REQUEST FOR AUTHORIZATION FOR DESTRUCTION OF RECORDS

RESOLUTION 99-6

DESCRIPTION OF RECORD	DATE OF RECORD	RECOMMENDATION FOR RETENTION PERIOD
BANK STATEMENTS	88/89	10 YEARS
BUSINESS LICENSES	89	10 YEARS
PAYROLL RECORDS	89	10 YEARS
PART TIME EMPLOYEE FILES	89	10 YEARS
TIME SHEETS	89	10 YEARS
DAILY CASH SHEETS	92 & 93	5 YEARS
EIPT YELLOW COPIES	92 & 93	5 YEARS
DIGGING PERMITS	93	5 YEARS
PURCHASE ORDERS YELLOW COPY	93	5 YEARS
METER SHEETS	93	5 YEARS
GOLF REPORTS	96	2 YEARS
COUNCIL CHECKS PINK COPIES	96	2 YEARS
US WEST REPORTS	96	2 YEARS
INTERMOUNTAIN GAS REPORTS	96	2 YEARS
SWIMMING POOL REPORTS	96	2 YEARS

RECOMMENDED BY Nancy Lusk DATE 6-18-99

APPROVED BY [illegible] DATE 6-18-99

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DESCRIPTION OF RECORD	DATE OF RECORD	RECOMMENDATION FOR RETENTION PERIOD
CAROUSEL REPORTS	96	2 YEARS
SOLID WASTE TICKETS	96	2 YEARS
SPECIAL WORK ORDERS	96	2 YEARS
POLICE REPORTS	96	2 YEARS
MISC. BILL RECEIPTS	96	2 YEARS
GAS SLIPS	96	2 YEARS
[illegible]ER BILL CARDS	96	2 YEARS
HAND WRITTEN MINUTES	98	1 YEAR
GARBAGE ROUTE LISTS	97	1 YEAR
DUPLICATE DAILY EDITS	96	2 YEARS

RE[illegible]OMMENDED BY Nancy Lusk DATE 6/17/99

APPROVED BY [illegible] DATE [illegible]