

Environmental Management Landfill Schedule # 123

Item Number	Record Title	Descriptions/Examples	Retention	Source/Comments
EM 123-001	Landfill Records 5 Years	<p>DEPOSITS/CHECK STUBS FROM OPEN ACCOUNTS: records used to maintain and balance banking accounts. Examples: bank statements, cancelled checks and stubs, check registers, deposit slips, registered warrants, warrants, and warrant register.</p> <p>LANDFILL ACCOUNTS RECEIVABLE LISTING: monthly summary of accounts receivables by customers</p> <p>STATEMENTS & INVOICES: any supporting record received or generated by an agency for billing non-state agencies or institutions for supplies, services, or repairs provided by an agency. May include but not limited to: invoices, reports, etc.</p> <p>QUARTERLY SURTAX: accounting of cash paid and fees collected. May include name of party involved in the transaction, date of payment, amount, and reason for payment.</p> <p>CASH REGISTER TAPES: Documents received and created related to an Agency's cash register. Records may include, but are not limited to the following: coupons, cash register tape, charge slips, void slips, and credit card receipts.</p> <p>ANNUAL & SPECIAL AUDITS OF ALL AGENCIES</p> <p>TRIAL BALANCE SHEETS: Records of daily receipts and disbursements including balances of cash on hand, disbursements for various funds, banks deposits, and daily account balances.</p> <p>TIME CARDS</p>	5 Years	
EM 123-002	Landfill Records 30 Years	<p>LANDFILL TICKETS: copies of daily tickets, original record given to the customer.</p> <p>LANDFILL STATEMENTS: Monthly recap of generated tickets by customers, material analysis reports, etc.</p> <p>LANDFILL OPERATIONS MONITORING RECORDS: May include but is not limited to the following: groundwater monitoring, gas monitoring, inspections, surface water records, waste acceptance records, etc.</p> <p>LANDFILL REGULATORY RECORDS FROM STATE AND FEDERAL AGENCIES: State or federal generated records including but not limited to licensing and inspection records.</p> <p>LANDFILL CONSTRUCTION PLANS AND DOCUMENTS: drawings, inspections, and as-built drawings etc.</p>	30 Years	