

**Superior Court of California
County of Contra Costa**

**AUTHORIZATION FOR DESTRUCTION
OF RECORDS**

Pursuant to the *Trial Court Financial Policies and Procedures Manual*, FIN 12.01, 6.3.1, it is hereby authorized to professionally destroy the records identified in the following attached listing titled "Financial Services Division FY 2012-2013 and 2013-2014 CCU Records for Destruction".

Kate Bieker
Court Executive Officer

Date

Julie Enea
Senior Deputy County Administrator

Date

Financial Services Division
 FY 2012-2013 and 2013-2014 CCU Records for Destruction

| Num | Type of Document | Time Period Covered | Fiscal Year |
|-----|---|--|-------------|
| 1 | CCU TELLER'S REPORTS | JULY 2012 | 2012-2013 |
| 2 | CCU TRAFFICING BALANCING REPORTS | JULY - AUGUST 2012 | 2012-2013 |
| 3 | CCU TELLER'S REPORTS (also includes KB's 08-09 CCU Criminal Interest/Time Study/AOC Report and Lost/Destroyed Warrants from County) | SEPTEMBER 2012 | 2012-2013 |
| 4 | CCU TELLER'S REPORTS | AUGUST 2012 | 2012-2013 |
| 5 | CCU OVERPAYMENTS, VR, | 07/1/11 - 06/29/12 | 2012-2013 |
| 6 | CUBS VS AMORS REPORT | SEPTEMBER - OCTOBER 2012 | 2012-2013 |
| 7 | CCU NEW ASSIGNMENTS | JULY 2012 - DECEMBER 2012 | 2012-2013 |
| 8 | CCU TELLER'S REPORTS | NOVEMBER 2012 | 2012-2013 |
| 9 | CCU CUBS VS AMORS | NOVEMBER - DECEMBER 2012 | 2012-2013 |
| 10 | CCU CUBS VS AMORS | JANUARY - FEBRUARY 2013 | 2012-2013 |
| 11 | CCU TELLER'S REPORTS | DECEMBER 2012 | 2012-2013 |
| 12 | CCU TELLER'S REPORTS | JANUARY 2013 | 2012-2013 |
| 13 | CCU TELLER'S REPORTS/CUBS CRIM ACCOUNTS | FEBRUARY - MARCH 2013 | 2012-2013 |
| 14 | CCU CUBS VS AMORS | MAY 2013 | 2012-2013 |
| 15 | CCU CUBS VS AMORS | JUNE 2013 | 2012-2013 |
| 16 | CCU MONTH END REPORTS/VICTIM RESTITUTION/CUBS TRUST TRANSFER | 07/11/2012-06/2013 | 2012-2013 |
| 17 | CCU DAILY PACKETS | APRIL - MAY 2013 | 2012-2013 |
| 18 | CCU DAILY PACKETS | JUNE 2013 | 2012-2013 |
| 19 | CCU JOURNAL ENTRIES | 07/01/2012-06/30/2013 | 2012-2013 |
| 20 | CCU new accounts manually set up | 12/28/12-06/25/13 | 2012-2013 |
| 21 | CCU criminal cases load for court CCU AO at counter reports | 01/02/13-06/30/13 01/04/13-06/10/13 | 2012-2013 |
| 22 | CCU traffic balancing reports | 03/01/13-04/30/13 | 2012-2013 |
| 23 | CCU MONTH END REPORTS, TAX INTERCEPT 04/13-06/13, CCU ME 10/11 | FY 12-13, 04/13-06/13 | 2012-2013 |
| 24 | CCU TELLER'S REPORTS | JULY 2013 | 2013-2014 |
| 25 | CCU TELLER'S REPORTS | AUGUST 2013 | 2013-2014 |
| 26 | CCU TELLER'S REPORTS | SEPTEMBER 2013 | 2013-2014 |
| 27 | CCU TELLER'S REPORTS | OCTOBER 2013 | 2013-2014 |
| 28 | CCU TELLER'S REPORTS | JANUARY 2014 | 2013-2014 |
| 29 | CCU TELLER'S REPORTS | FEBRUARY 2014 | 2013-2014 |
| 30 | CCU TELLER'S REPORTS | MARCH 2014 | 2013-2014 |
| 31 | CCU TELLER'S REPORTS | APRIL 2014 | 2013-2014 |
| 32 | CCU TELLER'S REPORTS | MAY 2014 | 2013-2014 |
| 33 | CCU OVRPYMT ACH & DISBSMT JE'S | JULY 2013 - JUNE 2014 | 2013-2014 |
| 34 | CCU MONTH-END BACKUP REPORTS & NEW CUBS ACCOUNTS | MARCH - JUNE 2014 | 2013-2014 |
| 35 | AO @ CTR DEL 07/13, CRIM 07/13-11/13, NEW ACCOUNTS (5/14-6/14), TXI (7/13-6/14) | JULY 2013 - JUNE 2014 | 2013-2014 |
| 36 | CCU TELLER'S REPORTS | JUNE 2014 | 2013-2014 |
| 37 | CCU DAILY PACKETS | 6/2-6/6/2014 | 2013-2014 |
| 38 | CCU DAILY PACKETS | 6/9-6/13/2014 | 2013-2014 |
| 39 | CCU DAILY PACKETS | 6/23/6/27/2014 | 2013-2014 |
| 40 | CCU DAILY PACKETS | 6/16-6/20/2014 | 2013-2014 |
| 41 | Trust bail Cards, Distribution | JULY 2013 - JUNE 2014 | 2013-2014 |