

**Before the Board of Supervisors in and for the
County of Monterey, State of California**

Approve an application and order for)
destruction of designated Treasurer-Tax)
Collector, Revenue Division records that are)
no longer necessary for County purposes to)
be retained, as set forth in the attached)
Departmental Retention Master List.....)

Upon motion of Supervisor Salinas, seconded by Supervisor Calcagno, and carried by those members present, the Board hereby;

Approved an application and order for destruction of designated Treasurer-Tax Collector, Revenue Division records that are no longer necessary for County purposes to be retained, as set forth in the attached Departmental Retention Master List.

PASSED AND ADOPTED on this 28th day of June, 2011, by the following vote, to wit:

AYES: Supervisors Calcagno, Salinas, and Parker

NOES: None

ABSENT: Supervisors Armenta and Potter

I, Gail T. Borkowski, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 75 for the meeting on June 28, 2011.

Dated: July 5, 2011

Gail T. Borkowski, Clerk of the Board of Supervisors
County of Monterey, State of California

By 
Deputy



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	All paper records of accounts paid in full.	2 years	2 years	Ppr	CUBS
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	Account Adjustment forms.	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