

RESOLUTION NO. 10-51

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, CALIFORNIA, AUTHORIZING DESTRUCTION OF CERTAIN RECORDS (VIOLATIONS OF MUNICIPAL CODES, TAXI/TOW, HOUSING LOAN PROGRAM FILES, HOUSING GRANT PROGRAM , COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM, PRELIMINARY REVIEWS, TERMINATED HOMES OCCUPATIONS, DIRECTOR'S REVIEWS, PUBLIC RECORDS REQUESTS, RECORDS CENTER DOCUMENTATION, SUBPOENAS, INSURANCE – CITY AS ADDITIONAL INSURED, INSURANCE-CITY AS INSURED, CORRESPONDENCE, CLOSED SESSION, NOMINATION PAPERS, CAMPAIGN STATEMENTS, CANDIDATE INFORMATION , PRECINCT BOARD RECORDS, APPEALS, AFFIDAVITS OF PUBLICATION, ADMINISTRATIVE POLICY & PROCEDURE, CLAIMS AGAINST THE CITY, CITY PROPERTY DAMAGE CLAIMS, RISK MANAGEMENT AGENDAS, SPEAKER CARDS, STATEMENT OF ECONOMIC INTEREST, ROSTER OF VOTERS, BALLOTS, ACCOUNTS RECEIVABLE, BANKING RECORDS, FINANCIAL REPORTS, PARKING CITATIONS, PAYROLL-REGISTERS, SPECIAL EVENTS, FUEL REPORTS, INSPECTIONS, DIG ALERT PERMITS, PLANS & PLAN CHECKS, RECREATION LOG BOOKS, CARES PROGRAM, AV FILM OFFICE, ENRICHMENT CENTERS, REGISTRATION-RECREATION PROGRAM, REFUNDS-RECREATION PROGRAM, REPETITIVE MAINTENANCE REPORTS, POPPY FESTIVAL, SPORTS, GRANTS).

WHEREAS, Government Code Section 34090 et. seq, authorizes the City Council to destroy those City records, documents, and supplies after the same are no longer required, with the approval of the Legislative Body by resolution, and the written consent of the City Attorney;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. The City Council finds that the records set forth in "Exhibit A" (Violations of Municipal Codes) attached hereto and incorporated by reference, are eligible under Government Code § 34090(d) for destruction and are older than while current plus five years.

Section 2. The City Council finds that the records set forth in "Exhibit A" (Taxi/Tow) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than while current year plus three years.

Section 3. The City Council finds that the records set forth in "Exhibit A" (Housing Loan Program Files) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than while current plus five years plus annual review.

Section 4. The City Council finds that the records set forth in "Exhibit A" (Housing Grant Program) attached hereto and incorporated by reference, are eligible under Government Code § 34090, 25105.5 for destruction and are older than while current plus five years.

Section 5. The City Council finds that the records set forth in "Exhibit A" (Community Development Block Grant Program) attached hereto and incorporated by reference, are eligible under Government Code § 34090, OMB Cir. A-110, Attach. C, OMB Cir. A 102 &128, HUD Regulations for destruction and are older than audit plus five years.

Section 6. The City Council finds that the records set forth in "Exhibit B" (Preliminary Reviews) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than active plus two years.

Section 7. The City Council finds that the records set forth in "Exhibit B" (Terminated Home Occupations) attached hereto and incorporated by reference, are eligible under Government Code § 34090, CCP 337 and CB & P 17927 for destruction and are older than active plus two years.

Section 8. The City Council finds that the records set forth in "Exhibit B" (Director's Reviews) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than active plus two years.

Section 9. The City Council finds that the records set forth in "Exhibit C" (Public Records Requests) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than two years.

Section 10. The City Council finds that the records set forth in "Exhibit C" (Records Center Documentation) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than two years.

Section 11. The City Council finds that the records set forth in "Exhibit C" (Subpoenas) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than active plus three years.

Section 12. The City Council finds that the records set forth in "Exhibit C" (Insurance – City as Insured) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than term plus ten years.

Section 13. The City Council finds that the records set forth in "Exhibit C" (Insurance – City as Additional Insured) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than term plus three years.

Section 14. The City Council finds that the records set forth in "Exhibit C" (Correspondence) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than two years.

Section 15. The City Council finds that the records set forth in "Exhibit C" (Closed Session) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than two years.

Section 16. The City Council finds that the records set forth in "Exhibit C" (Nomination Papers-Unsuccessful Candidates) attached hereto and incorporated by reference, are eligible under Election Code § 17100 for destruction and are older than while current plus four years.

Section 17. The City Council finds that the records set forth in "Exhibit C" (Campaign Statements – Unsuccessful Candidates) attached hereto and incorporated by reference, are eligible under Government Code § 34090, 81009(b) for destruction and are older than five years.

Section 18. The City Council finds that the records set forth in "Exhibit C" (Candidate Information) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than two years.

Section 19. The City Council finds that the records set forth in "Exhibit C" (Precinct Board Records) attached hereto and incorporated by reference, are eligible under Election Code § 17503(b) for destruction and are older than while current plus six months.

Section 20. The City Council finds that the records set forth in "Exhibit C" (Appeals) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than active plus two years.

Section 21. The City Council finds that the records set forth in "Exhibit C" (Affidavits of Publication) attached hereto and incorporated by reference, are eligible under Government Code § 34090, CCP 343, 349 et seq., for destruction and are older than current year plus seven years.

Section 22. The City Council finds that the records set forth in "Exhibit C" (Administrative Policy & Procedure) attached hereto and incorporated by reference, are eligible for destruction under 20 CFR 30.8 and Government Code § 34090 and are older than while current plus ten years.

Section 23. The City Council finds that the records set forth in "Exhibit C" (Claims against the City) attached hereto and incorporated by reference, are eligible under Government Code § 34090, 25105.5 for destruction and are older than active plus five years.

Section 24. The City Council finds that the records set forth in "Exhibit C" (City Property Damage Claims) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than active plus two years.

Section 25. The City Council finds that the records set forth in "Exhibit C" (Risk Management Agendas) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than current year plus five years.

Section 26. The City Council finds that the records set forth in "Exhibit C" (Speaker Cards) attached hereto and incorporated by reference, are eligible under Government Code § 34090.7 for destruction and are older than six months.

Section 27. The City Council finds that the records set forth in "Exhibit C" (Statement of Economic Interest-Designated Employees) attached hereto and incorporated by reference, are eligible under Government Code § 81009(b) for destruction and are older than current year plus six years.

Section 28. The City Council finds that the records set forth in "Exhibit C" (Statement of Economic Interest - Appointees) attached hereto and incorporated by reference, are eligible under Government Code § 81009(e) for destruction and are older than term of office plus four years.

Section 29. The City Council finds that the records set forth in "Exhibit C" (Roster of Voters) attached hereto and incorporated by reference, are eligible under Election Code § 17300(a) for destruction and are older than while current plus five years.

Section 30. The City Council finds that the records set forth in "Exhibit C" (Ballots) attached hereto and incorporated by reference, are eligible under Election Code § 17302, 17306 for destruction and are older than while current plus six months.

Section 31. The City Council finds that the records set forth in "Exhibit D" (Accounts Receivable) attached hereto and incorporated by reference, are eligible under Government Code § 34090, 40802, 41 CFR 29-70.203-2 for destruction and are older than audit plus three years.

Section 32. The City Council finds that the records set forth in "Exhibit D" (Banking Records) attached hereto and incorporated by reference, are eligible under Government Code § 34090, 43900 et seq., 26 CFR 16001-1; CCP 337, FC 3368, 30210 for destruction and are older than audit plus five years.

Section 33. The City Council finds that the records set forth in "Exhibit D" (Financial Reports) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than audit plus five years.

Section 34. The City Council finds that the records set forth in "Exhibit D" (Parking Citations) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than active plus two years.

Section 35. The City Council finds that the records set forth in "Exhibit D" (Payroll Registers) attached hereto and incorporated by reference, are eligible under Government Code § 34090, CAC 22-1085-2, 26 CFR 31.6001-1, 29 CFR 516.5, 516.6, LC 1174(d) for destruction and are older than audit plus ten years.

Section 36. The City Council finds that the records set forth in "Exhibit E" (Special Events) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than while current plus two years.

Section 37. The City Council finds that the records set forth in "Exhibit E" (Fuel Reports) attached hereto and incorporated by reference, are eligible under CCP 337 for destruction and are older than audit plus three years.

Section 38. The City Council finds that the records set forth in "Exhibit E" (Inspections) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than active plus two years.

Section 39. The City Council finds that the records set forth in "Exhibit E" (Dig Alert Permits) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than two years.

Section 40. The City Council finds that the records set forth in "Exhibit E" (Plans & Plan Checks) attached hereto and incorporated by reference, are eligible under Health and Safety Code § 19850 and Government Code § 34090 for destruction and are older than the life of the structure.

Section 41. The City Council finds that the records set forth in "Exhibit F" (Recreation Log Books) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than while current plus five years.

Section 42. The City Council finds that the records set forth in "Exhibit F" (Cares Program) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than while current plus five years.

Section 43. The City Council finds that the records set forth in "Exhibit F" (AV Film Office) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than while current plus two years plus annual review.

Section 44. The City Council finds that the records set forth in "Exhibit F" (Enrichment Centers) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than while current plus two years.

Section 45. The City Council finds that the records set forth in "Exhibit F" (Registration-Recreation Programs) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than while current plus two years.

Section 46. The City Council finds that the records set forth in "Exhibit F" (Refunds-Recreation Programs) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than while current plus two years.

Section 47. The City Council finds that the records set forth in "Exhibit F" (Repetitive Maintenance Reports) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than while current plus two years plus annual review.

Section 48. The City Council finds that the records set forth in "Exhibit F" (Poppy Festival) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than while current plus two years plus annual review.

Section 49. The City Council finds that the records set forth in "Exhibit F" (Sports) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than two years plus annual review.

Section 50. The City Council finds that the records set forth in "Exhibit F" (Grants) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than active plus five years.

Section 51. The City Council of the City of Lancaster does hereby authorize the City Clerk to destroy those eligible records, documents, books or papers described in "Exhibits A, B, C, D, E and F"

PASSED, APPROVED, and ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2010, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

APPROVED:

\_\_\_\_\_  
GERI K. BRYAN, CMC  
City Clerk  
City of Lancaster

\_\_\_\_\_  
R. REX PARRIS  
Mayor  
City of Lancaster

STATE OF CALIFORNIA        }  
COUNTY OF LOS ANGELES   }  
CITY OF LANCASTER         }

CERTIFICATION OF RESOLUTION  
CITY COUNCIL

I, \_\_\_\_\_, \_\_\_\_\_ City of Lancaster, CA do hereby certify that this is a true and correct copy of the original Resolution No. 10-51, for which the original is on file in my office.

WITNESS MY HAND AND THE SEAL OF THE CITY OF LANCASTER, on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

(seal)

\_\_\_\_\_





**Exhibit "A"**  
**APPROVAL FOR**  
**and**  
**CERTIFICATE OF DESTRUCTION**  
**Resolution No. 10-51**

Department Housing & Neighborhood Revitalization

Date July 13, 2010

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<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
2002	Violations of Municipal Codes	FF 1927
2004	Violations of Municipal Codes	FF 1939
2004	Violations of Municipal Codes	FF 1947
2004	Violations of Municipal Codes	FF 1971
2004-2006	Taxi/Tow	P 1243
2004-2006	Taxi/Tow	P 1253
2005-2006	Taxi/Tow	P 1267
6/05-9/05	Taxi/Tow	PP 2754
2004	Taxi/Tow	QQ 2849
1992-1993	Housing Loan Program Files	G 486
2000-2001	Housing Loan Program Files	L 946
2000	Housing Loan Program Files	O 1182
12/00-4/01	Housing Loan Program Files	P 1238
1999-2000	Housing Loan Program Files	DD 1782
1999-2000	Housing Loan Program Files	EE 1872
1997-1998	Housing Loan Program Files	FF 1922
1997-1998	Housing Loan Program Files	FF 1924
1998-1999	Housing Loan Program Files	FF 1928
1997-1998	Housing Loan Program Files	FF 1932
1997-1998	Housing Loan Program Files	FF 1980
1997-1998	Housing Loan Program Files	FF 1960
1995-1996	Housing Loan Program Files	JJ 2294
1996	Housing Loan Program Files	JJ 2296
1996-1997	Housing Loan Program Files	KK 2344
1996-1997	Housing Loan Program Files	KK 2362
1996-1997	Housing Loan Program Files	KK 2370
1996-1997	Housing Loan Program Files	KK 2374
1997-1998	Housing Loan Program Files	LL 2466
1996-1997	Housing Loan Program Files	MM 2518
1995	Housing Loan Program Files	PP 2756
1996	Housing Loan Program Files	PP 2760
1995	Housing Loan Program Files	QQ 2864

**Exhibit "A"**  
**APPROVAL FOR**  
**and**  
**CERTIFICATE OF DESTRUCTION**  
**Resolution No. 10-51**

Department Housing & Neighborhood Revitalization

Date July 13, 2010

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<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
1998-2001	Housing Grant Program	DD 1784
2000-2001	Housing Grant Program	DD 1786
2000-2001	Housing Grant Program	DD 1792
2001-2002	Housing Grant Program	EE 1910
2001-2002	Housing Grant Program	FF 1972
2001-2002	Housing Grant Program	JJ 2270
1996-1997	Community Development Block Grant Program	KK 2346
1995-1996	Community Development Block Grant Program	MM 2530
1994	Community Development Block Grant Program	QQ 2868



**Exhibit "C"**  
**APPROVAL FOR**  
**and**  
**CERTIFICATE OF DESTRUCTION**

In accordance with the City of Lancaster Records Disposition Schedule, and **Resolution No. 10-51**, as approved by the City Council, the following records of your Department are eligible for final destruction on **July 13, 2010**.

Department CITY CLERK  
 I do hereby approve the final disposition of the below listed records.

Department Approval \_\_\_\_\_  
 Geri K. Bryan, CMC, City Clerk Date

City Attorney Approval \_\_\_\_\_  
 David R. McEwen Date

<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
2002-2008	Public Records Requests	CCV 1019
1/07-6/08	Records Center Documentation	CCV 1020
2001-2006	Subpoenas	CCV 1021
1998-1/00	Insurance – City as Insured	CCV 1022
1993/ 2000-2006	Insurance – City as Additional Insured	CCV 1023
2001-6/08	Correspondence	CCV 1024
7/07-5/08	Closed Session	CCV 1025
2004-2006	Nomination Papers – Unsuccessful candidates	CCV 1026
2000-2004	Campaign Statements – Unsuccessful candidates	CCV 1027
2004-2008	Candidate Information	CCV 1028
2006	Precinct Board Records	CCV 1029
2007-2008	Appeals	CCV 1031

Disposition Method:

\_\_\_\_\_ Non-confidential      \_\_\_\_\_ Confidential      \_\_\_\_\_ Archives

**CERTIFICATE  
 OF DESTRUCTION**

I hereby certify that the above  
 listed records were disposed of on

\_\_\_\_\_ Date      \_\_\_\_\_ Witness (signature)

Please return this form to City Clerk Department. Following destruction, you will receive a copy signed by the witness of the destruction.

**Exhibit "C"**  
**APPROVAL FOR**  
**and**  
**CERTIFICATE OF DESTRUCTION**  
**Resolution No. 10-51**

Department City Clerk

Date July 13, 2010

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<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
2001-2002	Affidavits of Publication	CCV 1032
2001-2002	Affidavits of Publication	CCV 1033
1982-1994	Administrative Policy & Procedure	CCV 1034
2004-6/05	Claims against the City	CCV 1035
2004-6/05	Claims against the City	CCV 1036
2006-2008	City Property Damage Claims	CCV 1037
2004	Risk Management Agendas	CCV 1038
2009	Speaker Cards	CCV 1039
2000-2004	Statement of Economic Interest	CCV 1040
2004-2005	Statement of Economic Interest	CCV 1041
2004	Roster of Voters	CCV 1055
3/08	Ballots	CCV 1056

**Exhibit "D"**  
**APPROVAL FOR**  
**and**  
**CERTIFICATE OF DESTRUCTION**

In accordance with the City of Lancaster Records Disposition Schedule, and **Resolution No. 10-51**, as approved by the City Council, the following records of your Department are eligible for final destruction on **July 13, 2010**.

Department FINANCE

I do hereby approve the final disposition of the below listed records.

Department Approval \_\_\_\_\_  
Barbara Boswell, Finance Director Date

City Attorney Approval \_\_\_\_\_  
David R. McEwen Date

City Clerk Approval \_\_\_\_\_  
Geri K. Bryan, CMC Date

<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
2005-2006	Accounts Receivable	JJ 2297
2005-2006	Accounts Receivable	L 896
2005-2006	Accounts Receivable	O 1146
2005-2006	Accounts Receivable	F 471
2005-2006	Accounts Receivable	O 1121
2005-2006	Accounts Receivable	LL 2444
2005-2006	Accounts Receivable	LL 2448
2005-2006	Accounts Receivable	N 1100
2005-2006	Accounts Receivable	D 276
2005-2006	Accounts Receivable	E 334
2005-2006	Accounts Receivable	D 274
2005-2006	Accounts Receivable	F 474
2005-2006	Accounts Receivable	E 340
2005-2006	Accounts Receivable	H 605
2005-2006	Accounts Receivable	II 2211
2005-2006	Accounts Receivable	II 2167

Disposition Method:

Non-confidential       Confidential       Archives

**CERTIFICATE  
OF DESTRUCTION**

I hereby certify that the above listed records were disposed of on \_\_\_\_\_

Date Witness (signature)

Please return this form to City Clerk Department. Following destruction, you will receive a copy signed by the witness of the destruction.

**Exhibit "D"**  
**APPROVAL FOR**  
**and**  
**CERTIFICATE OF DESTRUCTION**  
**Resolution No. 10-51**

Department Finance

Date July 13, 2010

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<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
2005-2006	Accounts Receivable	II 2209
2005-2006	Accounts Receivable	JJ 2299
2005-2006	Accounts Receivable	JJ 2301
2005-2006	Accounts Receivable	JJ 2303
01/04-07/05	Accounts Receivable	A 50
2004-2005	Accounts Receivable	PP 2737
2004-2005	Accounts Receivable	QQ 2857
2004-2005	Accounts Receivable	QQ 2861
2002/2003	Accounts Receivable	F 417
11/01-12/03	Accounts Receivable	H 62
07/99-12/03	Banking Records	CCV 1030
2003/2004	Financial Reports	CCV 1042
2003-2007	Parking Citations	CCV 1043
2003-2006	Parking Citations	CCV 1044
01/98-12/98	Payroll – Registers	FF 1985
1998	Payroll – Registers	CCV 1045
4/99-6/99	Payroll – Registers	B 82
2/99-4/99	Payroll – Registers	B 111
12/98-2/99	Payroll – Registers	B 113
1/95-12/95	Payroll – Registers	CCV 1046
1/95-12/95	Payroll – Registers	CCV 1047

**Exhibit "E"**  
**APPROVAL FOR**  
**and**  
**CERTIFICATE OF DESTRUCTION**

In accordance with the City of Lancaster Records Disposition Schedule, and **Resolution No. 10-51**, as approved by the City Council, the following records of your Department are eligible for final destruction on **July 13, 2010**.

Department PUBLIC WORKS  
 I do hereby approve the final disposition of the below listed records.

Department Approval \_\_\_\_\_  
 Robert C Neal, Public Works Director      Date

City Attorney Approval \_\_\_\_\_  
 David R. McEwen      Date

City Clerk Approval \_\_\_\_\_  
 Geri K. Bryan, CMC      Date

<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
2000-2006	Special Events	CCV 1048
7/04	Fuel Reports	CCV 1049
1/07-6/07	Inspections	CCV 1050
7/07-12/07	Inspections	CCV 1051
2005-2006	Dig Alert Permits	CCV 1052
1955	Plans & Plan Checks	CCV 1053

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Disposition Method:

Non-confidential     
  Confidential     
  Archives

**CERTIFICATE OF DESTRUCTION**

I hereby certify that the above listed records were disposed of on \_\_\_\_\_  
Date      Witness (signature)

Please return this form to City Clerk Department. Following destruction, you will receive a copy signed by the witness of the destruction.



**Exhibit "F"**  
**APPROVAL FOR**  
**and**  
**CERTIFICATE OF DESTRUCTION**

In accordance with the City of Lancaster Records Disposition Schedule, and **Resolution No. 10-51**, as approved by the City Council, the following records of your Department are eligible for final destruction on **July 13, 2010**.

Department PARKS, RECREATION & ARTS  
 I do hereby approve the final disposition of the below listed records.

Department Approval \_\_\_\_\_  
 Bob Greene, Date  
 Parks, Recreation & Arts Director

City Attorney Approval \_\_\_\_\_  
 David R. McEwen Date

City Clerk Approval \_\_\_\_\_  
 Geri K. Bryan, CMC Date

<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
2004	Recreation Log Books	KK 2379
2004-2005	Cares Program	LL 2449
2007/2008	AV Film Office	KK 2397
2007/2008	AV Film Office	KK 2399
2007/2008	Enrichment Centers	PP 2761
2007/2008	Registration-Recreation Programs	OO 2716
2008	Registration-Recreation Programs	S 1441
2007	Refunds-Recreation Programs	PP 2751
2007	Repetitive Maintenance Reports	KK 2390
2006/2008	Poppy Festival	LL 2402
2008	Sports	PP 2795
2004/2005	Grants	CCV 1054

Disposition Method:

Non-confidential       Confidential       Archives

**CERTIFICATE OF DESTRUCTION**

I hereby certify that the above listed records were disposed of on \_\_\_\_\_

Date      Witness (signature)

Please return this form to City Clerk Department. Following destruction, you will receive a copy signed by the witness of the destruction.