 1999 thru 2001 - 22 banker boxes

Tax Assessor Personal Property Record Cards 2002 thru 2004 - 3 boxes

TAX COLLECTOR

Record #	Series Title	Date Range	Destruction Date
313	Special Tag Report	2007	2011
531	Tag Receipts	2006	2010
613	Regular Title Remittance	2005	2009
614	Regular Title Remittance	2005	2009
617	Special Tag Report	2005	2009
618	Special Tag Report and Supplement	2005	2009
619	Personal Property	2004	2009
620	Personal Property	2006	2011
621	Personal Property	2005	2010
622	Tag Receipts	2007	2011

623	Tag Receipts	2007	2011
624	Trailer Tags/Rental	2007	2011
625	Title Remittance	2007	2012
626	Fast Track	2007	2012
629	Title Remittance	2007	2012
630	Tag Receipts	2008	2012
631	Sales and Use Tax	2007	2011
632	Tag Receipts	2008	2011
634	Tag Receipts	2008	2011
635	Personal Property Warrants/Misc.	2002/2003	2008
636	Regular Title Remittance	2005	2010
702	Tag Receipts	2008	2012
703	Special Tag Report	2008	2012
713	Tag Receipts	2008	2012
714	Tag Receipts	2007	2011
715	Tag Receipts	2008	2012
716	Tag Receipts	2007	2011
717	Tag Receipts	2007	2011
718	Tag Receipts	2007	2011
719	Tag Receipts	2007	2011
720	Tag Receipts	2007	2011
721	Tag Receipts	2007	2011
722	Tag Receipts	2007	2011
723	Tag Receipts	2007	2011
724	Tag Receipts	2006	2010
725	Tag Receipts	2006	2010
726	Tag Receipts	2007	2011
727	Special Tag Report	2007	2011
728	Tag Receipts	2007	2011
729	Tag Receipts	2007	2011
730	Tag Receipts and Supplemental	2007	2011
731	Tag Receipts	2007	2011
732	Special Tag Report	2007	2011
733	Tag Receipts	2007	2011

734	Tag Receipts	2007	2011
735	Tag Receipts	2007	2011
736	Tag Receipts	2007	2011
811	Big Truck Report	2004/2009	2009
820	Tag Receipts	2005	2009
821	Special Tag Report and Supplement	2005	2009
823	Tag Receipts	2005	2009
825	Decal Reports	2005	2009
901	Special Tag Reports	2007	2011
902	Tag Receipts	2008	2012
2631	Tag Receipts	2008	2012
2632	Tag Receipts	2008	2012
2633	Daily Balance Sheets	2006	2011
2634	Decal Reports	2007	2012
2636	Decal Reports	2005	2010
3304	Daily Balance Sheets	2006	2011
3309	Big Truck Report	2006	2011
3310	Decal Reports	2006	2011
3813	Tag Receipts	2006	2010
3815	Tag Receipts	2005	2009
3816	Tag Receipts	2006	2010
3818	Tag Receipts	2006	2010
3819	Tag Receipts	2006	2010
3821	Tag Receipts	2006	2010
3822	Tag Receipts	2006	2010
3824	Tag Receipts	2005	2009
3825	Tag Receipts	2005	2009
3826	Tag Receipts	2006	2010
3827	Tag Receipts	2005	2009
3828	Tag Receipts	2006	2010
3830	Tag Receipts	2005	2009
3833	Tag Receipts	2006	2010
3834	Tag Receipts	2005	2009
3835	Tag Receipts	2007	2011

3836	Fast Track	2004/2005	2011
3908	Sales and Use Tax	2003	2008
3909	Sales and Use Tax	2001	2006
3911	Special Tag Fees and Summary	2004	2008
3914	Tax Receipts/Land	2004	2008
3917	Sales and Use Tax	2005	2009
3920	Title App and Remit Inv	2003	2008
4002	Title App and Remit Inv	2003	2008
4003	Title App and Remit Inv	2003	2008
4006	Titles	2004	2009
4008	Title App and Remit Inv	2001	2006
4010	Tax Receipts/Land	2003	2008
4015	Tax Receipts/Land	2004	2008
4016	Tax Receipts/Land	2004	2008
4022	Title App and Remit Inv	2004	2009
4027	Tax Receipts/Land	2004	2008
4101	Tag Receipts	2006	2010
4102	Tag Receipts	2005	2009
4103	Tag Receipts	2005	2009
4104	Tag Receipts	2005	2009
4105	Tag Receipts	2006	2010
4106	Tag Receipts	2004	2008
4107	Tag Receipts	2005	2009
4108	Tag Receipts	2005	2009
4109	Tag Receipts	2004	2008
4110	Tag Receipts	2004	2008
4111	Tag Receipts	2005	2009
4112	Tag Receipts	2005	2009
4119	Tag Receipts	2005	2009
4121	Tag Receipts	2005	2009
4122	Tag Receipts	2005	2009
4124	Tag Receipts	2005	2009
4125	Tag Receipts	2005	2009
4127	Tag Receipts	2005	2009

4128	Tag Receipts	2005	2009
4710	Personalized/Amateur Radio Tags	2000-2003	2008
4801	Tag Receipts	2004	2008
4803	Tag Receipts	2004	2008
4804	Tag Receipts	2004	2008
4806	Tag Receipts	2004	2008
4807	Tag Receipts	2004	2008
4809	Tag Receipts	2004	2008
4810	Tag Receipts	2004	2008
4812	Tag Receipts	2004	2008
4813	Tag Receipts	2004	2008
4819	Tag Receipts	2004	2008
4821	Tag Receipts	2004	2008
4822	Tag Receipts	2004	2008
4824	Tag Receipts	2004	2008
4825	Tag Receipts	2004	2008
4827	Tag Receipts	2004	2008
4828	Tag Receipts	2004	2008
4830	Tag Receipts	2004	2008
4831	Tag Receipts	2004	2008
5019	Special Tag Fees and Summary	2004	2008
5020	Sales and Use Tax	2004	2008
5029	Special Tag Fees and Returns	2002	2006
5030	Tax Receipts/Land	2004	2008
5032	Title App and Remit Inv	2004	2009
5105	Tag Receipts	2006	2010
5108	Tag Receipts	2007	2011
5109	Tag Receipts	2007	2011
5110	Tag Receipts	2007	2011
5111	Tag Receipts	2007	2011
5112	Tag Receipts	2007	2011
5113	Tag Receipts	2007	2011
5114	Tag Receipts	2007	2011
5115	Regular Title Remittance	2006	2010

5116	Regular Title Remittance	2006	2010
5117	Regular Title Remittance	2006	2010
5118	Special Tag Report	2006	2010
5119	Special Tag Report	2006	2010
5120	Special Tag Report	2006	2010
5122	Tag Receipts	2002	2006
5123	Tag Receipts	2006	2010
5124	Tag Receipts	2006	2010
5126	Tag Receipts	2006	2010
5128	Tag Receipts	2006	2010
5129	Tag Receipts	2006	2010
5130	Tag Receipts	2006	2010