

MANUAL CHECKS (PAYROLL)
RETENTION IS C + 7 YEARS (TOTAL 8 YEARS)

<u>DATE ON BOX</u>	<u>YEAR TO SHRED</u>
2009 - 2017 5 boxes	2025

DIRECT DEPOSIT (PRENOTE REPORTS)
RETENTION IS C + 7 YEARS (TOTAL 8 YEARS)

<u>DATE ON BOX</u>	<u>YEAR TO SHRED</u>
2013 - 2015	2025

PAYROLL GARNISHMENT ORDERS
RETENTION IS C + 7 YEARS (TOTAL 8 YEARS)

<u>DATE ON BOX</u>	<u>YEAR TO SHRED</u>
1988 - 2007	2025

CaIPERS LISTINGS
NOTHING IS SCANNED ON THIS LIST
RETENTION IS 7 YEARS + CURRENT

<u>BOX NUMBER</u>	<u>DATE ON BOX</u>	<u>YEAR TO SHRED</u>
5	7/2010 - 12/2011	2019
6	1/2012 - 12/2012	2020
7	1/2013 - 9/2013	2021
8	10/2013 - 7/2014	2022
9	7/2014 - 3/2015	2023
10	4/2015 - 3/2016	2024
11	4/2016 - 3/2017	2025

PAYROLL QUARTERLY TAX REPORTS
RETENTION IS C + 7 YEARS (TOTAL 8 YEARS)

<u>DATE ON BOX</u>			<u>YEAR TO SHRED</u>
1996	-	1996	2025
1997	-	1997	2025
1998	-	1998	2025
1998	-	1999	2025
1999	-	1999	2025
2000	-	2000	2025
2001	-	2001	2025
2002	-	2002	2025
2003	-	2003	2025
2004	-	2004	2025
2005	-	2005	2025
2006	-	2006	2025
2007	-	2007	2025
2008	-	2008	2025
2009	-	2009	2025
2010	-	2010	2025
2011	-	2012	2025
2013	-	2015	2025
2016	-	2017	2025

W-2's

RETENTION IS C + 4 YEARS (TOTAL 5 YEARS)

<u>DATE ON BOX</u>			<u>YEAR TO SHRED</u>
1979	-	1982	2025
1983	-	1986	2025
1987	-	1988	2025
1989	-	1991	2025
1992	-	1994	2025
1995	-	1997	2025
1998	-	1999	2025
2000	-	2000	2025
2001	-	2003	2025
2004	-	2009	2025
2010	-	2010	2025
2011	-	2012	2025
2013	-	2015	2025
2016	-	2017	2025
2018	-	2020	2025

**BUDGET ADJUSTMENTS (CARRYOVERS)
RETENTION IS C + 2 YEARS (TOTAL 3 YEARS)**

<u>DATE ON BOX</u>	<u>YEAR TO SHRED</u>
07/2019 - 07/2020	2025
07/2022 - 07/2022	2025

TOT/TBID RETURNS
NOTHING IS SCANNED ON THIS LIST
RETENTION IS C+ 12 YEARS (13 Years)

<u>DATE ON BOX</u>	<u>YEAR TO SHRED</u>
07/2006 - 06/2011	2024