

RESOLUTION NO. 11-55

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, CALIFORNIA, AUTHORIZING DESTRUCTION OF CERTAIN RECORDS (HOME OCCUPATION PERMITS, PUBLIC RECORDS REQUESTS, RECORDS CENTER DOCUMENTATION, CLOSED SESSION, APPEALS, SPEAKER CARDS, INSURANCE CITY AS ADDITIONAL INSURED, PRECINCT ELECTION RECORDS, ABSENTEE VOTINGS, BALLOTS, PRECINCT BOARD RECORDS, COMMISSIONS, CITY PROPERTY DAMAGE CLAIMS, CLAIMS AGAINST THE CITY, ROSTER OF VOTERS, INSPECTOR RECEIPTS, RECRUITMENT FILES, WORKERS COMPENSATION, JOB CLASSIFICATION DESCRIPTIONS, RISK MANAGEMENT AGENDAS, CARES PROGRAM, RECREATION LOG BOOKS, SPORTS, REGISTRATION-RECREATION PROGRAM, ENRICHMENT CENTERS, POPPY FESTIVAL, MAINTENANCE LOG BOOKS, REPETITIVE MAINTENANCE REPORTS, SPECIAL EVENTS, PESTICIDE USAGE REPORTS, LPAC-CONTRACTS; PERFORMERS AND RENTAL USES, AWARDS SUBMITTALS, PAYROLL REGISTERS, PLANS AND PLAN CHECKS).

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

Section 3. The City Council finds that the records set forth in "Exhibit B" (Records Center Documentation) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than two years.

Section 4. The City Council finds that the records set forth in "Exhibit B" (Closed Session) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than two years.

Section 5. The City Council finds that the records set forth in "Exhibit B" (Appeals) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than active plus two years.

Section 6. The City Council finds that the records set forth in "Exhibit B" (Speaker Cards) attached hereto and incorporated by reference, are eligible under Government Code § 34090.7 for destruction and are older than six months.

Section 7. The City Council finds that the records set forth in "Exhibit B" (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 8. The City Council finds that the records set forth in "Exhibit B" (Precinct Election Records) attached hereto and incorporated by reference, are eligible under Election Code § 17304(b) for destruction and are older than while current plus six months.

Section 9. The City Council finds that the records set forth in "Exhibit B" (Absentee Voting) attached hereto and incorporated by reference, are eligible under Election Code § 17505(b) for destruction and are older than while current plus six months.

Section 10. The City Council finds that the records set forth in "Exhibit B" (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 11. The City Council finds that the records set forth in "Exhibit B" (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 12. The City Council finds that the records set forth in "Exhibit B" (Commissions) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than two years.

Section 13. The City Council finds that the records set forth in "Exhibit B" (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 14. The City Council finds that the records set forth in "Exhibit B" (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 15. The City Council finds that the records set forth in "Exhibit B" (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 16. The City Council finds that the records set forth in "Exhibit B" (Inspector Receipts) attached hereto and incorporated by reference, are eligible under Election Code § 17302 for destruction and are older than while current plus six months.

Section 17. The City Council finds that the records set forth in "Exhibit C" (Recruitment Files) attached hereto and incorporated by reference, are eligible under Government Code § 12946; 29 CFR 1602 et seq, 29 CFR 1608; 29 CFR 1627.3 for destruction and are older than while current plus three years.

Section 18. The City Council finds that the records set forth in "Exhibit C" (Workers Compensation ) attached hereto and incorporated by reference, are eligible under CCR 15400.2; 29 CFR 1904.33 for destruction and are older than while current plus five years.

Section 19. The City Council finds that the records set forth in "Exhibit C" (Job Classification Descriptions) attached hereto and incorporated by reference, are eligible under 20 CFR 655.202; 29 CFR 516.6 et seq. for destruction and are older than two years.

Section 20. The City Council finds that the records set forth in "Exhibit D" (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 21. The City Council finds that the records set forth in "Exhibit E" (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 22. The City Council finds that the records set forth in "Exhibit E" (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 23. The City Council finds that the records set forth in "Exhibit E" (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 24. The City Council finds that the records set forth in "Exhibit E" (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 25. The City Council finds that the records set forth in "Exhibit E" (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 26. The City Council finds that the records set forth in "Exhibit E" (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 27. The City Council finds that the records set forth in "Exhibit E" (Maintenance Log Books) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than two years.

Section 28. The City Council finds that the records set forth in "Exhibit E" (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 29. 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 30. The City Council finds that the records set forth in "Exhibit E" (Pesticide Usage Reports) attached hereto and incorporated by reference, are eligible under H & S 100575; B & P 8505.13 for destruction and are older than current year plus five years.

Section 31. The City Council finds that the records set forth in "Exhibit E" (LPAC; Contracts; Performers & Rental Uses) attached hereto and incorporated by reference, are eligible under CCP 337.15; 337.2; 343; GC 53066; B & P 7042.5; PU 7685; 48 CFR;2 for destruction and are older than while current plus ten years.

Section 32. The City Council finds that the records set forth in "Exhibit E" (Awards Submittals) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than two years plus annual review.

Section 33. The City Council finds that the records set forth in "Exhibit F" (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 34. The City Council finds that the records set forth in "Exhibit G" (Plans & Plan Checks) attached hereto and incorporated by reference, are eligible under Government Code § 34090, H & S 19850 for destruction and are older than current year plus two years.

Section 35. 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, F and G."

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. 11-55, 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 "B"**  
**APPROVAL FOR**  
**and**  
**CERTIFICATE OF DESTRUCTION**

In accordance with the City of Lancaster Records Disposition Schedule, and **Resolution No. 11-55**, as approved by the City Council, the following records of your Department are eligible for final destruction on **August 9, 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 1069
7/09 – 6/09	Records Center Documentation	CCV 1070
1/09 – 6/09	Closed Session	CCV 1071
5/08 – 3/09	Appeals	CCV 1072
7/10 – 12/10	Speaker Cards	CCV 1073
2007	Insurance City as Additional Insured	CCV 1074
2010	Precinct Election Records	CCV 1075
2010	Absentee Voting	CCV 1076
2010	Ballots	CCV 1077
2008/2010	Precinct Board Records	CCV 1078
2007-2008	Commissions – applications	CCV 1079
2008-2009	City Property Damage Claims	CCV 1080
2002-2006	Claims Against the City	CCV 1081
2006	Roster of Voters	CCV 1098
2010	Inspector Receipts	CCV 1101

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. 11-55**, as approved by the City Council, the following records of your Department are eligible for final destruction on **August 9, 2011**.

Department HUMAN RESOURCES

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

Department Approval \_\_\_\_\_  
Beverly Glode, Human Resources 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>
2004-2006	Recruitment Files	E 5089
2004-2005	Recruitment Files	E 5091
2004	Recruitment Files	E 5096
2005-2006	Recruitment Files	E 5098
2005-2006	Recruitment Files	F 5103
2007	Recruitment Files	F 5104
2007	Recruitment Files	F 5110
2006	Recruitment Files	F 5115
2007	Recruitment Files	CC 1709
2007	Recruitment Files	CC 1711
2006	Recruitment Files	NN 2569
2001-2006	Recruitment Files	CCV 1082
2001-2007	Recruitment Files	CCV 1083
2001-2007	Recruitment Files	CCV 1084
2003-2006	Recruitment Files	CCV 1085
2003-2006	Recruitment Files	CCV 1086

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. 11-55**

Department Human Resources

Date August 9, 2011

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<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
8/04-2005	Workers Compensation	NN 2561
2000-2004	Workers Compensation	NN 2562
2003	Workers Compensation	NN 2563
2004-2005	Workers Compensation	NN 2565
2003	Workers Compensation	NN 2567
1988-2007	Job Classification Descriptions	CCV 1087
1988-2007	Job Classification Descriptions	CCV 1088
1986-2007	Job Classification Descriptions	CCV 1089

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

In accordance with the City of Lancaster Records Disposition Schedule, and **Resolution No. 11-55**, as approved by the City Council, the following records of your Department are eligible for final destruction on **August 9, 2011**.

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

Department Approval \_\_\_\_\_  
 Mark Bozigian, City Manager 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	Risk Management Agendas	CCV 1090

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. 11-55**, as approved by the City Council, the following records of  
your Department are eligible for final destruction on **August 9, 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>
2005-6/06	CARES Program	C 229
2005-6/06	CARES Program	C 231
2005	CARES Program	D 251
2005	CARES Program	DD 1837
2005	CARES Program	KK 2358
2005	CARES Program	KK 2382
2005	CARES Program	KK 2686
2005	Recreation Log Books	LL 2420
2009	Sports	L 882
2009	Sports	BB 1675
3/07-12/08	Registration – Recreation Programs	G 488
2008	Registration – Recreation Programs	S 1451
2009	Registration – Recreation Programs	PP 2749

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**  
**Resolution No. 11-55**

Department Parks, Recreation & Arts

Date August 9, 2011

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<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
2008-2009	Enrichment Centers	B 90
2008-2009	Enrichment Centers	R 1379
2009	Poppy Festival	NN 2588
2008	Maintenance Log Books	R 1377
2008	Repetitive Maintenance Reports	BB 1620
1/09	Special Events	G 516
2004-2005	Pesticide Usage Reports	D 257
1991-1992	LPAC – Contracts; Performers & Rental Uses	CCV 1091
1992-1993	LPAC – Contracts; Performers & Rental Uses	CCV 1092
1993-1994	LPAC – Contracts; Performers & Rental Uses	CCV 1093
1995-1996	LPAC – Contracts; Performers & Rental Uses	CCV 1094
1997-1998	LPAC – Contracts; Performers & Rental Uses	CCV 1095
1998-1999	LPAC – Contracts; Performers & Rental Uses	CCV 1096
2000	LPAC – Contracts; Performers & Rental Uses	CCV 1097
2000-2004	Awards Submittals	CCV 1099



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

In accordance with the City of Lancaster Records Disposition Schedule, and **Resolution No. 11-55**, as approved by the City Council, the following records of your Department are eligible for final destruction on **August 9, 2011**.

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>
2004 - 2008	Plans & Plan Checks	CCV 1100

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.