

Ferrari's dept - Accounting

Lost Audit - thru 12/31/81

12/31/83

	Keep 80	1979 Destroy
Bonds & Coupons 79-2	1977-80-81-82-83	<del>1980</del> on back
Canceled A/P checks and payroll checks 79-4	<del>77-78</del> <sup>78</sup> 79-80-81-82-83	1977 <del>1978</del> on back
Lee's A/P tally sheets 79-5	1982-83	1981-on back
<del>General correspondence</del>		
Pay - In Receipts & Cash books 79-10	1981-82-83 84-85	1980 on back
Time cards 79-12	80-81-82-83	1979 <del>1980</del> on back
Investments & P/O list 79-8	81-82-83	80 on back
F/D files & misl covers 79-7	80-81-82-83 check contents of each folder	79 on back
Budget work sheets 79-7	1981-82-83	1980 on back
A/P Vouchers 79-16	78-79-80-81-82-83	1977 <del>1978</del> on back

INCOME TAX

Bank statements, deposits etc 79-2	1981-82-83	1980 on back
Posting records - tally sheets 79-3	" " "	" " "
WR's 79-8	<del>77</del> 1978-79-80-81-82 <sup>83</sup>	1977 on back

Waste Collections

	<u>Keep</u>	<u>Destroy</u>
Billing journals 77-1	1981-82-83	80 on back
Stubs of bills 77-2	"	"
Billing records - portion of 77-3 receipts - pay for 77-4	"	"
old refuse ledger cards 77-5	78-79-80-81-82-83	<del>77</del> 78 on back





*J. V. Stone*  
*Mayor*

*Darryl H. Kenning*  
*City Manager*

# City of Centerville

*100 W. Spring Valley Rd.*  
*Centerville, Ohio 45459*

MEETING NOTICE

RECORDS COMMISSION

THE CHAIRMAN OF THE RECORDS COMMISSION, DARRYL KENNING

HAS CALLED A MEETING OF THE COMMITTEE ON:

*August 21, 1985*  
WEDNESDAY, ~~FEBRUARY 24, 1982~~

FOLLOWING STAFF MEETING

LAW LIBRARY

CITY BUILDING



*An Architectural Preservation District City*  
*(513) 433-7151*



*Shirley F. Heintz*  
Mayor

*Darryl H. Kenning*  
City Manager

# City of Centerville

*100 W. Spring Valley Rd.  
Centerville, Ohio 45459-6399*

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Mr. finance director:

unless the centerville file destruction committee meets immediately, we will begin to pull one box a week from the storage attic, at random, and destroy it.

this will be your only warning. act now or suffer the consequences...we mean business....

.....T.H.E. Group

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Wed AM