



**DEPARTMENT OF ADMINISTRATION & FINANCE  
FINANCE DIVISION**

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August 3, 2010

Honorable Mayor and Common Council

Ladies and Gentlemen:

We are requesting approval to destroy paper copies of 2008 accounts payable checks and back-up, and 2008 journal entries that have been scanned and are now stored electronically.

Sincerely,

A handwritten signature in cursive script, appearing to read "Gary Schmid".

Gary Schmid  
Comptroller/Manager of Finance

GS:mw