**Remote Deposit Log**

**\*Deposit logs are required to be retained for two prior fiscal years plus the current fiscal year. Logs older than two fiscal years should be destroyed only once the audit is completed for that fiscal year.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bank Deposit Date** | **Bank Name** | **Deposit Total** | **Secured by** | **E1 Batch Number**  **for deposit** | **Bag Number if applicable** | **Destruction Date** | **Destroyed by** | |
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