

Records Retention Definition Sheet

TAX

Teller Edit _____

Teller Post _____

Daily Office Edit _____

Daily Office Post _____

Monthly Distribution Report _____

Cumulative Position Report _____

May Delinquent List _____

May Publication List _____

September Delinquent List _____

September Publication List _____

Address Change Records _____

Certified Cards _____

Lienholder Statements- _____

Lienholder Releases- _____

Property Transfer Slips- _____

Tax Refund Documentation- _____

Exoneration Orders- _____

Bankruptcy Records- _____

Associated Exoneration Paperwork- County Specific- _____

Associated Land Sale Records-County Specific- _____

Miscellaneous County Specific- _____

Miscellaneous County Specific- _____

Miscellaneous County Specific- _____

Records Retention Definition Sheet

DMV

Teller Edit _____

Office Edit _____

Bi-Monthly Distribution Report _____

Miscellaneous County Specific- _____

Miscellaneous County Specific- _____

Miscellaneous County Specific- _____

WRITS

Order of Writ of Execution- _____

Record of Service- _____

Associated Records County Specific- _____

Writ of Execution Bank Account Register & Bank Statements _____

Miscellaneous County Specific- _____

Records Retention Definition Sheet

Concealed Weapons

Applications for Permits Still Active _____

Applications for Permits Expired _____

Application Supporting Documentation _____

Monthly Reports to WV State Police _____

Freedom of Information Request _____

Computer Files-County Specific _____

Miscellaneous County Specific- _____

Miscellaneous County Specific- _____

Miscellaneous County Specific- _____

Miscellaneous County Specific- _____

Miscellaneous County Specific- _____

