



# PROPERTY MANAGEMENT

## **ACCOUNTS PAYABLE/RECEIVABLE**

Active: 3 years

Disposition: Destroy

## **AMPCO PARKING STATEMENT**

Active: 5 years

Disposition: Indefinitely

## **ANNUAL FINANCIAL STATEMENTS AND AUDIT REPORTS**

Active: 5 years

Disposition: Destroy

## **BANK STATEMENTS, RECONCILIATIONS AND DEPOSIT SLIPS**

Active: 5 years

Disposition: Destroy

## **BUSINESS EXPENSE REPORTS/RECEIPTS**

Active: 5 years

Disposition: Destroy

## **CITY HALL CASH REGISTER JOURNALS**

Active: 90 days

Disposition: Destroy

## **CITY HALL DCR'S**

Active: 5 years

Disposition: Destroy

## **CREDIT CARD SETTLEMENT REPORTS**

Active: 5 years

Disposition: Destroy

## **EVENT DCR'S AND EVENT TICKET STUBS**

Active: 5 years

Disposition: Destroy

**HANG TAG SALES LOGS (COW SURFACE LOTS)**

Active: 5 years  
Disposition: Destroy

**LAND ACQUISITIONS**

Active: Permanent  
Disposition: Permanent

**LEASES – ACTIVE LEASES AND NOTES**

Active: 2 years  
Disposition: Indefinitely

**LOT CHECK SHEETS**

Active: 5 years  
Disposition: Destroy

**LOT CHECK VIOLATIONS**

Active: 90 days  
Disposition: Destroy

**PARKING RECORDS**

Active: Permanent  
Disposition: Retain

**PROPERTY FILES**

Active: Retain  
Disposition: Permanent

**PROPERTY SALES AND LEASES**

Active: Retain  
Disposition: Permanent

**PROPERTY TAX EXEMPTIONS**

Active: Indefinitely  
Disposition: Indefinitely

**RELOCATIONS**

Active: 5 years  
Disposition: Destroy

**TICKETS**

(William Street garage, block 1 garage, City Hall)  
Active: 90 days  
Disposition: Destroy

**VALIDATION SUMMARY REPORTS**

Active: 5 years

Disposition: Destroy