

RESO NO. 18-398  
EXHIBIT A

Description of Records	Date of Record	Recommended Retention Period	Group Number
Record of Office Break-Ins	1993	5 Years	8
Record of Office Break-Ins	1994	5 Years	8
A/R Control Billing Payments	6/30/1990-6/30/1996	15 Years	8
USA North Tickets	2009	3 Years	9
USA North Tickets	2010	3 Years	9
USA North Tickets	2011	3 Years	9
USA North Tickets	2012	3 Years	9
Deposits by Name	7/1/91-6/30/92	10 Years*	N/A
Deposits by Name	7/1/91-6/30/93	10 Years*	N/A
Deposits by Name	7/1/93-6/30/94	10 Years*	N/A
Deposits by Name	7/1/94-6/30/95	10 Years*	N/A
Deposits by Name	7/1/95-6/30/96	10 Years*	N/A
Deposits by Name	7/1/96-6/30/97	10 Years*	N/A
Deposits by Name	7/1/97-6/30/98	10 Years*	N/A
Deposits by Name	7/1/98-6/30/99	10 Years*	N/A
Deposits by Name	7/1/99-6/30/00	10 Years*	N/A
Deposits by Name	1/9/03-5/27/03	10 Years*	N/A
Customer Deposits	2003	10 Years*	N/A
Customer Deposits	2004	10 Years*	N/A
Conflict of Interest Forms (700 Forms)	1990	10 Years*	N/A
Conflict of Interest Forms (700 Forms)	1996	10 Years*	N/A
Conflict of Interest Forms (700 Forms)	1997	10 Years*	N/A
Conflict of Interest Forms (700 Forms)	1998	10 Years*	N/A
Conflict of Interest Forms (700 Forms)	2000	10 Years*	N/A
Conflict of Interest Forms (700 Forms)	2001	10 Years*	N/A
Memo's from the County re: 700 forms	1977-1996	10 Years*	N/A
Formal Requests for Monthly BOD Distribution	1981-1982	10 Years*	N/A
Copies of Agendas	1994-1998	12 Years	5
Copies of Checks for A/P	2002	Not specified	(a)8
Hand Written Check Book Ledger	1/31/76-11/30/98	Not specified	(a)8
Checking Account Register	7/3/00-3/12/2004	Not specified	(a)8
Copies of A/P Invoices and Check Stubs	2007-2012	Not specified	N/A

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Information for 2002 Audit and Draft Copy of Audit	2002	10 Years*	N/A
A/R Accounts With Unpaid Balances	8/1990-2/26/1997	10 Years*	N/A
Mid State Bank Statements Gen. Checking	1992	Not specified	(a)6
Mid State Bank Statements Gen. Checking	1993	Not specified	(a)6
Mid State Bank Statements Gen. Checking	1994	Not specified	(a)6
Mid State Bank Statements Gen. Checking	1995	Not specified	(a)6
Mid State Bank Statements Gen. Checking	1996	Not specified	(a)6
Mid State Bank Statements Gen. Checking	1997	Not specified	(a)6
Mid State Bank Statements Gen. Checking	1998	Not specified	(a)6
Mid State Bank Statements Gen. Checking	1999	Not specified	(a)6
Mid State Bank Statements Gen. Checking	2000	Not specified	(a)6
Mid State Bank Statements Gen. Checking	2001	Not specified	(a)6
Mid State Bank Statements Gen. Checking	2002	Not specified	(a)6
Mid State Bank Statements Gen. Checking	2003	Not specified	(a)6
Mid State Bank Statements Gen. Checking	2004	Not specified	(a)6
SLO County Fund Revenues by Class	1998	10 Years*	N/A
SLO County Fund Revenues by Class	1999	10 Years*	N/A
SLO County Fund Revenues by Class	2000	10 Years*	N/A
Files Related to Weed Abatement	1990-1998	10 Years*	N/A
Warrant Register	8/12/87-6/30/94	Staff is Requesting Destruction	ES
Water Service Account Applications for Closed Accts.	1988-2002	Not specified	N/A
Remittance Coupons	1999-2002	Not specified	N/A
Check Stubs from County Property Tax Payments	1999-2002	Not specified	N/A
Billing Account Payments	5/1/89-6/30/90	Not specified	N/A
Billing Account Payments	7/1/90-6/30/92	Not specified	N/A
Billing Account Payments	7/1/92-6/30/94	Not specified	N/A
Billing Account Payments	7/1/94-6/30/96	Not specified	N/A

\* No time frame specifically listed in the District policy manual.