

Town of Eaton Records Retention Destruction Log

DEPT	Major Header	Sub-Heading	PAGE #s	LGS-1 SECTION	Years	Description	Details	RETENTION
1 Supervisor	FISCAL	List of Abstract...	125	513	2018	Abstract of vouchers	Abstract of audited vouchers for payment	6 years
2 Supervisor	FISCAL	Claims and Warrants	123	495	2018	Claims for payment	Vouchers and bills	6 years
3 Supervisor	FISCAL	Banking and Investment	119	475	2018	Banking Communications	Bank statements, reconciliations, etc.	6 years
4 Supervisor	FISCAL	Banking and Investment	120	482	2018	Deposit Slips	Deposit Slips	6 years
5 Supervisor	FISCAL	Banking and Investment	120	478	2018	Copy of Check or check stub	documents accompanying deposit slips	6 years
6 Supervisor	FISCAL	Reports	133	555	2018	Daily, weekly, monthly, etc fiscal reports	Monthly reports for town board	6 years
7 Town Clerk	Dog Id	Expired Dog License renewals	77	326	2019-2021	Dog Licenses expired, moved, dead	Dog Licenses expired, moved, dead	3 Years
8								
9								
10								
11								
12								
13								
14								
15								

Date Prepared: 12/10/2024 Preparer: Dean Curtis, Town Clerk Signature: _____	Date of Resolution approving Destruction: _____ Method of destruction or disposal: _____ Date Destroyed: _____
--	--