

RESOLUTION NO. 13-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, CALIFORNIA, AUTHORIZING DESTRUCTION OF CERTAIN RECORDS (CITY PROPERTY DAMAGE CLAIMS, CLAIMS AGAINST THE CITY, RISK MANAGEMENT AGENDAS, SUMMER DAY CAMP, SPORTS, REGISTRATION-RECREATION PROGRAMS, REFUNDS-RECREATION PROGRAMS, RECREATION-CITY FACILITY USE, REPETITIVE MAINTENANCE REPORTS, ANTELOPE VALLEY FILM OFFICE, SERVICE REQUESTS, ACCIDENT/INCIDENT/DAMAGE REPORTS, GRANTS, RECREATION LOG BOOKS, ACCOUNTS PAYABLE ENCUMBRANCE REPORTS, ACCOUNTS PAYABLE, BUSINESS LICENSE FILES, VIOLATION OF MUNICIPAL CODE-BUSINESS LICENSE, BANKING RECORDS, FINANCIAL REPORTS, FINANCIAL REPORTS – STATE CONTROLLER REPORTS, PAYROLL, PAYROLL-REGISTERS, PAYROLL-EMPLOYEE FILES, STATE & FEDERAL INCOME TAX, PURCHASE ORDERS, PARKING CITATIONS, INSURANCE-CITY AS INSURED, INSURANCE-CITY AS ADDITIONAL INSURED, APPEALS, PUBLIC RECORDS REQUESTS, RECORDS CENTER DOCUMENTATION, SUBPOENAS, AFFIDAVITS OF PUBLICATION, CLOSED SESSION, SPEAKER CARDS, PRECINCT ELECTION RECORDS, ABSENTEE VOTING RECORDS, INSPECTOR RECEIPTS, ELECTION RELATED DOCUMENTS, BALLOTS, ELECTION CORRESPONDENCE, PLANS AND PLAN CHECK)

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" (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 2. 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 3. 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 4. The City Council finds that the records set forth in "Exhibit B" (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 5. The City Council finds that the records set forth in "Exhibit B" (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 6. The City Council finds that the records set forth in "Exhibit B" (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 7. The City Council finds that the records set forth in "Exhibit B" (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 8. The City Council finds that the records set forth in "Exhibit B" (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 9. The City Council finds that the records set forth in "Exhibit B" (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 10. The City Council finds that the records set forth in "Exhibit B" (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 11. The City Council finds that the records set forth in "Exhibit B" (Service Requests) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than active plus two years.

Section 12. The City Council finds that the records set forth in "Exhibit B" (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 13. The City Council finds that the records set forth in "Exhibit B" (Grants) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than active plus five years.

Section 14. The City Council finds that the records set forth in "Exhibit B" (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 15. The City Council finds that the records set forth in "Exhibit C" (Accounts Payable – Encumbrance Report) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than audit plus three years.

Section 16. The City Council finds that the records set forth in "Exhibit C" (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 17. The City Council finds that the records set forth in "Exhibit C" (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 18. The City Council finds that the records set forth in "Exhibit C" (Violation of Municipal Code – Business License) attached hereto and incorporated by reference, are eligible under Government Code § 34090 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" (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 20. The City Council finds that the records set forth in "Exhibit C" (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 21. The City Council finds that the records set forth in "Exhibit C" (Financial Reports – State Controller Reports) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than audit plus ten years.

Section 22. The City Council finds that the records set forth in "Exhibit C" (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 23. The City Council finds that the records set forth in "Exhibit C" (Payroll Registers) attached hereto and incorporated by reference, are eligible under Government Code § 34090, CAC 22-1085-2, 26 CFR 31.6001-1, 29 CFR 516.5, 516.6, LC 1174(d) for destruction and are older than audit plus ten years.

Section 24. The City Council finds that the records set forth in "Exhibit C" (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 25. The City Council finds that the records set forth in "Exhibit C" (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 26. The City Council finds that the records set forth in "Exhibit C" (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 27. The City Council finds that the records set forth in "Exhibit C" (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 28. The City Council finds that the records set forth in "Exhibit D" (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 29. The City Council finds that the records set forth in "Exhibit D" (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 30. The City Council finds that the records set forth in "Exhibit D" (Appeals) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than active plus two years.

Section 31. The City Council finds that the records set forth in "Exhibit D" (Public Records Request) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than two years.

Section 32. The City Council finds that the records set forth in "Exhibit D" (Records Center Documentation) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than two years.

Section 33. The City Council finds that the records set forth in "Exhibit D" (Subpoenas) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than active plus three years.

Section 34. The City Council finds that the records set forth in "Exhibit D" (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 35. The City Council finds that the records set forth in "Exhibit D" (Closed Session) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than two years.

Section 36. The City Council finds that the records set forth in "Exhibit D" (Speaker Cards) attached hereto and incorporated by reference, are eligible under Government Code § 34090.7 for destruction and are older than six months.

Section 37. The City Council finds that the records set forth in "Exhibit D" (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 38. The City Council finds that the records set forth in "Exhibit D" (Absentee Voting Records) 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 39. The City Council finds that the records set forth in "Exhibit D" (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 40. The City Council finds that the records set forth in "Exhibit D" (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 41. The City Council finds that the records set forth in "Exhibit D" (Election Related Documents) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than two years.

Section 42. The City Council finds that the records set forth in "Exhibit D" (Election-Correspondence) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than two years.

Section 43. The City Council finds that the records set forth in "Exhibit E" (Plans and 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 44. The City Council of the City of Lancaster does hereby authorize the City Clerk to destroy those eligible records, documents, books or papers described in "Exhibits A, B, C, D and E."

PASSED, APPROVED and ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2013, 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. 13-06, for  
which the original is on file in my office.

WITNESS MY HAND AND THE SEAL OF THE CITY OF LANCASTER, on this \_\_\_\_\_  
day of \_\_\_\_\_, \_\_\_\_\_.

(seal)

\_\_\_\_\_







**Exhibit "B"**  
**APPROVAL FOR**  
**and**  
**CERTIFICATE OF DESTRUCTION**  
**Resolution No. 13-06**

Department Parks, Recreation & Arts

Date February 12, 2013

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<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
2008	Recreation –City Facility Use	G 500
2010	Repetitive Maintenance Reports	R 1414
2010	Repetitive Maintenance Reports	R 1416
2009/2010	Antelope Valley Film Office	OO 5227
2009/2010	Service Requests	R 1412
2005	Accident/Incident Reports	F 458
2007	Grants	EE 1897
2007	Grants	OO 5230
2007	Recreation Log Books	LL 2407



**Exhibit “C”  
APPROVAL FOR  
and  
CERTIFICATE OF DESTRUCTION  
Resolution No. 13-06**

Department Finance

Date February 12, 2013

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<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
2006-2007	Accounts Payable	D 294
2006-2007	Accounts Payable	D 296
2006-2007	Accounts Payable	D 298
2006-2007	Accounts Payable	D 300
2006-2007	Accounts Payable	D 302
2006-2007	Accounts Payable	D 303
2006-2007	Accounts Payable	D 306
2006-2007	Accounts Payable	D 308
2006-2007	Accounts Payable	DD 1789
2006-2007	Accounts Payable	DD 1793
2006-2007	Accounts Payable	E 400
2006-2007	Accounts Payable	EE 1865
2006-2007	Accounts Payable	EE 1867
2006-2007	Accounts Payable	F 470
2006-2007	Accounts Payable	FF 1921
2006-2007	Accounts Payable	FF 1925
2006-2007	Accounts Payable	FF 1929
2006-2007	Accounts Payable	FF 1930
2006-2007	Accounts Payable	FF 1931
2006-2007	Accounts Payable	FF 1935
2006-2007	Accounts Payable	FF 1945
2006-2007	Accounts Payable	FF 1983
2006-2007	Accounts Payable	G 530
2006-2007	Accounts Payable	H 603
2006-2007	Accounts Payable	II 2162
2006-2007	Accounts Payable	II 2228
2006-2007	Accounts Payable	JJ 2305
2006-2007	Accounts Payable	JJ 2307
2006-2007	Accounts Payable	JJ 2309
2006-2007	Accounts Payable	JJ 2311
2006-2007	Accounts Payable	JJ 2313
2006-2007	Accounts Payable	JJ 2315
2005-2006	Accounts Payable	KK 2327
2006-2007	Accounts Payable	O 1131
2006-2007	Accounts Payable	PP 2797
2006-2007	Accounts Payable	PP 2799

**Exhibit "C"**  
**APPROVAL FOR**  
**and**  
**CERTIFICATE OF DESTRUCTION**  
**Resolution No. 13-06**

Department Finance

Date February 12, 2013

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<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
2008-2009	Business License Files	R 1421
2008-2009	Business License Files	R 1423
2008-2009	Business License Files	S 1441
2008-2009	Business License Files	S 1453
2008-2009	Business License Files	S 1455
2008-2009	Business License Files	S 1457
2008-2009	Business License Files	S 1458
2008-2009	Business License Files	S 1460
2008-2009	Business License Files	S 1498
2008-2009	Business License Files	S 1500
2008-2009	Business License Files	S 1514
2008-2009	Business License Files	S 1518
2008-2009	Business License Files	S 1520
2008-2009	Business License Files	KK 2361
2008-2009	Business License Files	OO 2712
7/06-2/07	Violation of Municipal Code	OO 2659
3/07-2/07	Violation of Municipal Code	OO 2684
7/05 -6/07	Banking Records	DD 1801
2007	Financial Reports	RR 2894
1988-2002	Financial Reports -State Controller Reports	O 1139
2005-2006	Payroll	II 2169
2005-2006	Payroll	II 2171
2005-2006	Payroll	II 2173
2005-2006	Payroll	II 2197
2005-2006	Payroll	II 2201
2005-2006	Payroll	II 2205

**Exhibit "C"**  
**APPROVAL FOR**  
**and**  
**CERTIFICATE OF DESTRUCTION**  
**Resolution No. 13-06**

Department Finance

Date February 12, 2013

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<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
2006-2007	Payroll	PP 2721
2006-2007	Payroll	PP 2723
2006-2007	Payroll	PP 2725
2006-2007	Payroll	PP 2741
2006-2007	Payroll	PP 2743
2006-2007	Payroll	PP 2745
2006-2007	Payroll	PP 2747
2006-2007	Payroll	QQ 2865
2006-2007	Payroll	QQ 2867
2006-2007	Payroll	QQ 2869
2006-2007	Payroll	QQ 2871
2006-2007	Payroll	QQ 2873
2006-2007	Payroll	QQ 2875
2006	Payroll	PP 2757
2001	Payroll – Registers	BB 1617
2006-2007	Payroll – Employee files	S 1511
2003	Payroll – Employee files	BB 1671
2001	State & Federal Income Tax	CCV 1141
2008-2009	Purchase Orders	JJ 2241
2008-2009	Purchase Orders	JJ 2242
2008-2009	Purchase Orders	JJ 2243
2008-2009	Purchase Orders	JJ 2244
2008-2009	Purchase Orders	JJ 2245
2008-2009	Purchase Orders	JJ 2247
2007-2010	Parking Citations	CCV 1142



**Exhibit "D"**  
**APPROVAL FOR**  
**and**  
**CERTIFICATE OF DESTRUCTION**  
**Resolution No. 13-06**

Department City Clerk

Date February 12, 2013

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<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
4/12	Precinct Election Records	CCV 1152
4/12	Absentee Voting Records	CCV 1153
4/12	Inspector Receipts	CCV 1154
4/12	Ballots	CCV 1155
4/10	Election Documents	CCV 1156
2008-2010	Election Correspondence	CCV 1157

