

AFFIDAVIT

BEFORE ME, the undersigned Notary, Kathy Keeton, on this 3rd day of June, 2005, personally appeared Larry Flowers, known to me to be a credible person and of lawful age, who being by me first duly sworn, on _____ his oath, deposes and says:

The following information shows all boxes with files that exceed retention dates for the Department of Finance set forth by Resolution 1993:59.

Bank statements and cancelled checks must be retained for five to six years. The following are eligible for destruction: one box from 1987, one box from 1988, two boxes from 1989, two boxes from 1990, one box from 1991, one box from 1992, one box from 1994, one boxes from 1994-1995, two boxes from 1995, one box from 1996-1997, and one box from 1997.

Bid files must be retained for ten years. The following are eligible for destruction: one box from 1980-1981, one box from 1982, one box from 1990, one box from 1991, one box from 1992, and one box from 1994.

Check registers must be retained for seven years. The following are eligible for destruction: one booklet from 1976-1980, one booklet from 1981-1985, one book from 1976-1980, one book from 1981-1984, and one book from 1985-1987.

Collector receipts and billing copies must be retained for five years. The following are eligible for destruction: one box from 1983, one box from 1987, one box from 1988, four boxes from 1990, two boxes from 1991, two boxes from 1992, two boxes from 1994, three boxes from 1995, three boxes from 1996, four boxes from 1997, and three boxes of various bills from the 1970's through the early 1990's.

Purchase orders must be retained for five years. The following are eligible for destruction: one box from 1982-1985 and one box 1985-1987.

Records of paid invoices and yellow check copy (bills and tickets) must be retained for five years. The following are eligible for destruction: one box from 1975-1984, one box from 1981-1987, one box from 1987-1990, one box from 1987, four boxes from 1989, five boxes from 1990, four boxes from 1991, five boxes from 1992, seven boxes from 1993, six boxes from 1994, six boxes from 1995, one box from 1995-1996, seven boxes from 1996, seven boxes from 1997, six boxes from 1998, one box from 1996-1998, six boxes from 1999, and one box miscellaneous paid invoices.

Timesheets must be retained for six years. The following is eligible for destruction: one box from 1997.

Vendor history printouts must be retained for five years. The following are eligible for destruction: one book from 1991, one book from 1992, one book from 1993, one book from 1994, one book from 1995, one book from 1996, one book from 1997, one book from 1998, and one book from 1999.

The method of destruction for these files is as follows: shredding then burial at landfill.



[signature of affiant]

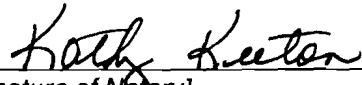
Larry Flowers

[typed name of affiant]

Subscribed and sworn to before me, this 3rd day of June, 2005.

[Notary Seal:]





[signature of Notary]

Kathy Keeton

[typed name of Notary]

NOTARY PUBLIC

My commission expires: 3/02, 2010.