

City of South Bend Administration & Finance Policy Manual



2.23 Policy for Purging Accounts Receivable Files in NaviLine Effective: January 1, 2015

Purpose: This policy defines the appropriate procedures to purge Accounts Receivable files in NaviLine.

Scope: This statement applies the IT department in the City of South Bend.

Responsibility: This policy is the responsibility of the Controller of the City of South Bend. Changes or revisions to this policy are affected only with the consent and approval of the Controller.

Effective Date: This policy is effective January 1, 2015.

1.0 Policies

In order to keep NaviLine running efficiently as possible, it is necessary to purge old data that no longer has a use. Therefore, IT will purge the system of Accounts Receivable files for which \$0 is due and there has been no activity in the customer account for more than five (5) years.

2.0 Procedures

2.1 At least annually, IT will run a purge file that will contain all customer data files for which there is no balance due AND there has been no activity for five (5) years. (Note: Paper files will continue to be maintained as required by the Federal, State and Local Government agencies.)

2.2 The purge file will be reviewed by the Director of IT and the Deputy City Controller (or designee) for approval.

2.3 Once approved, IT will run a purge in NaviLine to clean up the data. The original purge file will be saved on the network in case it needs to be referred to at a later date.

3.0 Responsibilities

3.1 IT is responsible for ensuring that all the provisions of this policy/procedure are met.