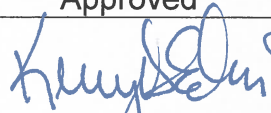





Administrative Policy

Title: Remote Deposit Services				
Administered By: Administrative Services (Finance)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
01200.402	02-08 (10-09-09)	01-03-17		

This Policy had been numbered Policy 300.14. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy 300.14
Issued: 02-08
Revised: 10-09-09



ADMINISTRATIVE POLICY

Policy: Remote Deposit Services					
Responsible Department: Finance					
Section No.	Policy No.	Issue Date	Revision Date	Dept. Head Approved	City Manager Approved
300	.14	Prior to 02/2008	10/09/2009		

POLICY

The City of Corona accepts paper checks as a method of payment for City services.

PROCEDURES

The City of Corona processes these paper checks as electronic deposit check receivables to Bank of America.

- A. Remote deposit services scan and capture images and MICR data of US dollar paper checks.
- B. Images and data are electronically transmitted to the bank for deposit. The image replacement document, or IRD, is in substitution of the check.
- C. Both consumer and corporate paper check payments can be electronically processed.
- D. Since the electronic file is transmitted for deposit, the City of Corona will keep and destroy the paper checks as per below.

Paper Check and Image Retention Periods

Per the Government Code Section 34090.5 paper checks can be destroyed as soon as they are imaged, however, the City of Corona will maintain paper checks in a secured area for fourteen days after imaged. The electronic image will be retained for five years.