

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 ACCOUNTS, SUMMER DAY CAMP, CARES PROGRAM, SPORTS, REGISTRATION-RECREATION PROGRAMS, REFUNDS-RECREATION PROGRAMS, RECREATION-CITY FACILITY USE, 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 LOG, 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 CENTER DOCUMENTATION, SUBPOENAS, CLOSED SESSION, AFFIDAVITS OF PUBLICATION, SPEAKER CARDS, 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 § 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 ADOPTED this _____ day of _____ 2012, 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. 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 disposition of the below listed records.

Department Approval _____
 Beverly Glode, Human Resources
 & Risk Management 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>
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-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. 12-53

Department Parks, Recreation & Arts

Date July 24, 2012

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<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
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
Resolution No. 12-53

Department Finance

Date July 24, 2012

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<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
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

Exhibit "D"
APPROVAL FOR
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Department Finance

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<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
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	B 139
2007-2008	Accounts Receivable	B 132
2007-2008	Accounts Receivable	CCV 1119

Exhibit "D"
APPROVAL FOR
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Department Finance

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<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
2007-2008	Business License Files	KK 2363
2007-2008	Business License Files	BB 1667
2007-2008	Business License Files	BB 1659
2007-2008	Business License Files	BB 1655
2007-2008	Business License Files	BB 1653
2007-2008	Business License Files	R 1372
2007-2008	Business License Files	R 1371
2007-2008	Business License Files	R 1369
2007-2008	Business License Files	R 1368
2007-2008	Business License Files	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

Exhibit "D"
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Department Finance

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<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
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 "F"
APPROVAL FOR
and
CERTIFICATE OF DESTRUCTION
Resolution No. 12-53

Department Housing & Neighborhood Revitalization

Date July 24, 2012

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<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
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 Grant Program	Q 1356

Exhibit "G"
APPROVAL FOR
and
CERTIFICATE OF DESTRUCTION
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Department City Clerk

Date July 25, 2012

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