

FINANCE / PURCHASING DIVISION – RECORDS RETENTION/DESTRUCTION LIST					
Item	Dept.	Description	Eligible? (Y/N)	Retention Period (AU – audit; CU -current year)	Citation
PURCHASE ORDERS - CLOSED / COMPLETED / EXPIRED / CANCELED					
1	Fin./Pur.	1974 - 1975 (N - Z)	Y	AU + 4	GC 34090 / CCP 337
2	Fin./Pur.	1976 - 1977 (NO ALPHABET LISTED)	Y	AU + 4	GC 34090 / CCP 337
3	Fin./Pur.	1977 - 1978 (NO ALPHABET LISTED)	Y	AU + 4	GC 34090 / CCP 337
4	Fin./Pur.	1990 - 2005 (A - K) SUBSCRIPTIONS	Y	AU + 4	GC 34090 / CCP 337
5	Fin./Pur.	1990 - 2005 (L - Z) SUBSCRIPTIONS	Y	AU + 4	GC 34090 / CCP 337
6	Fin./Pur.	2004 - 2005 (A - CD)	Y	AU + 4	GC 34090 / CCP 337
7	Fin./Pur.	2004 - 2005 (CE - DR)	Y	AU + 4	GC 34090 / CCP 337
8	Fin./Pur.	2004 - 2005 (F - G)	Y	AU + 4	GC 34090 / CCP 337
9	Fin./Pur.	2004 - 2005 (H - L)	Y	AU + 4	GC 34090 / CCP 337
10	Fin./Pur.	2004 - 2005 (T - Z)	Y	AU + 4	GC 34090 / CCP 337
11	Fin./Pur.	2004 - 2005 (M - O)	Y	AU + 4	GC 34090 / CCP 337
12	Fin./Pur.	2004 - 2005 (P - SL)	Y	AU + 4	GC 34090 / CCP 337
13	Fin./Pur.	2004 - 2005 (SM - SZ)	Y	AU + 4	GC 34090 / CCP 337
14	Fin./Pur.	2005 - 2006 (A - C)	Y	AU + 4	GC 34090 / CCP 337
15	Fin./Pur.	2005 - 2006 (C - E)	Y	AU + 4	GC 34090 / CCP 337
16	Fin./Pur.	2005 - 2006 (E - H)	Y	AU + 4	GC 34090 / CCP 337
17	Fin./Pur.	2005 - 2006 (I - M)	Y	AU + 4	GC 34090 / CCP 337
18	Fin./Pur.	2005 - 2006 (M - P)	Y	AU + 4	GC 34090 / CCP 337
19	Fin./Pur.	2005 - 2006 (P - S)	Y	AU + 4	GC 34090 / CCP 337
20	Fin./Pur.	2005 - 2006 (S - T)	Y	AU + 4	GC 34090 / CCP 337
21	Fin./Pur.	2005 - 2006 (T - Z)	Y	AU + 4	GC 34090 / CCP 337
22	Fin./Pur.	2006 - 2007 (A - B)	Y	AU + 4	GC 34090 / CCP 337
23	Fin./Pur.	2006 - 2007 (C - D)	Y	AU + 4	GC 34090 / CCP 337
24	Fin./Pur.	2006 - 2007 (E - G)	Y	AU + 4	GC 34090 / CCP 337
25	Fin./Pur.	2006 - 2007 (H - L)	Y	AU + 4	GC 34090 / CCP 337
26	Fin./Pur.	2006 - 2007 (M - N)	Y	AU + 4	GC 34090 / CCP 337
27	Fin./Pur.	2006 - 2007 (O - R)	Y	AU + 4	GC 34090 / CCP 337

28	Fin./Pur.	2006 - 2007 (SA - SZ)	Y	AU + 4	GC 34090 / CCP 337
29	Fin./Pur.	2006 - 2007 (T - V)	Y	AU + 4	GC 34090 / CCP 337
30	Fin./Pur.	2006 - 2007 (W - Z)	Y	AU + 4	GC 34090 / CCP 337
31	Fin./Pur.	2006 - 2013 (A - Z) SUBSCRIPTIONS	Y	AU + 4	GC 34090 / CCP 337
32	Fin./Pur.	2007 - 2008 (A - B)	Y	AU + 4	GC 34090 / CCP 337
33	Fin./Pur.	2007 - 2008 [C]	Y	AU + 4	GC 34090 / CCP 337
34	Fin./Pur.	2007 - 2008 (D - F)	Y	AU + 4	GC 34090 / CCP 337
35	Fin./Pur.	2007 - 2008 (G - K)	Y	AU + 4	GC 34090 / CCP 337
36	Fin./Pur.	2007 - 2008 (L - N)	Y	AU + 4	GC 34090 / CCP 337
37	Fin./Pur.	2007 - 2008 (O - R)	Y	AU + 4	GC 34090 / CCP 337
38	Fin./Pur.	2007 - 2008 (S)	Y	AU + 4	GC 34090 / CCP 337
39	Fin./Pur.	2007 - 2008 (T - Z)	Y	AU + 4	GC 34090 / CCP 337
40	Fin./Pur.	2008 - 2009 (A - B)	Y	AU + 4	GC 34090 / CCP 337
41	Fin./Pur.	2008 - 2009 (B - C)	Y	AU + 4	GC 34090 / CCP 337
42	Fin./Pur.	2008 - 2009 (C - D)	Y	AU + 4	GC 34090 / CCP 337
43	Fin./Pur.	2008 - 2009 (E - F)	Y	AU + 4	GC 34090 / CCP 337
44	Fin./Pur.	2008 - 2009 (G - J)	Y	AU + 4	GC 34090 / CCP 337
45	Fin./Pur.	2008 - 2009 (K - L)	Y	AU + 4	GC 34090 / CCP 337
46	Fin./Pur.	2008 - 2009 (M - N)	Y	AU + 4	GC 34090 / CCP 337
47	Fin./Pur.	2008 - 2009 (N - Q)	Y	AU + 4	GC 34090 / CCP 337
48	Fin./Pur.	2008 - 2009 (R - S)	Y	AU + 4	GC 34090 / CCP 337
49	Fin./Pur.	2008 - 2009 (S)	Y	AU + 4	GC 34090 / CCP 337
50	Fin./Pur.	2008 - 2009 (T - Z)	Y	AU + 4	GC 34090 / CCP 337
51	Fin./Pur.	2009 - 2010 (A - B)	Y	AU + 4	GC 34090 / CCP 337
52	Fin./Pur.	2009 - 2010 [C]	Y	AU + 4	GC 34090 / CCP 337
53	Fin./Pur.	2009 - 2010 (D - F)	Y	AU + 4	GC 34090 / CCP 337
54	Fin./Pur.	2009 - 2010 (G - I)	Y	AU + 4	GC 34090 / CCP 337
55	Fin./Pur.	2009 - 2010 (J - L)	Y	AU + 4	GC 34090 / CCP 337
56	Fin./Pur.	2009 - 2010 (M - N)	Y	AU + 4	GC 34090 / CCP 337
57	Fin./Pur.	2009 - 2010 (O - Q)	Y	AU + 4	GC 34090 / CCP 337
58	Fin./Pur.	2009 - 2010 (R - S)	Y	AU + 4	GC 34090 / CCP 337
59	Fin./Pur.	2009 - 2010 (S)	Y	AU + 4	GC 34090 / CCP 337
60	Fin./Pur.	2009 - 2010 (T-Z)	Y	AU + 4	GC 34090 / CCP 337

61	Fin./Pur.	2010 - 2011 (A - CA)	Y	AU + 4	GC 34090 / CCP 337
62	Fin./Pur.	2010 - 2011 (CL - E)	Y	AU + 4	GC 34090 / CCP 337
63	Fin./Pur.	2010 - 2011 (F - J)	Y	AU + 4	GC 34090 / CCP 337
64	Fin./Pur.	2010 - 2011 (K - M)	Y	AU + 4	GC 34090 / CCP 337
65	Fin./Pur.	2010 - 2011 (N - Q)	Y	AU + 4	GC 34090 / CCP 337
66	Fin./Pur.	2010 - 2011 (R - S)	Y	AU + 4	GC 34090 / CCP 337
67	Fin./Pur.	2010 - 2011 (S - T)	Y	AU + 4	GC 34090 / CCP 337
68	Fin./Pur.	2010 - 2011 (U - Z)	Y	AU + 4	GC 34090 / CCP 337
69	Fin./Pur.	2010 - 2012 (D - F)	Y	AU + 4	GC 34090 / CCP 337
70	Fin./Pur.	2010 - 2012 (G - I)	Y	AU + 4	GC 34090 / CCP 337
71	Fin./Pur.	2010 - 2012 (OR - Q)	Y	AU + 4	GC 34090 / CCP 337
72	Fin./Pur.	2010 - 2012 (R - SC)	Y	AU + 4	GC 34090 / CCP 337
73	Fin./Pur.	2010 - 2012 (SE - ST)	Y	AU + 4	GC 34090 / CCP 337
74	Fin./Pur.	2010 - 2012 (SU - U)	Y	AU + 4	GC 34090 / CCP 337
75	Fin./Pur.	2010 - 2012 (V - Z)	Y	AU + 4	GC 34090 / CCP 337
76	Fin./Pur.	2011 - 2012 (CA - CO)	Y	AU + 4	GC 34090 / CCP 337
77	Fin./Pur.	2011 - 2012 (J - LO)	Y	AU + 4	GC 34090 / CCP 337
CONTRACT PURCHASE ORDERS - CLOSED / COMPLETED / EXPIRED / CANCELED					
78	Fin./Pur.	1980 - 2004 (A - CN)	Y	AU + 4	GC 34090 / CCP 337
79	Fin./Pur.	1980 - 2004 (PS - T)	Y	AU + 4	GC 34090 / CCP 337
80	Fin./Pur.	1981 - 2004 (F - J)	Y	AU + 4	GC 34090 / CCP 337
81	Fin./Pur.	1984 - 2004 (K - PR)	Y	AU + 4	GC 34090 / CCP 337
82	Fin./Pur.	1988 - 2004 (CO - DO)	Y	AU + 4	GC 34090 / CCP 337
83	Fin./Pur.	1988 - 2004 (DP - EZ)	Y	AU + 4	GC 34090 / CCP 337
84	Fin./Pur.	1989 - 2004 (U - Z)	Y	AU + 4	GC 34090 / CCP 337
85	Fin./Pur.	2005 - 2011 (A - B)	Y	AU + 4	GC 34090 / CCP 337
86	Fin./Pur.	2005 - 2011 (C - EI)	Y	AU + 4	GC 34090 / CCP 337
87	Fin./Pur.	2005 - 2011 (EL - HI)	Y	AU + 4	GC 34090 / CCP 337
88	Fin./Pur.	2005 - 2011 (HU - K)	Y	AU + 4	GC 34090 / CCP 337
89	Fin./Pur.	2005 - 2011 (L - M)	Y	AU + 4	GC 34090 / CCP 337
90	Fin./Pur.	2005 - 2011 (N - P)	Y	AU + 4	GC 34090 / CCP 337
91	Fin./Pur.	2005 - 2011 (ST - TR)	Y	AU + 4	GC 34090 / CCP 337
92	Fin./Pur.	2006 (A - C)	Y	AU + 4	GC 34090 / CCP 337

93	Fin./Pur.	2006 (C - G)	Y	AU + 4	GC 34090 / CCP 337
94	Fin./Pur.	2006 (H - M)	Y	AU + 4	GC 34090 / CCP 337
95	Fin./Pur.	2006 (N - Z)	Y	AU + 4	GC 34090 / CCP 337
96	Fin./Pur.	2006 - 2011 ALESHIRE & WYNDER (CONTRACT FILE - CLOSED)	Y	AU + 4	GC 34090 / CCP 337
TERM PURCHASE ORDERS - CLOSED / COMPLETED / EXPIRED / CANCELED					
97	Fin./Pur.	2000 - 2010: 07/01/2009 - 06/30/2010 (A - Z); 07/10/2006 - 06/30/2009 BAYSTONE FINANCIAL (TERM FILE); 07/01/2007 - 06/30/2008 CARSON PHOTO & DIGITAL IMAGING (TERM FILE); 10/28/2006 - 10/27/2007 KONICA MINOLTA BUSINESS SOLUTIONS (TERM FILE); 2000 - 2005 NEXTEL (TERM FILE).	Y	AU + 4	GC 34090 / CCP 337
98	Fin./Pur.	2001 - 2009 (H - Z)	Y	AU + 4	GC 34090 / CCP 337
99	Fin./Pur.	2004 - 2009 (A - G)	Y	AU + 4	GC 34090 / CCP 337
100	Fin./Pur.	2004 - 2005 (A - O)	Y	AU + 4	GC 34090 / CCP 337
101	Fin./Pur.	2004 - 2005 (NO ALPHABET LISTED)	Y	AU + 4	GC 34090 / CCP 337
102	Fin./Pur.	2004 - 2005 (P - Z)	Y	AU + 4	GC 34090 / CCP 337
103	Fin./Pur.	2006 (M - Z)	Y	AU + 4	GC 34090 / CCP 337
104	Fin./Pur.	2006 (A - L)	Y	AU + 4	GC 34090 / CCP 337
105	Fin./Pur.	2007 (A - Z)	Y	AU + 4	GC 34090 / CCP 337
106	Fin./Pur.	2007 - 2008 (A - Z)	Y	AU + 4	GC 34090 / CCP 337
107	Fin./Pur.	2008 - 2009 (N - Z)	Y	AU + 4	GC 34090 / CCP 337
GRANT PURCHASE ORDERS - CLOSED / COMPLETED / EXPIRED / CANCELED					
108	Fin./Pur.	1995 - 2007 [NO ALPHABET LISTED]	Y	AU + 4	GC 34090 / CCP 337
BIDS					
109	Fin./Pur.	2004: B04-01 TO B04-06	Y	AU + 5 / CU +2	GC 34090 / CCP 337
110	Fin./Pur.	2005: B05-01 TO B05-08	Y	AU + 5 / CU +2	GC 34090 / CCP 337
111	Fin./Pur.	2005: B05-10 TO B05-13	Y	AU + 5 / CU +2	GC 34090 / CCP 337
112	Fin./Pur.	2006: B06-01 TO B06-08	Y	AU + 5 / CU +2	GC 34090 / CCP 337
113	Fin./Pur.	2006: B06-09 TO B06-17	Y	AU + 5 / CU +2	GC 34090 / CCP 337
114	Fin./Pur.	2007: B07-00 TO B07-05	Y	AU + 5 / CU +2	GC 34090 / CCP 337
115	Fin./Pur.	2007: B07-06 TO B07-10	Y	AU + 5 / CU +2	GC 34090 / CCP 337
116	Fin./Pur.	2007: B07-11 TO B07-16	Y	AU + 5 / CU +2	GC 34090 / CCP 337
117	Fin./Pur.	2008: B08-07 TO B08-11	Y	AU + 5 / CU +2	GC 34090 / CCP 337
118	Fin./Pur.	2008: B08-01 TO B08-06	Y	AU + 5 / CU +2	GC 34090 / CCP 337

119	Fin./Pur.	2009: B09-01 TO B09-02	Y	AU + 5 / CU +2	GC 34090 / CCP 337
120	Fin./Pur.	2009: B09-03	Y	AU + 5 / CU +2	GC 34090 / CCP 337
121	Fin./Pur.	2009: B09-04 TO B09-06	Y	AU + 5 / CU +2	GC 34090 / CCP 337
122	Fin./Pur.	2009: B09-07 TO B09-09	Y	AU + 5 / CU +2	GC 34090 / CCP 337
123	Fin./Pur.	2009: B09-10 TO B09-11	Y	AU + 5 / CU +2	GC 34090 / CCP 337
124	Fin./Pur.	2010 (B10-01 TO B10-04): B10-01 TENNIS COURT REFURBISHMENT AT SCOTT PARK; B10-02 PROJECT 998 CONGRESSWOMAN JUANITA MILLENDER MCDONALD COMMUNITY CENTER PURCHASE OF NEW AIR HANDLING UNITS AH - 2, 3, 6 AND 7; B10-03 UNKNOWN BID AND BUYER (BID WAS ISSUED FOR LANDSCAPE MAINT. CONTRACT. VERIFICATION WITH LBM (NORA, ESCAMILLA, AND LUCHIE) STATES THAT THEY HAVE NO BID AND WERE NOT AWARE OF THE BID.; B10-04 SIX PICKUP TRUCKS, 4 X 2 WITH EXTENDED CAB.	Y	AU + 5 / CU +2	GC 34090 / CCP 337
125	Fin./Pur.	2010: (BID NUMBERS NOT LISTED) BOX 1 OF 2	Y	AU + 5 / CU +2	GC 34090 / CCP 337
126	Fin./Pur.	2010: (BID NUMBERS NOT LISTED) BOX 2 OF 2	Y	AU + 5 / CU +2	GC 34090 / CCP 337
127	Fin./Pur.	2011: (BID NUMBERS NOT LISTED)	Y	AU + 5 / CU +2	GC 34090 / CCP 337
BID AND RFP SPECIFICATIONS - MASTER FILES COPIES					
128	Fin./Pur.	2000 - 2004: RFPS P04-01 TO P04-02; P03-01 TO P03-03; P02-01 TO P02-05; P01-01 TO P01-12; P00-01 TO P00-12	Y	AU + 5 / CU +2	GC 34090 / CCP 337
129	Fin./Pur.	2004: BIDS B04-01 TO B04-06; AND RFPS P04-01 TO P04-02	Y	AU + 5 / CU +2	GC 34090 / CCP 337
130	Fin./Pur.	2005 - 2009: BIDS B05-01 TO B05-013; B06-01 TO B06-19; B07-01 TO B07-10; B08-01 TO B08-11; B09-01 TO B09-11	Y	AU + 5 / CU +2	GC 34090 / CCP 337
131	Fin./Pur.	2005 - 2011 RFP MASTER COPIES: P05-01 TO P05-02; P06-01 TO P06-04; P07-01 TO P07-07; P08-01 TO P08-08; P09-01 TO P09-04; P10-01 TO P10-09; AND P11-02 TO P11-08.	Y	AU + 5 / CU +2	GC 34090 / CCP 337
REQUESTS FOR PROPOSALS (RFPS)					
132	Fin./Pur.	2005 - 2006: P05-01 TO P06-04	Y	AU + 5 / CU +2	GC 34090 / CCP 337
133	Fin./Pur.	2007: P07-01 TO P07-03	Y	AU + 5 / CU +2	GC 34090 / CCP 337
134	Fin./Pur.	2007: P07-04 TO P07-05	Y	AU + 5 / CU +2	GC 34090 / CCP 337
135	Fin./Pur.	2007 - 2008: P07-06 TO P08-01	Y	AU + 5 / CU +2	GC 34090 / CCP 337
136	Fin./Pur.	2008: P08-02 TO P08-06	Y	AU + 5 / CU +2	GC 34090 / CCP 337
137	Fin./Pur.	2008 - 2009: P08-07 TO P09-02	Y	AU + 5 / CU +2	GC 34090 / CCP 337
138	Fin./Pur.	2009: P09-03 TO P09-04	Y	AU + 5 / CU +2	GC 34090 / CCP 337

139	Fin./Pur.	2010: P10-01 TO P10-03	Y	AU + 5 / CU +2	GC 34090 / CCP 337
140	Fin./Pur.	2010: P10-04 FINANCIAL AUDIT SERVS. (RFP AND RESPONSES)	Y	AU + 5 / CU +2	GC 34090 / CCP 337
141	Fin./Pur.	2010: P10-05 (RFP AND RESPONSES)	Y	AU + 5 / CU +2	GC 34090 / CCP 337
142	Fin./Pur.	2010: P10-06 TO P10-09	Y	AU + 5 / CU +2	GC 34090 / CCP 337
143	Fin./Pur.	2011: P11-02 TO P11-06	Y	AU + 5 / CU +2	GC 34090 / CCP 337
144	Fin./Pur.	2011: P11-06 (RESPONSES 1 - 12) (BOX 1 OF 2)	Y	AU + 5 / CU +2	GC 34090 / CCP 337
145	Fin./Pur.	2011: P11-06 (RESPONSES 13 - 19) (BOX 2 OF 2)	Y	AU + 5 / CU +2	GC 34090 / CCP 337
146	Fin./Pur.	2011: P11-07 AND P11-08	Y	AU + 5 / CU +2	GC 34090 / CCP 337
PAYROLL/TIMESHEET DOCUMENTS					
147	Fin./Pur.	2009 - 2011 PAYROLL COPIES: PPE 12/26/09 - 05/14/10; PPE 05/15/10 - 11/12/10; PPE 11/13/10 - 03/18/11; AND PPE 03/19/11 - 06/24/11	Y	AU + 6	GC 34090
CORRESPONDENCE AND MISCELLANEOUS DOCUMENTS					
148	Fin./Pur.	1974 - 2013 PURCHASING FILES: 1974 - 2005 BID LOG; 1974 - 2005 RFQ LOG; 1986 - 2005 PROPOSAL LOG; 2012 DELETED PURCHASE ORDERS; 2013 DELETED PURCHASE ORDERS; 2013 DELETED REQUISITIONS; 2012 - 2013 "RECEIVED BY" CARLOS GONZALEZ WAREHOUSE DOCS; 2010 - 2013 CERTIFICATE OF LIABILITY; 2010 - 2013 INCOMING CORRESPONDENCE; 2010 - 2013 OUTGOING CORRESPONDENCE; 2010 - 2013 PAST EMPLOYEES (TYRONE DIZADARE, KEYSHAWN EVANS, DIOR HAMILTON, MARCO ADAME, ANTHONY HIGUERA, AND ASHA PETERS).		CU + 5	
149	Fin./Pur.	1997 - 2009 PURCHASING FILES/LOGS		CU + 5	
150	Fin./Pur.	1997 - 2010 CORRESPONDENCE FILE (BOX 1 OF 2)		AU + 2	GC 34090
151	Fin./Pur.	1997 - 2010 CORRESPONDENCE FILE (BOX 2 OF 2)		AU + 2	GC 34090
152	Fin./Pur.	2001 - 2005 CORRESPONDENCE FILES		AU + 2	GC 34090
153	Fin./Pur.	2001 - 2004: STAFF-PERSONNEL EMPLOYEES; 2004 DELETED REQUISITIONS; 2004 DELETED PURCHASE ORDERS; 2004 AP CHECK LISTINGS; AND 2001 - 2003 AP CHECK LISTINGS		AU + 5 / CU +2	GC 34090 / CCP 337
154	Fin./Pur.	2001 - 2011 MISCELLANEOUS PURCHASING FILES TO WAREHOUSE		AU + 4	GC 34090 / CCP 337
155	Fin./Pur.	2001 - 2011 FILES TO WAREHOUSE: 2011 AP CHECK LISTING; 2011 RECEIVED BY - CARLOS GONZALEZ; 2001 - 2005 DEACTIVATED/CANCELED/INACTIVE CELL PHONES; 2011 DELETED REQUISITIONS (JAN. - JULY); 2011 DELETED REQUISITIONS (JULY - DEC.); 2011 DELETED PURCHASE ORDERS (JAN. - DEC.); 2002 - 2005 DEACTIVATED/CANCELED HOME DEPOT CREDIT CARDS.		AU + 4	GC 34090 / CCP 337

156	Fin./Pur.	2002 - 2012 FILES/DOCUMENTS: 2010 - 2012 BID MASTER COPIES (B10-01 TO B10-06, B11-01 TO B11-02, AND B12-01 TO B12-06); 2006 - 2009 BAYSTONE FINANCIAL (CLOSED BPO B03215 / RB004147); 2002 - 2009 DISPOSAL OF SURPLUS PROPERTY; 2009 - 2010 RECEIVING REPORTS; 2005 - 2008 PREMIERE PRINTING (CLOSED BPO).		AU + 5 / CU +2	GC 34090 / CCP 337
157	Fin./Pur.	2004 - 2013 FILES/CORRESPONDENCE: 2007 - 2012 DSG DEPT. OF GENERAL SERVICES; DEC 2011 TO APRIL 2012 PAYROLL COPIES; 2010 - 2013 PRESS RELEASE; 2007 REFERRED BACK, NON-SUFFICIENT FUNDS IN ERF; 2006 - 2010 REQUISITION TO FILL VACANCY; 2006 SAFETY RECALL; 2010 SOLD/USED EQUIPMENT; 2004 - 2009 STATE MASTER AGREEMENTS; 2008 - 2010 SUMMER YOUTH EMPLOYMENT PROGRAM; 2005 VENDOR GUIDE PAMPHLET; 2008 - 2009 YTB TRAVEL NETWORK.		AU + 6	GC 34090
158	Fin./Pur.	2006 CORRESPONDENCE FILES/DOCS (BOX 1 OF 2)		AU + 2	GC 34090
159	Fin./Pur.	2006 CORRESPONDENCE FILES/DOCS (BOX 2 OF 2)		AU + 2	GC 34090
160	Fin./Pur.	2006 - 2008 CORRESPONDENCE		AU + 2	GC 34090
161	Fin./Pur.	2006 - 2008 WAREHOUSE CORRESPONDENCE		AU + 2	GC 34090
162	Fin./Pur.	2007 WAREHOUSE CORRESPONDENCE		AU + 2	GC 34090
163	Fin./Pur.	2007 CORRESPONDENCE FILES/DOCS (BOX 1 OF 2)		AU + 2	GC 34090
164	Fin./Pur.	2007 CORRESPONDENCE FILES/DOCS (BOX 2 OF 2)		AU + 2	GC 34090
165	Fin./Pur.	2007 - 2009 CORRESPONDENCE		AU + 2	GC 34090
166	Fin./Pur.	2008 CORRESPONDENCE FILES/DOCS (BOX 1 OF 2)		AU + 2	GC 34090
167	Fin./Pur.	2008 CORRESPONDENCE FILES/DOCS (BOX 2 OF 2)		AU + 2	GC 34090
168	Fin./Pur.	2009 CORRESPONDENCE FILES/DOCS (BOX 1 OF 2)		AU + 2	GC 34090
169	Fin./Pur.	2009 CORRESPONDENCE FILES/DOCS (BOX 2 OF 2)		AU + 2	GC 34090
170	Fin./Pur.	2009 - 2012 PURCHASING DOCUMENTS: PAYROLL COPIES (6/25/11-7/8/11 TO 10/15/11-10/28/11), AND (10/29/11-11/11/11 TO 12/10/11-12/23/11); LEAVE BALANCE REPORTS (12/26/09-01/08/10 TO 12/11/10-12/24/10), AND (12/25/10-01/07/11 TO 12/10/11-12/23/11); 2012 (JAN. - JUNE) DELETED REQUISITIONS; 2012 (JULY - DEC.) DELETED REQUISITIONS; 2012 (JAN. - JUNE) DELETED PURCHASE ORDERS; 2012 (JULY - DEC.) DELETED PURCHASE ORDERS.		AU + 4	GC 34090