RESOLUTION NO. 11-55

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, CALIFORNIA, AUTHORIZING DESTRUCTION OF CERTAIN RECORDS PUBLIC RECORDS REOUESTS. OCCUPATION PERMITS, RECORDS CENTER DOCUMENTATION, CLOSED SESSION, APPEALS, INSURANCE CITY AS ADDITIONAL INSURED, SPEAKER CARDS, PRECINCT ELECTION RECORDS, ABSENTEE VOTINGS, BALLOTS, RECORDS, COMMISSIONS, CITY **PROPERTY** PRECINCT BOARD DAMAGE CLAIMS, CLAIMS AGAINST THE CITY, ROSTER OF VOTERS, RECEIPTS. RECRUITMENT FILES, WORKERS **INSPECTOR** DESCRIPTIONS, RISK CLASSIFICATION COMPENSATION, JOB MANAGEMENT AGENDAS, CARES PROGRAM, RECREATION LOG PROGRAM. REGISTRATION-RECREATION SPORTS, BOOKS, 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 \S 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 § 34090for 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 the following vo), APPROVED, and te:	d ADOPTED thi	sday of	2011, by
AYES:				
NOES:				
ABSTA	IN:			
ABSEN'	Γ:			
ATTEST	Γ:		APPROVED:	
City Cle	. BRYAN, CMC rk Lancaster		R. REX PARRIS Mayor City of Lancaster	
STATE OF CA COUNTY OF I CITY OF LAN	OS ANGELES	} } }		
	CERT	ΓΙΓΙCATION ΟΙ CITY COU	RESOLUTION INCIL	
I,do hereby certi which the origin	fy that this is a tru	, ie and correct co office.	opy of the original I	City of Lancaster, CA Resolution No. 11-55, for
			CITY OF LANCAS	STER, on this
		·		
(seal)				

Exhibit "A" APPROVAL FOR and CERTIFICATE OF DESTRUCTION

Department	PLAN	NING			
1	I do hereby approve t	he final disposi records.	tion of the belo	ow listed	
Department A	ApprovalBrian	T. 12.1. Dl	ina Dinastan	Dota	
	Brian	Ludicke, Planni	ing Director	Date	
City Attorney	Approval			·	
- ··· ,	ApprovalDavid	R. McEwen		Date	
City Clark Ar	nroval				
City Clerk Ap	oproval Geri K	. Bryan, CMC		Date	
Date/Range	Records Series Title	2	Records Cen	ter Box Location	Ī
2006-2008	Home Occupation Pe	ermits		CCV 1068	
Disposition Method:					
	confidential	Confidential		Archivea	
Non-c	confidential	_Confidential		_Atcinves	
•	fy that the above were disposed of on				
	•		Witne		
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Page 1 of 1			Dest I	Form 10/98	

Exhibit "B" APPROVAL FOR

and CERTIFICATE OF DESTRUCTION

Department	CITY CLERK	
1	I do hereby approve the final disposi	tion of the below listed records.
Department A	Approval	
•	Geri K. Bryan, CMC, City C	lerk Date
City Attorne	y Approval	
•	David R. McEwen	Date
Date/Range	Records Series Title	Records Center Box Location
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	1 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	:	
•		Archives
INOII-	confidentialConfidential	
CERTIFICATE OF DESTRUCTION	N	
	ify that the above	•
	s were disposed of on	•
nsieu recoru	Date	Witness (signature)
Dlagga patrim this fa	rm to City Clerk Department. Followi	, ,
		ing destruction, you will receive a co
signed by the wither	ss of the destruction.	

Exhibit "C" APPROVAL FOR and CERTIFICATE OF DESTRUCTION

Departme I c	ent HUMAN RES do hereby approve the final disposi		- S
Denartme	ent Approval		
Departine	Beverly Glode, Huma	n Resources Director Date	-
City Atta	rney Approval		
City Atto	David R. McF	Ewen Date	-
City Cler	k Approval		
011 , 011-	Geri K. Bryan	, CMC Date	
Date/Range	Records Series Title	Records Center Box	
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	r
2007	Recruitment Files	F 5110)
2006	Recruitment Files	F 5115	;
2007	Recruitment Files	CC 17	09
2007	Recruitment Files	CC 17	11
2006	Recruitment Files	NN 25	69
2001-2006	Recruitment Files	CCV 1	.082
2001-2007	Recruitment Files	CCV 1	.083
2001-2007	Recruitment Files	CCV 1	
2003-2006	Recruitment Files	CCV 1	
2003-2006	Recruitment Files	CCV 1	.086
Disposition Met	hod:		
N	fon-confidentialConfidential	dentialArchiv	es/es
1			
CERTIFICATE			
OF DESTRUCT	TON		
	certify that the above		
	ords were disposed of on		
	Date	Witness (sign	ature)
Please return this	s form to City Clerk Department.	Following destruction, you wil	l receive a cop
	tness of the destruction.		

Exhibit "C" APPROVAL FOR and

CERTIFICATE OF DESTRUCTION

Resolution No. 11-55

Depar	tment _	Human Resources	
Date	_	August 9, 2011	
Page	2 of 2		

Date/Range	Records Series Title	Records Center Box Location
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

Departme	ent	ADMINISTRATION	ON		
I	do hereby appro	ve the final disposition	of the below	listed records.	
D					
Departme	ent Approvai Ma	ark Bozigian, City Man	ager	Date	
City Atto	rney Approvai_	David R. McEwen	1	Date	
City Cler	k Annroval				
City Cici	k rippiovai	Geri K. Bryan, CN	ЛC	Date	
Date/Range	Records S	Series Title	Record	s Center Box Location	<u>1</u>
2005	Risk Mana	agement Agendas		CCV 1090	
		•			
Disposition Met	hod:				
N	Ion-confidential	Confidenti	al .	Archives	
CERTIFICATE OF DESTRUCT	'ION				
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•	ords were dispos				4
	-	Date		Witness (signature)	
Please return this signed by the wi		lerk Department. Follo	owing destru	ction, you will receive	а сору
signed by the MI	mess of the dest	iuouoii.			

Exhibit "E" APPROVAL FOR and CERTIFICATE OF DESTRUCTION

I do he	ereby approve the final disposition of the records.	below listed
Department Approva	[
1 11	Bob Greene, Parks, Recreation & Arts Direct	Date or
City Attorney Approv	val	
Oity rittoiney rippie	David R. McEwen	Date
City Clerk Approval		
Only Chair rippio var	Geri K. Bryan, CMC	Date
Date/Range	Records Series Title Records	Center Box Location
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-confiden	tialConfidential	Archives
CERTIFICATE OF DESTRUCTION		
I hereby certify that t	he above	
listed records were di		
115004 1000145 7,010 43		/itness (signature)
Please return this form to Cit	ty Clerk Department. Following destruct	` • /
signed by the witness of the		•

Exhibit "E" APPROVAL FOR

and

CERTIFICATE OF DESTRUCTION

Resolution No. 11-55

Department	Parks, Recreation & Arts	
Date	August 9, 2011	

Page 2 of 2

Date/Range	Records Series Title	Records Center Box Location	
2008-2009 2008-2009	Enrichment Centers Enrichment Centers	B 90 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 1992-1993 1993-1994 1995-1996 1997-1998 1998-1999 2000	LPAC – Contracts; Performers & Ren LPAC – Contracts; Performers & Ren	atal Uses CCV 1092 htal Uses CCV 1093 htal Uses CCV 1094 htal Uses CCV 1095 htal Uses CCV 1096	
2000-2004	Awards Submittals	CCV 1099	

Exhibit "F" 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	FINANCE	
	nereby approve the final disposi	tion of the below listed records.
Department Approv	ลใ	
Doparamont ripprov	Barbara Boswell, Finance Di	rector Date
City Attorney Appro	nva1	
City Attorney Appre	David R. McEwen	Date
C't C11- A	1	
City Clerk Approval	Geri K. Bryan, CMC	Date
Date/Range	Records Series Title	Records Center Box Location
2/00-4/00	Payroll Registers	C 187
12/99-2/00	Payroll Registers	C 188
4/00-6/00	Payroll Registers	C 196
Disposition Method:		
Non-confide	ntialConfidential	Archives
CERTIFICATE		
OF DESTRUCTION Library a partific that	the above	
I hereby certify that listed records were d		
Hated records were c	Date	Witness (signature)
Please return this form to C signed by the witness of the	ity Clerk Department. Followir	ng destruction, you will receive a copy
Page 1 of 1	dobitaottoti.	Dest Form 10/98

Exhibit "G" APPROVAL FOR and CERTIFICATE OF DESTRUCTION

PUBLIC WORKS	
ereby approve the final disposi	tion of the below listed records.
.1	
Robert C. Neal, Public Work	as Director Date
val	
David R. McEwen	Date
Geri K. Bryan, CMC	Date
Records Series Title	Records Center Box Location
Plans & Plan Checks	CCV 1100
ntialConfidential	Archives
-	Witness (signature)
	ng destruction, you will receive a copy
	Dest Form 10/98
	rereby approve the final disposical Robert C. Neal , Public Workwal David R. McEwen Geri K. Bryan, CMC Records Series Title Plans & Plan Checks Plans & Confidential the above isposed of on Date ty Clerk Department. Following the position of the posi