

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

September 20, 2011

Agenda Item: 5.4

Subject: Approval of Destruction of Class 3 Accounting Records

Recommended Action: That the Board of Trustees approves the destruction of the following Class 3 records as prescribed in Title 5 of the California Code of Regulations.

- 1) Accounts Payable 2004-2006 District Warrant Copies and Invoices -Vendors Beginning With A-Z/Medicare/Enrollment Refunds/Revolving Cash/Mentor Teachers/Cell Phone Bills/Phone Bills
- 2) Capital Outlay 2004-2006 Capital Outlay Claim Files, Scheduled Maintenance Claims
- 3) Cash Receipts 2004-2006 Cash Receipts
- 4) Financial Aid 2004-2006 Financial Aid Cancelled Warrants/ Disbursement Registers/ Reconciliations/Journal Entries/ Cancelled Warrants
- 5) General Ledger 2004-2006 Journal Entries/1099's/ Wire Transfers/Enrollment Refunds/Remittance Advice/Bank Reconciliations

Further, the Vice Chancellor of Business Services hereby certifies that no records contained within the above list conflicts with the procedures of destruction as prescribed in Title 5 of the California Code of Regulations.

Submitted by: Lorenzo Legaspi/Date

Approved by: Joel L. Kinnamon/Date

APPROVED _____ DISAPPROVED _____ TABLED _____