#### **RESOLUTION NO. 12-53**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, CALIFORNIA. AUTHORIZING DESTRUCTION OF CERTAIN RECORDS (RECRUITMENT FILES, CITY PROPERTY DAMAGE CLAIMS, CLAIMS AGAINST THE CITY, RISK MANAGEMENT AGENDAS, TELEPHONE SUMMER DAY CAMP, CARES PROGRAM, SPORTS, REGISTRATION-RECREATION PROGRAMS, **REFUNDS-RECREATION RECREATION-CITY FACILITY** USE, PROGRAMS, REPETITIVE MAINTENANCE REPORTS, SPECIAL EVENTS, POPPY FESTIVAL. SPECIAL CLASSES-ENRICHMENT CENTERS, ANTELOPE VALLEY FILM OFFICE, ACCIDENT/INCIDENT/DAMAGE REPORTS, DOOR ACCESS CODE PRINTOUTS, GRANTS, KEY **INVENTORY** CORRESPONDENCE, ACCOUNTS PAYABLE, ACCOUNTS RECEIVABLE, BUSINESS LICENSE FILES, BANKING RECORDS, FINANCIAL REPORTS, PAYROLL, STATE & FEDERAL INCOME TAX, PAYROLL-REGISTERS, W-2, PAYROLL-EMPLOYEE FILES, PERS REPORTS, PURCHASE ORDERS, PARKING CITATIONS, HOME OCCUPATION PERMITS, VIOLATIONS OF MUNICIPAL CODES, MOBILEHOME PARK RENT ARBITRATION BOARD, HOUSING LOAN PROGRAM FILES, HOUSING GRANT PROGRAM, COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM, INSURANCE-CITY AS INSURED, INSURANCE-CITY AS ADDITIONAL INSURED, APPEALS. COMMISSIONS, **NOMINATION** PAPERS-SUCCESSFUL CANDIDATES, NOMINATION PAPERS-UNSUCCESSFUL CANDIDATES, STATEMENT OF **ECONOMIC** INTEREST-ELECTED OFFICIALS/APPOINTEES, STATEMENT OF ECONOMIC INTEREST-DESIGNATED EMPLOYEES, PUBLIC RECORDS REQUESTS, RECORDS DOCUMENTATION, SUBPOENAS, CLOSED SESSION, CENTER **AFFIDAVITS SPEAKER** CARDS, OF PUBLICATION, CAMPAIGN STATEMENTS-UNSUCCESSFUL CANDIDATES, **STATEMENT** OF ECONOMIC INTEREST-COPIES).

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" (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 2. The City Council finds that the records set forth in "Exhibit A" (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 3. The City Council finds that the records set forth in "Exhibit A" (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 4. The City Council finds that the records set forth in "Exhibit A" (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 5. The City Council finds that the records set forth in "Exhibit B" (Telephone Accounts) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than five years.
- Section 6. The City Council finds that the records set forth in "Exhibit C" (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 7. The City Council finds that the records set forth in "Exhibit C" (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 8. The City Council finds that the records set forth in "Exhibit C" (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 9. The City Council finds that the records set forth in "Exhibit C" (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 10. The City Council finds that the records set forth in "Exhibit C" (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 11. The City Council finds that the records set forth in "Exhibit C" (Recreation- City Facility Use) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than while current plus four years.
- Section 12. The City Council finds that the records set forth in "Exhibit C" (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 13. The City Council finds that the records set forth in "Exhibit C" (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 14. The City Council finds that the records set forth in "Exhibit C" (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 15. The City Council finds that the records set forth in "Exhibit C" (Special Classes-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 16. The City Council finds that the records set forth in "Exhibit C" (Antelope Valley 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 17. The City Council finds that the records set forth in "Exhibit C" (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 18. The City Council finds that the records set forth in "Exhibit C" (Door Access Code Printouts) 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" (Grants) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than active plus five years.
- Section 20. The City Council finds that the records set forth in "Exhibit C" (Key Inventory Log) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than while current plus three years.
- Section 21. The City Council finds that the records set forth in "Exhibits C & G" (Correspondence) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than while current plus two years.
- Section 22. The City Council finds that the records set forth in "Exhibit D" (Accounts Payable) attached hereto and incorporated by reference, are eligible under Government Code § 34090, 40802 and 34090.7 for destruction and are older than audit plus five years.
- Section 23. 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 and 41 CFR 29-70.203-2 for destruction and are older than audit plus three years.

- Section 24. The City Council finds that the records set forth in "Exhibit D" (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 25. 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 for destruction and are older than audit plus three years.
- Section 26. 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, 26 CFR 16001-1, CCP 337, FC 3368, 30210 and Government Code § 43900 et seq. for destruction and are older than audit plus five years.
- Section 27. 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 28. The City Council finds that the records set forth in "Exhibit D" (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 29. The City Council finds that the records set forth in "Exhibit D" (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 30. 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 31. The City Council finds that the records set forth in "Exhibit D" (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 32. The City Council finds that the records set forth in "Exhibit D" (Payroll Employee Files) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than term plus five years.
- Section 33. The City Council finds that the records set forth in "Exhibit D" (PERS Reports) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than audit plus ten years.

- Section 34. The City Council finds that the records set forth in "Exhibit D" (Purchase Orders) attached hereto and incorporated by reference, are eligible under Government Code § 34090 and CCP 337 for destruction and are older than audit plus three years.
- Section 35. 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 36. The City Council finds that the records set forth in "Exhibit E" (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 37. The City Council finds that the records set forth in "Exhibit F" (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 38. The City Council finds that the records set forth in "Exhibit F" (Mobilehome 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 39. The City Council finds that the records set forth in "Exhibit F" (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 40. The City Council finds that the records set forth in "Exhibit F" (Housing Grant 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 41. The City Council finds that the records set forth in "Exhibit F" (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 42. The City Council finds that the records set forth in "Exhibit G" (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 43. The City Council finds that the records set forth in "Exhibit G" (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 44. The City Council finds that the records set forth in "Exhibit G" (Appeals) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than active plus two years.
- Section 45. The City Council finds that the records set forth in "Exhibit G" (Commissions) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than two years.
- Section 46. The City Council finds that the records set forth in "Exhibit G" (Nomination Papers Successful Candidates) attached hereto and incorporated by reference, are eligible under Election Code § 17100 for destruction and are older than term of office plus four years.
- Section 47. The City Council finds that the records set forth in "Exhibit G" (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 48. The City Council finds that the records set forth in "Exhibit G" (Statement of Economic Interest Elected Officials/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 49. The City Council finds that the records set forth in "Exhibit G" (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 50. The City Council finds that the records set forth in "Exhibit G" (Public Records Requests) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than two years.
- Section 51. The City Council finds that the records set forth in "Exhibit G" (Records Center Documentation) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than two years.
- Section 52. The City Council finds that the records set forth in "Exhibit G" (Subpoenas) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than active plus three years.
- Section 53. The City Council finds that the records set forth in "Exhibit G" (Closed Session) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than two years.

- Section 54. The City Council finds that the records set forth in "Exhibit G" (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 55. The City Council finds that the records set forth in "Exhibit G" (Speaker Cards) attached hereto and incorporated by reference, are eligible under Government Code § 34090.7 for destruction and are older than six months.
- Section 56. The City Council finds that the records set forth in "Exhibit G" (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 57. The City Council finds that the records set forth in "Exhibit G" (Statement of Economic Interest Copies) attached hereto and incorporated by reference, are eligible under Government Code  $\S$  81009(f) for destruction and are older than four years.
- Section 58. 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 ADO the following vote: | PTED thisday of        | 2012, by |
|---|------------------------|----------|
| AYES:   |                        |          |
| NOES:   |                        |          |
| ABSTAIN:                                      |                        |          |
| ABSENT:                                       |                        |          |
| ATTEST:                                       | APPROVED:              |          |
| GERI K. BRYAN, CMC<br>City Clerk              | R. REX PARRIS<br>Mayor |          |
| City of Lancaster                             | City of Lancaster      |          |

| Resolution No. 12-53 Page 8   |
|---|
| 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. 12-53, 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. 12-53, as approved by the City Council, the following records of your Department are eligible for final destruction on July 24, 2012.

| Department           | HUMAN RESOURCES  |   |  |
|----------------------|--|---|--|
| -                    | I do hereby approve the final disp                       | position of the below listed records.     |  |
| Department           | Approval   |   |  |
| •                    | Beverly Glode, Human Re                                  | esources                                  |  |
|                      | & Risk Management Direct                                 | ctor Date                                 |  |
| City Attorne         | ev Annroval  |   |  |
| City Titloffic       | David R. McEwen  | Date                                      |  |
| City Clerk A         | approval   |   |  |
| 010 <b>,</b> 0101111 | Geri K. Bryan, CM  | IC Date                                   |  |
|                      |  |   |  |
| Date/Range           | Records Series Title                                     | Records Center Box Location               |  |
| 2008                 | Recruitment Files  | F 5108                                    |  |
| 2005-2008            | Recruitment Files  | F 5106                                    |  |
| 2008                 | Recruitment Files  | E 5100                                    |  |
| 2003-2008            | Recruitment Files  | E 5097                                    |  |
| 2008                 | Recruitment Files  | E 5094                                    |  |
| 2008-6/10            | City Property Damage Claims                              | CCV 1102                                  |  |
| 2005-5/07            | Claims Against the City                                  | CCV 1103                                  |  |
| 1/06-6/07            | Risk Management Agendas                                  | CCV 1104                                  |  |
|                      |  |   |  |
| Disposition Method   | :  |   |  |
| Non-                 | confidentialConfidentia                                  | alArchives                                |  |
| •                    | N ify that the above s were disposed of on               |   |  |
|                      | Date   | Witness (signature)                       |  |
|                      | rm to City Clerk Department. Follows of the destruction. | wing destruction, you will receive a copy |  |

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# Exhibit "B" APPROVAL FOR and CERTIFICATE OF DESTRUCTION

In accordance with the City of Lancaster Records Disposition Schedule, and **Resolution No. 12-53**, as approved by the City Council, the following records of your Department are eligible for final destruction on **July 24, 2012**.

| Department                                    | A                                 | <u>DMINISTRATIO</u>  | 1               |                           |
|---|-----------------------------------|----------------------|-----------------|---------------------------|
| I do he                                       | ereby approve the                 | final disposition of | the below liste | ed records.               |
| D = 11 = 14 + 1                               |                                   |                      |                 |                           |
| Department A                                  | pprovai<br>Mark Boz               | zigian, City Manag   | er              | Date                      |
| City Attorney                                 | Approval                          |                      |                 |                           |
| 0.00 1.000100                                 | D                                 | avid R. McEwen       |                 | Date                      |
| City Clerk Ap                                 | proval                            |                      |                 |                           |
|   | G                                 | eri K. Bryan, CMC    |                 | Date                      |
| Date/Range                                    | Records Series                    | <u> Fitle</u>        | Records Cer     | nter Box Location         |
| 2003-2004                                     | Telephone Accor                   | unts                 | NN 2            | 600                       |
| 2004-2005                                     | Telephone Accor                   |                      | N 109           |                           |
| 2004-2005                                     | Telephone Accor                   | unts                 | N 10            | 90                        |
|   |                                   |                      |                 |                           |
|   |                                   |                      |                 |                           |
|   |                                   |                      |                 |                           |
|   |                                   |                      |                 |                           |
|   |                                   |                      |                 |                           |
|   |                                   |                      |                 |                           |
| Disposition Method:                           |                                   |                      |                 |                           |
| Non-co  | onfidential                       | Confidential         | -               | Archives                  |
| CERTIFICATE OF DESTRUCTION                    | S. 41 - 4 41 1                    |                      |                 |                           |
| •   | y that the above were disposed of | on                   |                 |                           |
| listed records                                | were disposed or                  | Date                 | Witn            | ess (signature)           |
| Please return this form signed by the witness |                                   |                      |                 | , you will receive a copy |
|   |                                   |                      |                 |                           |

Page 1 of 1 Dest Form 10/98

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

In accordance with the City of Lancaster Records Disposition Schedule, and Resolution No. 12-53, as approved by the City Council, the following records of your Department are eligible for final destruction on July 24, 2012.

| Department Appro      | oval                             |                                    |
|-----------------------|----------------------------------|------------------------------------|
| D opulumon i appar    | Ronda Perez,                     | Date                               |
|                       | Parks, Recreation                | & Arts Director                    |
| City Attorney App     | proval                           |                                    |
|                       | David R. McEwer                  | n Date                             |
| City Clerk Approv     |                                  |                                    |
|                       | Geri K. Bryan, CM                | MC Date                            |
| Date/Range            | <b>Records Series Title</b>      | <b>Records Center Box Location</b> |
| 8/06                  | Summer Day Camp                  | NN 2620                            |
| 8/06                  | Summer Day Camp                  | DD 1839                            |
| 2006/2007             | CARES Program                    | OO 2644                            |
| 2006/2007             | CARES Program                    | PP 2727                            |
| 2006/2007             | CARES Program                    | PP 2729                            |
| 2006/2007             | CARES Program                    | PP 2731                            |
| 2006/2007             | CARES Program                    | PP 2735                            |
| 2006/2007             | CARES Program                    | PP 2740                            |
| 2006/2007             | CARES Program                    | QQ 2814                            |
| 2008                  | Sports                           | JJ 2316                            |
| 2008                  | Sports                           | PP 2736                            |
| 2009                  | Sports                           | R 1395                             |
| 2009/10               | Sports                           | R 1406                             |
| osition Method:       |                                  |                                    |
| Non-confi             | dentialConfidenti                | alArchives                         |
|                       |                                  |                                    |
| ATIFICATE DESCRIPTION |                                  |                                    |
| DESTRUCTION           | -4.411                           |                                    |
| I hereby certify th   | at the above<br>e disposed of on |                                    |

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## and

## CERTIFICATE OF DESTRUCTION Resolution No. 12-53

| Departme | ent  | Parks, Recreation & Arts |  |
|----------|------|--------------------------|--|
| Date     |      | July 24, 2012            |  |
| Page 2   | of 2 |                          |  |

| Date/Range    | Records Series Title               | Records Center Box Location |
|---------------|------------------------------------|-----------------------------|
| 2009          | Registration – Recreation Programs | PP 2733                     |
| 2009          | Registration – Recreation Programs | BB 1618                     |
| 2010          | Registration – Recreation Programs | E 5082                      |
| 2009          | Registration – Recreation Programs | R 1376                      |
| 2008          | Refunds – Recreation Programs      | NN 2598                     |
| 2009          | Refunds – Recreation Programs      | BB 1616                     |
| 2006-2007     | Recreation – City Facility Use     | KK 2396                     |
| 2006-2007     | Recreation – City Facility Use     | OO 2700                     |
| 2007          | Recreation – City Facility Use     | S 1447                      |
| 2008          | Repetitive Maintenance Reports     | NN 2635                     |
| 2009          | Repetitive Maintenance Reports     | R 1382                      |
| 2009          | Repetitive Maintenance Reports     | R 1384                      |
| 1/10          | Special Events                     | E 5083                      |
| 10/06 - 10/09 | Special Events                     | CCV 1107                    |
| 7/04 - 9/09   | Special Events                     | CCV 1111                    |
| 10/04 - 10/09 | Special Events                     | CCV 1112                    |
| 2009/2010     | Poppy Festival                     | R 1397                      |
| 2005-2009     | Poppy Festival                     | CCV 1107                    |
| 2006-2008     | Poppy Festival                     | CCV 1110                    |
| 2007-2009     | Special Classes-Enrichment Centers | R 1393                      |
| 2009-2010     | Special Classes-Enrichment Centers | R 1420                      |
| 2008-2009     | Antelope Valley Film Office        | R 1403                      |
| 2004          | Accident/Incident/Damage Reports   | G 491                       |
| 2007-2008     | Door Access Code Printouts         | CCV 1106                    |
| 2005          | Grants                             | CCV 1108                    |
| 2002-2005     | Grants                             | CCV 1113                    |
| 2006          | Key Inventory Log                  | CCV 1109                    |
| 1999-2006     | Key Inventory Log                  | CCV 1114                    |
| 2001-2003     | Correspondence                     | CCV 1115                    |
|               | =                                  |                             |

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

In accordance with the City of Lancaster Records Disposition Schedule, and Resolution No. 12-53, as approved by the City Council, the following records of your Department are eligible for final destruction on July 24, 2012.

| Department                 | FINANCE                               |  |
|----------------------------|---------------------------------------|--|
|                            | o hereby approve the final dispositi  | ion of the below listed records.       |
| 70                         | 1                                     |  |
| Department Appr            | Ovai<br>Barbara Boswell, Finance Dire | ector Date                             |
|                            | Baroura Bosweri, I manee Bri          | Duit Duit                              |
| City Attorney App          | proval                                |  |
|                            | David R. McEwen                       | Date                                   |
| City Clerk Appro           | val                                   |  |
| City Clerk Appro           | Geri K. Bryan, CMC                    | Date                                   |
| Date/Range                 | Records Series Title                  | Records Center Box Location            |
| 2005-2006                  | Accounts Payable                      | KK 2335                                |
| 2005-2006                  | Accounts Payable                      | KK 2329                                |
| 2005-2006                  | Accounts Payable                      | KK 2325                                |
| 2005-2006                  | Accounts Payable                      | KK 2323                                |
| 2005-2006                  | Accounts Payable                      | KK 2321                                |
| 2005-2006                  | Accounts Payable                      | KK 2331                                |
| 2005-2006                  | Accounts Payable                      | JJ 2271                                |
| 2005-2006                  | Accounts Payable                      | JJ 2269                                |
| 2005-2006                  | Accounts Payable                      | JJ 2267                                |
| 2005-2006                  | Accounts Payable                      | JJ 2265                                |
| 2005-2006                  | Accounts Payable                      | JJ 2263                                |
| 2005-2006                  | Accounts Payable                      | JJ 2261                                |
| 2005-2006                  | Accounts Payable                      | JJ 2259                                |
| 2005-2006                  | Accounts Payable                      | JJ 2257                                |
| 2005-2006                  | Accounts Payable                      | JJ 2255                                |
| Disposition Method:        |                                       |  |
| Non-confi                  | dentialConfidential                   | Archives                               |
| CERTIFICATE                |                                       |  |
| OF DESTRUCTION             |                                       |  |
| I hereby certify th        | at the above                          |  |
| listed records wer         |                                       |  |
|                            | Date                                  | Witness (signature)                    |
| Please return this form to | City Clerk Department. Following      | g destruction, you will receive a copy |
| signed by the witness of t | the destruction.                      |  |
| Page 1 of 5                |                                       | Dest Form 10/98                        |

# and CERTIFICATE OF DESTRUCTION

### Resolution No. 12-53

| Depar | tment _ | Finance       |  |
|-------|---------|---------------|--|
| Date  | _       | July 24, 2012 |  |
| Page  | 2 of 5  |               |  |

| Date/Range | Records Series Title | Records Center Box Location |
|------------|----------------------|-----------------------------|
| 2005-2006  | Accounts Payable     | JJ 2253                     |
| 2005-2006  | Accounts Payable     | JJ 2251                     |
| 2005-2006  | Accounts Payable     | JJ 2249                     |
| 2005-2006  | Accounts Payable     | JJ 2247                     |
| 2005-2006  | Accounts Payable     | JJ 2245                     |
| 2005-2006  | Accounts Payable     | JJ 2244                     |
| 2005-2006  | Accounts Payable     | JJ 2243                     |
| 2005-2006  | Accounts Payable     | JJ 2242                     |
| 2005-2006  | Accounts Payable     | JJ 2241                     |
| 2005-2006  | Accounts Payable     | II 2239                     |
| 2005-2006  | Accounts Payable     | II 2238                     |
| 2005-2006  | Accounts Payable     | II 2237                     |
| 2005-2006  | Accounts Payable     | II 2235                     |
| 2005-2006  | Accounts Payable     | II 2233                     |
| 2005-2006  | Accounts Payable     | II 2231                     |
| 2005-2006  | Accounts Payable     | II 2229                     |
| 2005-2006  | Accounts Payable     | II 2227                     |
| 2005-2006  | Accounts Payable     | II 2225                     |
| 2005-2006  | Accounts Payable     | II 2223                     |
| 2005-2006  | Accounts Payable     | II 2221                     |
| 2005-2006  | Accounts Payable     | II 2218                     |
| 2005-2006  | Accounts Payable     | II 2217                     |
| 2005-2006  | Accounts Payable     | II 2212                     |
| 2005-2006  | Accounts Payable     | II 2210                     |
| 2005-2006  | Accounts Payable     | II 2179                     |
| 2005-2006  | Accounts Payable     | II 2177                     |
| 2005-2006  | Accounts Payable     | II 2175                     |
| 2005-2006  | Accounts Payable     | II 2170                     |
| 2005-2006  | Accounts Payable     | II 2165                     |
| 2005-2006  | Accounts Payable     | II 2163                     |
| 2005-2006  | Accounts Payable     | II 2161                     |
| 2003-2004  | Accounts Payable     | CCV 1116                    |
| 2004-2005  | Accounts Payable     | CCV 1117                    |
| 2005-2006  | Accounts Payable     | CCV 1118                    |

#### and

## CERTIFICATE OF DESTRUCTION Resolution No. 12-53

| Department | Finance       |  |
|------------|---------------|--|
| Date       | July 24, 2012 |  |

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| Date/Range | Records Series Title | <b>Records Center Box Location</b> |
|------------|----------------------|------------------------------------|
| 2007-2008  | Accounts Receivable  | KK 2377                            |
| 2007-2008  | Accounts Receivable  | KK 2334                            |
| 2007-2008  | Accounts Receivable  | KK 2330                            |
| 2007-2008  | Accounts Receivable  | KK 2324                            |
| 2007-2008  | Accounts Receivable  | P 1229                             |
| 2007-2008  | Accounts Receivable  | M 986                              |
| 2007-2008  | Accounts Receivable  | L 956                              |
| 2007-2008  | Accounts Receivable  | L 914                              |
| 2007-2008  | Accounts Receivable  | K 878                              |
| 2007-2008  | Accounts Receivable  | K 848                              |
| 2007-2008  | Accounts Receivable  | K 836                              |
| 2007-2008  | Accounts Receivable  | K 834                              |
| 2007-2008  | Accounts Receivable  | K 806                              |
| 2007-2008  | Accounts Receivable  | G 547                              |
| 2007-2008  | Accounts Receivable  | G 518                              |
| 2007-2008  | Accounts Receivable  | G 503                              |
| 2007-2008  | Accounts Receivable  | G 501                              |
| 2007-2008  | Accounts Receivable  | F 460                              |
| 2007-2008  | Accounts Receivable  | F 422                              |
| 2007-2008  | Accounts Receivable  | F 418                              |
| 2007-2008  | Accounts Receivable  | F 410                              |
| 2007-2008  | Accounts Receivable  | F 408                              |
| 2007-2008  | Accounts Receivable  | E 395                              |
| 2007-2008  | Accounts Receivable  | E 391                              |
| 2007-2008  | Accounts Receivable  | E 332                              |
| 2007-2008  | Accounts Receivable  | E 326                              |
| 2007-2008  | Accounts Receivable  | D 260                              |
| 2007-2008  | Accounts Receivable  | D 255                              |
| 2007-2008  | Accounts Receivable  | D 247                              |
| 2007-2008  | Accounts Receivable  | D 245                              |
| 2007-2008  | Accounts Receivable  | C 190                              |
| 2007-2008  | Accounts Receivable  | C 175                              |
| 2007-2008  | Accounts Receivable  | В 139                              |
| 2007-2008  | Accounts Receivable  | B 132                              |
| 2007-2008  | Accounts Receivable  | CCV 1119                           |

#### and

## CERTIFICATE OF DESTRUCTION Resolution No. 12-53

| Department | Finance       |   |
|------------|---------------|---|
| Date       | July 24, 2012 | · |

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| Date/Range  | Records Series Title          | Records Center Box Location |
|-------------|-------------------------------|-----------------------------|
| 2007-2008   | Business License Files        | KK 2363                     |
| 2007-2008   | <b>Business License Files</b> | BB 1667                     |
| 2007-2008   | <b>Business License Files</b> | BB 1659                     |
| 2007-2008   | <b>Business License Files</b> | BB 1655                     |
| 2007-2008   | <b>Business License Files</b> | BB 1653                     |
| 2007-2008   | <b>Business License Files</b> | R 1372                      |
| 2007-2008   | <b>Business License Files</b> | R 1371                      |
| 2007-2008   | Business License Files        | R 1369                      |
| 2007-2008   | <b>Business License Files</b> | R 1368                      |
| 2007-2008   | <b>Business License Files</b> | R 1367                      |
| 2007-2008   | Business License Files        | R 1366                      |
| 2007-2008   | Business License Files        | R 1365                      |
| 2007-2008   | Business License Files        | R 1364                      |
| 2007-2008   | Business License Files        | R 1363                      |
| 2007-2008   | Business License Files        | R 1362                      |
| 2007-2008   | Business License Files        | R 1361                      |
| 1/04 - 5/06 | Banking Records               | LL 2447                     |
| 2005-2006   | Banking Records               | DD 1805                     |
| 2005-2006   | Banking Records               | DD 1803                     |
| 2005-2006   | Banking Records               | DD 1811                     |
| 7/05 - 6/08 | Banking Records               | OO 2696                     |
| 2004-2006   | Financial Reports             | PP 2765                     |
| 2007        | Financial Reports             | LL 2475                     |
| 2006        | Financial Reports             | LL 2471                     |
| 3/06 - 6/06 | Financial Reports             | BB 1657                     |
| 2005-2006   | Payroll                       | II 2183                     |
| 2005        | Payroll                       | II 2203                     |
| 2005-2006   | Payroll                       | II 2199                     |
| 2005        | Payroll                       | II 2195                     |
| 2005        | Payroll                       | II 2193                     |

#### and

## CERTIFICATE OF DESTRUCTION Resolution No. 12-53

| Department | Finance       |  |
|------------|---------------|--|
| Date       | July 24, 2012 |  |

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| Date/Range | Records Series Title       | Records Center Box Location |
|------------|----------------------------|-----------------------------|
| 2005       | Payroll                    | II 2191                     |
| 2005       | Payroll                    | II 2187                     |
| 2005       | Payroll                    | II 2185                     |
| 2000       | State & Federal Income Tax | Q 1299                      |
| 2000       | State & Federal Income Tax | Q 1297                      |
| 2000       | Payroll – Registers        | D 264                       |
| 2000       | Payroll – Registers        | D 262                       |
| 2003       | Payroll – Registers        | D 258                       |
| 2000       | Payroll – Registers        | C 212                       |
| 2000       | Payroll – Registers        | C 210                       |
| 2000       | Payroll – Registers        | Q 1300                      |
| 2000       | Payroll – Registers        | S 1482                      |
| 2000       | Payroll – Registers        | CC 1754                     |
| 2000       | W-2                        | CC 1717                     |
| 2004       | Payroll – Employee files   | KK 2373                     |
| 2004       | Payroll – Employee files   | S 1505                      |
| 1998-2000  | PERS Reports               | QQ 2802                     |
| 2007-2008  | Purchase Orders            | MM 2548                     |
| 2007-2008  | Purchase Orders            | MM 2542                     |
| 2007-2008  | Purchase Orders            | MM 2518                     |
| 2007-2008  | Purchase Orders            | LL 2451                     |
| 2007-2008  | Purchase Orders            | LL 2445                     |
| 2007-2008  | Purchase Orders            | LL 2421                     |
| 2008-2009  | Parking Citations          | CCV 1120                    |

# Exhibit "E" APPROVAL FOR and CERTIFICATE OF DESTRUCTION

In accordance with the City of Lancaster Records Disposition Schedule, and **Resolution No. 12-53**, as approved by the City Council, the following records of your Department are eligible for final destruction on **July 24, 2012**.

| Department              | <u></u>              | PLANNING              |                  |                         |
|-------------------------|----------------------|-----------------------|------------------|-------------------------|
|                         | I do hereby app      | rove the final dispos | ition of the bel | ow listed               |
|                         |                      | records.              |                  |                         |
|                         | . 1                  |                       |                  |                         |
| Department A            | Approval             | Brian Ludicke, Plann  | ina Dinastan     | Doto                    |
| •                       | Γ                    | Man Ludicke, Plani    | ing Director     | Date                    |
| City Attorney           | Annroval             |                       |                  |                         |
|                         | I                    | David R. McEwen       |                  | Date                    |
|                         |                      |                       |                  |                         |
| City Clerk Ap           | oproval              |                       |                  |                         |
|                         | (                    | Geri K. Bryan, CMC    | ,                | Date                    |
|                         |                      |                       |                  |                         |
| Date/Range              | Records Series       | Title                 | Dagards Can      | ter Box Location        |
| Date/Range              | Records Series       | 11116                 | Keculus Cen      | ter box Location        |
| 2000                    | II O                 | D                     |                  | CCW 1105                |
| 2009                    | Home Occupation      | on Permits            |                  | CCV 1105                |
|                         |                      |                       |                  |                         |
|                         |                      |                       |                  |                         |
|                         |                      |                       |                  |                         |
|                         |                      |                       |                  |                         |
| Disposition Method:     |                      |                       |                  |                         |
| N                       | or 1 1               | 0 01 11               |                  |                         |
| Non-c                   | onfidential _        | Confidential          |                  | _Archives               |
| CERTIFICATE             |                      |                       |                  |                         |
| OF DESTRUCTION          |                      |                       |                  |                         |
|                         | fy that the above    |                       |                  |                         |
| •                       | were disposed of     | on                    |                  |                         |
|                         | 1                    | Date                  | Witne            | ss (signature)          |
| Please return this form | m to City Clerk D    | epartment. Followi    | ng destruction,  | you will receive a copy |
| signed by the witness   | s of the destruction | n.                    |                  |                         |
| T. 4 0.1                |                      |                       |                  |                         |
| Page 1 of 1             |                      |                       | Dest F           | Form 10/98              |

# Exhibit "F" APPROVAL FOR and CERTIFICATE OF DESTRUCTION

In accordance with the City of Lancaster Records Disposition Schedule, and **Resolution No. 12-53**, as approved by the City Council, the following records of your Department are eligible for final destruction on **July 24**, **2012**.

| Department              | HOUSING & NEIGHBORHOOD REVITALIZATION                                  |   |  |  |
|-------------------------|--|---|--|--|
|                         | I do hereby approve the final disposition of the below listed records. |   |  |  |
| Department A            | Annroval   |   |  |  |
| Department 1            | Elizabeth Brubaker, Housing  | g Director Date                         |  |  |
| City Attorney           | / Approval   |   |  |  |
|                         | David R. McEwen  | Date                                    |  |  |
| City Clerk Ap           | pproval  |   |  |  |
| , ,                     | Geri K. Bryan, CMC   | Date                                    |  |  |
| Date/Range              | Records Series Title   | Records Center Box Location             |  |  |
| 2006                    | Violations of Municipal Codes  | EE 1860                                 |  |  |
| 2006                    | Violations of Municipal Codes  | EE 1859                                 |  |  |
| 2006                    | Violations of Municipal Codes  | EE 1858                                 |  |  |
| 2006                    | Violations of Municipal Codes  | EE 1857                                 |  |  |
| 2006                    | Violations of Municipal Codes  | EE 1856                                 |  |  |
| 2006                    | Violations of Municipal Codes  | EE 1855                                 |  |  |
| 2006                    | Violations of Municipal Codes  | EE 1854                                 |  |  |
| 2006                    | Violations of Municipal Codes  | EE 1853                                 |  |  |
| 2006                    | Violations of Municipal Codes  | EE 1852                                 |  |  |
| 2006                    | Violations of Municipal Codes  | EE 1851                                 |  |  |
| 2006                    | Violations of Municipal Codes  | EE 1850                                 |  |  |
| 2006                    | Violations of Municipal Codes  | EE 1849                                 |  |  |
| 2006                    | Violations of Municipal Codes  | EE 1847                                 |  |  |
| 2006                    | Violations of Municipal Codes  | EE 1845                                 |  |  |
| 2006                    | Violations of Municipal Codes  | EE 1843                                 |  |  |
| Disposition Method:     |  |   |  |  |
| Non-c                   | confidentialConfidential   | Archives                                |  |  |
| •                       | fy that the above were disposed of on                                  |   |  |  |
|                         | Date   | Witness (signature)                     |  |  |
| Please return this form | m to City Clerk Department. Followi                                    | ing destruction, you will receive a cop |  |  |
| signed by the witness   | •  | •                                       |  |  |

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## and

## CERTIFICATE OF DESTRUCTION Resolution No. 12-53

| Department  | Housing & Neighborhood Revitalization |  |
|-------------|---------------------------------------|--|
| Ť           | ·                                     |  |
| Date        | July 24, 2012                         |  |
|             |                                       |  |
| Page 2 of 2 |                                       |  |
| 0           |                                       |  |

| Date/Range  | Records Series Title                      | Records Center Box Location |
|-------------|---|-----------------------------|
| 2006        | Violations of Municipal Codes             | EE 1841                     |
| 2006        | Violations of Municipal Codes             | CC 1730                     |
| 2006        | Violations of Municipal Codes             | CC 1713                     |
| 2006        | Violations of Municipal Codes             | C 5054                      |
| 2004-2006   | Mobilehome Park Rent Arbitration          | Board B 109                 |
| 2004-2006   | Mobilehome Park Rent Arbitration          | Board B 103                 |
| 2003-2004   | Housing Loan Program Files                | MM 2524                     |
| 2001-2002   | Housing Loan Program Files                | DD 1788                     |
| 1/97 - 7/04 | Housing Loan Program Files                | Q 1354                      |
| 2001-2003   | Housing Loan Program Files                | P 1244                      |
| 2001-2006   | Housing Loan Program Files                | P 1232                      |
| 7/00 - 6/03 | Housing Loan Program Files                | G 517                       |
| 1994-1995   | Housing Loan Program Files                | B 148                       |
| 1994-1995   | Housing Grant Program                     | B 148                       |
| 1994-2005   | Community Development Block Gr<br>Program | ant Q 1356                  |

# Exhibit "G" APPROVAL FOR and CERTIFICATE OF DESTRUCTION

In accordance with the City of Lancaster Records Disposition Schedule, and **Resolution No. 12-53,** as approved by the City Council, the following records of your Department are eligible for final destruction on **July 24, 2012**.

Department CITY CLERK

| Beparan          | ent Approval CMC_City Clark                                    | Data           |
|------------------|--|----------------|
|                  | Geri K. Bryan, CMC, City Clerk                                 | Date           |
| City Atto        | rney Approval  |                |
| •                | David R. McEwen  | Date           |
| Date/Range       | Records Series Title Records Cente                             | r Box Location |
| 2000             | Insurance – City as Insured                                    | CCV 1121       |
| 2008             | Insurance – City as Additional Insured                         | CCV 1122       |
| 2009-2010        | Appeals  | CCV 1123       |
| 1998-2008        | Commissions  | CCV 1124       |
| 2004-2008        | Nomination Papers – Successful Candidates                      | CCV 1125       |
| 2004-2008        | Nomination Papers – Unsuccessful Candidates                    | CCV 1126       |
| 1992-2008        | Statement of Economic Interest  — Elected Officials/Appointees | CCV 1127       |
| 1998-2004        | Statement of Economic Interest  — Designated Employees         | CCV 1128       |
| 9/08 – 12/09     | Public Records Requests  | CCV 1129       |
| 7/09 – 6/10      | Records Center Documentation                                   | CCV 1130       |
| 2008             | Subpoenas  | CCV 1131       |
| 7/09 – 6/10      | Closed Session   | CCV 1132       |
| Disposition Meth | nod:   |                |
| N                | on-confidentialConfidential                                    | Archives       |
| •                | ION certify that the above ords were disposed of on            |                |
|                  |  | (signature)    |

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#### and

## CERTIFICATE OF DESTRUCTION Resolution No. 12-53

| Department  | City Clerk    |
|-------------|---------------|
| Date        | July 25, 2012 |
| Page 2 of 2 |               |

| Date/Range   | Records Series Title                    | Records Center Box Location |
|--------------|---|-----------------------------|
| 7/03 – 12/04 | Affidavits of Publication               | CCV 1133                    |
| 2011         | Speaker Cards                           | CCV 1134                    |
| 2002-2010    | Correspondence                          | CCV 1135                    |
| 2004-2007    | Campaign Statements                     | CCV 1136                    |
|              | - Unsuccessful Candidates               |                             |
| 2002-2004    | Statement of Economic Interest - Copies | CCV 1137                    |