



Agenda Item

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**File #:** 22-1211

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**Requested Agenda Date:**

12/27/2022

**Requested Agenda Title:**

Returned Check Adjustments

**Requested Agenda Item Description:** We are requesting your authorization to close 2 collection files due to bankruptcy, purge them from our records, and transmit the items and related files to archives for destruction. The District Attorney has advised us that no other legal collection attempts are appropriate and the that the files should be closed, and the items removed from the Treasurer's records.

**Requested Action:** Consent

**Presenter(s) (with titles):** Carrie Brown, Accounting Division Director

**Time Needed:** Less than 5 MINS

**Is this Item Time-Sensitive and/or Requesting a Time-Certain?** No

**Requesting Staff Member:** Lisa Daniels, Admin Asst

**Are Supporting Documents Needed for this Agenda Item Request?** Yes