

STUDENT CENTER

CHECK CASHING

245.01 Insufficient Fund Check Settlement Files

Dates: 1975 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of checks returned to the check cashing division as a result of insufficient funds. The files also include returned checks which have been settled.

Recommendation: Retain in the office for three (3) years following the full collection of settlement through write-off of the respective check(s), then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.