

RESOLUTION NO. 11-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, CALIFORNIA, AUTHORIZING DESTRUCTION OF CERTAIN RECORDS (VIOLATIONS OF MUNICIPAL CODES, MOBILEHOME PARK RENT ARBITRATION BOARD, HOUSING LOAN PROGRAM FILES, HOME OCCUPATION PERMITS, PUBLIC RECORDS REQUESTS, RECORDS CENTER DOCUMENTATION, SUBPOENAS, CLOSED SESSION, APPEALS, SPEAKER CARDS, CITY PROPERTY CLAIMS, CLAIMS, ACCIDENT/INCIDENT/DAMAGE REPORTS, CARES PROGRAM, SUMMER DAY CAMP, RECREATION LOG BOOKS, SPORTS, REGISTRATION-RECREATION PROGRAM, ACCOUNTS RECEIVABLE, BANKING RECORDS, FINANCIAL REPORTS, PARKING CITATIONS, PAYROLL-REGISTERS, PAYROLL, W-2, STATE & FEDERAL INCOME TAX, BUSINESS LICENSE FILES, PURCHASE ORDERS, ACCOUNTS PAYABLE).

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" (Mobilehome Park Rent Arbitration Board) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than current year plus four 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 B" (Home Occupation Permits) 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 5. 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 6. 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 7. 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 8. 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 9. 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 10. 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 11. The City Council finds that the records set forth in "Exhibit C" (City Property Claims) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than active plus two years.

Section 12. The City Council finds that the records set forth in "Exhibit C" (Claims) 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 13. The City Council finds that the records set forth in "Exhibit D" (Accident/Incident/Damage Reports) attached hereto and incorporated by reference, are eligible under 29 CFR 1904.2 and 29 CFR 1904.6 for destruction and are older than while current plus seven years.

Section 14. The City Council finds that the records set forth in "Exhibit D" (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 15. The City Council finds that the records set forth in "Exhibit D" (Summer Day Camp) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than while current plus five years.

Section 16. The City Council finds that the records set forth in "Exhibit D" (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 17. The City Council finds that the records set forth in "Exhibit D" (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 18. The City Council finds that the records set forth in "Exhibit D" (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 19. The City Council finds that the records set forth in "Exhibit E" (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 20. The City Council finds that the records set forth in "Exhibit E" (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 21. The City Council finds that the records set forth in "Exhibit E" (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 22. The City Council finds that the records set forth in "Exhibit E" (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 23. The City Council finds that the records set forth in "Exhibit E" (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 24. The City Council finds that the records set forth in "Exhibit E" (Payroll) attached hereto and incorporated by reference, are eligible under Government Code § 34090; 26 CFR 16001.1, 29 CFR 1627.3(s); 29 CFR 516.2; 41 CFR 50-201.501; 20 CFR 516.1(1); 29 CFR 655.202; IRS Reg 31.6001-1(e)(z); R&T 19530; LC 1174(d) for destruction and are older than audit plus five years.

Section 25. The City Council finds that the records set forth in "Exhibit E" (W-2) attached hereto and incorporated by reference, are eligible under Government Code § 34090; 41 CFR 50-201.501 for destruction and are older than audit plus ten years.

Section 26. The City Council finds that the records set forth in "Exhibit E" (State & Federal Income Tax) attached hereto and incorporated by reference, are eligible under Government Code § 34090; 41 CFR 50-201.501 for destruction and are older than audit plus ten years.

Section 27. The City Council finds that the records set forth in "Exhibit E" (Business License Files) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than term plus three years.

Section 28. The City Council finds that the records set forth in "Exhibit E" (Purchase Orders) attached hereto and incorporated by reference, are eligible under Government Code § 34090; CCP 337 for destruction and are older than audit plus three years.

Section 29. The City Council finds that the records set forth in "Exhibit E" (Accounts Payable) attached hereto and incorporated by reference, are eligible under Government Code § 34090; 40802; 34090.7 for destruction and are older than audit plus five years.

Section 30. 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, and E."

PASSED, APPROVED, and ADOPTED this _____ day of _____ 2011, 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. 11-01, 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

In accordance with the City of Lancaster Records Disposition Schedule, and **Resolution No. 11-01**, as approved by the City Council, the following records of your Department are eligible for final destruction on **January 11, 2011**.

Department HOUSING & NEIGHBORHOOD REVITALIZATION
I do hereby approve the final disposition of the below listed records.

Department Approval _____
Elizabeth Brubaker, Housing 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	Violations of Municipal Codes	DD 1787
2005	Violations of Municipal Codes	DD 1795
2005	Violations of Municipal Codes	DD 1799
2005	Violations of Municipal Codes	DD 1807
2005	Violations of Municipal Codes	DD 1830
2005	Violations of Municipal Codes	FF 1933
2005	Violations of Municipal Codes	FF 1953
2005	Violations of Municipal Codes	FF 1956
2005	Violations of Municipal Codes	FF 1959
2005	Violations of Municipal Codes	FF 1965
2005	Violations of Municipal Codes	MM 2504
2005	Violations of Municipal Codes	NN 2634
2005	Violations of Municipal Codes	PP 2781
2005	Violations of Municipal Codes	PP2785

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 "A"
APPROVAL FOR
and
CERTIFICATE OF DESTRUCTION
Resolution No. 11-01

Department Housing & Neighborhood Revitalization

Date January 11, 2011

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<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
1990-1997	Mobilehome Park Rent Arbitration Board	EE 1912
1990-1997	Mobilehome Park Rent Arbitration Board	QQ 2866
1988-1989	Housing Loan Program Files	A 24
1987	Housing Loan Program Files	A 38
1995	Housing Loan Program Files	AA 1546
8/88-9/89	Housing Loan Program Files	F 427
7/89-5/91	Housing Loan Program Files	F 439
1987-1994	Housing Loan Program Files	M 962

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

In accordance with the City of Lancaster Records Disposition Schedule, and
Resolution No. 11-01, as approved by the City Council, the following records of
 your Department are eligible for final destruction on **January 11, 2011**.

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

Department Approval _____
 Brian Ludicke, Planning 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>
5/06-6/06	Home Occupation Permits	CCV 1057
2006	Home Occupation Permits	CCV 1058
2006-2008	Home Occupation Permits	CCV 1059

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

In accordance with the City of Lancaster Records Disposition Schedule, and **Resolution No. 11-01**, as approved by the City Council, the following records of your Department are eligible for final destruction on **January 11, 2011**.

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>
2007-2008	Public Records Requests	CCV 1060
7/08-12/08	Records Center Documentation	CCV 1061
2007	Subpoenas	CCV 1062
7/08-12/08	Closed Session	CCV 1063
5/08	Appeals	CCV 1064
1/10-6/10	Speaker Cards	CCV 1065
2008	City Property Claims	CCV 1066
2005	Claims	CCV 1067

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**

In accordance with the City of Lancaster Records Disposition Schedule, and **Resolution No. 11-01**, as approved by the City Council, the following records of your Department are eligible for final destruction on **January 11, 2011**.

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>
1/02-12/03	Accident/Incident/Damage Reports	C 183
1/03-12/03	Accident/Incident/Damage Reports	D 250
2005	Cares Program	C 205
2005	Cares Program	C 206
2004-2005	Cares Program	K 832
2005	Summer Day Camp	H 601
2003-2005	Recreation Log Books	KK 2341
2008	Sports	S 1453
2008	Sports	S 1457
2008	Sports	OO 2688
2008	Sports	OO 2712
2008	Registration – Recreation Programs	S 1455

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 "E"
APPROVAL FOR
and
CERTIFICATE OF DESTRUCTION

In accordance with the City of Lancaster Records Disposition Schedule, and **Resolution No. 11-01**, as approved by the City Council, the following records of your Department are eligible for final destruction on **January 11, 2011**.

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>
2006-2007	Accounts Receivable	P 1230
2006-2007	Accounts Receivable	P 1269
2006-2007	Accounts Receivable	R 1424
2006-2007	Accounts Receivable	DD 1761
2006-2007	Accounts Receivable	DD 1762
2006-2007	Accounts Receivable	DD 1763
2006-2007	Accounts Receivable	DD 1764
2006-2007	Accounts Receivable	DD 1765
2006-2007	Accounts Receivable	DD 1766
2006-2007	Accounts Receivable	DD 1767
2006-2007	Accounts Receivable	DD 1768
2006-2007	Accounts Receivable	DD 1769
2006-2007	Accounts Receivable	DD 1770
2006-2007	Accounts Receivable	DD 1771
2006-2007	Accounts Receivable	DD 1772

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 "E"
APPROVAL FOR
and
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Resolution No. 11-01

Department Finance

Date January 11, 2011

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<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
2006-2007	Accounts Receivable	DD 1773
2006-2007	Accounts Receivable	DD 1774
2006-2007	Accounts Receivable	DD 1775
2006-2007	Accounts Receivable	DD 1776
2006-2007	Accounts Receivable	DD 1777
2006-2007	Accounts Receivable	DD 1778
2006-2007	Accounts Receivable	DD 1779
2006-2007	Accounts Receivable	DD 1780
2006-2007	Accounts Receivable	EE 1842
2006-2007	Accounts Receivable	EE 1844
2006-2007	Accounts Receivable	FF 1996
2006-2007	Accounts Receivable	II 2207
2006-2007	Accounts Receivable	II 2213
2006-2007	Accounts Receivable	II 2215
2006-2007	Accounts Receivable	II 2164
2006-2007	Accounts Receivable	II 2174
2006-2007	Accounts Receivable	II 2181
2006-2007	Accounts Receivable	KK 2336
2006-2007	Accounts Receivable	KK 2340
2006-2007	Accounts Receivable	KK 2351
2006-2007	Accounts Receivable	KK 2364
2006-2007	Accounts Receivable	KK 2376
2006-2007	Accounts Receivable	KK 2381
2006-2007	Accounts Receivable	KK 2383
2004-2005	Banking Records	KK 2338
2003-2005	Banking Records	LL 2403
2004-2005	Banking Records	QQ 2863

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<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
2004-2005	Financial Reports	BB 1649
2004-2005	Financial Reports	BB 1651
2007-2008	Parking Citations	EE 1884
2007-2008	Parking Citations	EE 1885
2007-2008	Parking Citations	EE 1897
2007-2008	Parking Citations	EE 1914
9/99-11/99	Payroll – Registers	A 74
6/99-8/99	Payroll – Registers	B 84
1995-1999	Payroll – Registers	B 86
8/99-10/99	Payroll – Registers	B 115
1999	Payroll – Registers	G 498
1999	Payroll – Registers	H 599
2004	Payroll	DD 1813
2004	Payroll	DD 1814
2004	Payroll	DD 1815
2004	Payroll	DD 1816
2004	Payroll	DD 1817
2004	Payroll	DD 1819
2005	Payroll	DD 1820
2004	Payroll	DD 1825
2004	Payroll	DD 1827
2004	Payroll	DD 1829
2004	Payroll	DD 1831
2004	Payroll	DD 1833
2005	Payroll	EE 1881
2005	Payroll	EE 1887

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<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
2004/2005	Payroll	EE 1905
2004	Payroll	EE 1907
2005	Payroll	EE 1913
2004	Payroll	EE 1915
2005	Payroll	EE 1917
2005	Payroll	EE 1919
1999	W-2	PP 2775
1999	State & Federal Income Tax	PP 2753
1999	State & Federal Income Tax	PP 2771
7/06-6/07	Business License Files	JJ 2246
7/06-6/07	Business License Files	JJ 2248
7/06-6/07	Business License Files	JJ 2250
7/06-6/07	Business License Files	JJ 2252
7/06-6/07	Business License Files	JJ 2254
7/06-6/07	Business License Files	JJ 2256
7/06-6/07	Business License Files	JJ 2258
7/06-6/07	Business License Files	JJ 2260
7/06-6/07	Business License Files	JJ 2294
7/06-6/07	Business License Files	JJ 2304
7/06-6/07	Business License Files	JJ 2306
7/06-6/07	Business License Files	JJ 2308
2006-2007	Purchase Orders	NN 2596
2006-2007	Purchase Orders	QQ 2856
2006-2007	Purchase Orders	RR 2914
2006-2007	Purchase Orders	RR 2944

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<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
2004-2005	Accounts Payable	B 127
2004-2005	Accounts Payable	F 419
2004-2005	Accounts Payable	N 1104
2004-2005	Accounts Payable	Q 1294
2004-2005	Accounts Payable	Q 1298
2004-2005	Accounts Payable	AA 1563
2004-2005	Accounts Payable	AA 1579
2004-2005	Accounts Payable	AA 1587
2004-2005	Accounts Payable	BB 1669
2004-2005	Accounts Payable	BB 1673
2004-2005	Accounts Payable	CC 1721
2004-2005	Accounts Payable	CC 1723
2004-2005	Accounts Payable	CC 1725
2004-2005	Accounts Payable	CC 1727
2004-2005	Accounts Payable	CC 1729
2004-2005	Accounts Payable	CC 1737
2004-2005	Accounts Payable	CC 1739
2004-2005	Accounts Payable	II 2202
2004-2005	Accounts Payable	II 2204
2004-2005	Accounts Payable	II 2240
2004-2005	Accounts Payable	KK 2350
2004-2005	Accounts Payable	KK 2355
2004-2005	Accounts Payable	KK 2357
2004-2005	Accounts Payable	KK 2359
2004-2005	Accounts Payable	KK 2365
2004-2005	Accounts Payable	KK 2367
2004-2005	Accounts Payable	KK 2375
2004-2005	Accounts Payable	KK 2389

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<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
2004-2005	Accounts Payable	KK 2391
2004-2005	Accounts Payable	LL 2418
2004-2005	Accounts Payable	LL 2421
2004-2005	Accounts Payable	LL 2422
2004-2005	Accounts Payable	LL 2423
2004-2005	Accounts Payable	LL 2430
2004-2005	Accounts Payable	LL 2445
2004-2005	Accounts Payable	LL 2451
2004-2005	Accounts Payable	MM 2542
2004-2005	Accounts Payable	MM 2548
2004-2005	Accounts Payable	MM 2560
2004-2005	Accounts Payable	NN 2626