



**Treasurer-Tax Collector-Revenue Division  
Departmental Retention Master List**

Retention Period\Disposition					
Office of Record (OFR)	Title and Description	Active (in office)	Total Retention*	Media	Location of Original
*Litigation, complaints and/or claims suspend normal retention period (retention begins after final action - settlement, or expiration of judgment)					
Retention begins when the act is completed.					
MC Revenue Division	Daily reports of payments received.	2 years	2 years	Ppr	CUBS
MC Revenue Division	Monthly reports of new accounts added.	2 years	2 years	Ppr	CUBS
MC Revenue Division	Account Adjustment forms.	2 years	2 years	Ppr	CUBS
MC Revenue Division	Accounts Payable, Vendor Invoices	2 years	2 years	Ppr	CUBS
MC Revenue Division	Receipts, deposit permits, cash drawer daily balancing sheets and monthly cash statements	2 years	2 years	Ppr	CUBS
MC Revenue Division	Legal Liens/ Workers' Compensation/Legal Claims	1 year	1 year	Ppr	Monterey County Civil Court NMC
MC Revenue Division	Debtor correspondences with related Court documents	2 years	2 years	Ppr	Monterey Superior Court