

<b>RETENTION SCHEDULE - PUBLIC TRUSTEE</b>		
	March 26, 2014	All = +current
<b>ADMINISTRATIVE RECORDS</b>		
4.1	Budget Work Records	2 years
4.1	Certificate of Appointment/Performance Bonds	6 years after expires
4.1	Contracts	Duration + 6
4.1	Historical; Documentaion; Records; Etc	Permanent
4.1	Inventories	Until superseded
4.1	Job Procedures-Clerical & Routine Manuals	2 years after superseded
4.1	Job Procedures-Policies & Procedures	Permanent
4.1	Legal Opinions-Enduring	Permanent
4.1	Legal Opinions-Routine	2 years, then evaluate
4.1	Master Copies	Until Superseded
4.1	Personnel Records-Employee - Active & Terminated	10 years after end of employ
4.1	Personnel Records-Employee - Tempory & Seasonal	3 years after end of employ
4.1	Program Planning Worksheets	Until no longer needed
4.1	Routine Correspondance & General Documentation	2 years
<b>FINANCIAL RECORDS</b>		
4.2	Accounting Records-Accounts Payable	7 years
4.2	Accounting Records-Credit Card (after cancellation)	2 years
4.2	Accounting Records-Forms 1099 & W-9	4 years
4.2	Bank Records - Routine	3 years
4.2	Bank Records - Bank Statements; Reconciliation; etc	7 years
4.2	Expenditures Requests, Vouchers, etc.	7 years
4.2	Operating Summaries	Permanent
4.2	Petty Cash Records	2 year
<b>FORECLOSURE RECORDS</b>		
4.3	Foreclosure Continuance Books	1 year
4.3	Foreclosure Ledgers	7 years
4.3	Foreclosure Packet or Files	7 years or no PT interest
4.3	Foreclosure Record books (NED, Mailing List, Combined Notice; COP; Withdrawal)	7 years
<b>RELEASE OF DEED OF TRUST RECORDS</b>		
4.4	Indemnifications - Releases w/o Evidence of Debt	7 years or no claim against PT
4.4	Lost Instrument Bonds	7 years or no claim against PT