

RESOLUTION NO. 13-39

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, ANTELOPE VALLEY FILM OFFICE, REGISTRATION-RECREATION PROGRAMS, SPECIAL CLASSES – ENRICHMENT CENTERS, SPECIAL EVENTS, POPPY FESTIVAL, RECREATION-CITY FACILITY USE, CARES PROGRAM, APPEALS, PUBLIC RECORDS REQUESTS, RECORDS CENTER DOCUMENTATION, SUBPOENAS, AFFIDAVITS OF PUBLICATION, CLOSED SESSION, SPEAKER CARDS, HOME OCCUPATION PERMITS, DIG ALERT PERMITS, TRAFFIC CONTROL/DETOUR PLANS, INSPECTIONS, STREET SWEEPER, CORRESPONDENCE, DEPOSIT RECORDS, INFORMAL BIDS-UNSUCCESSFUL, VEHICLE RECORDS, SERVICE REQUESTS, WORK ORDERS, TRAFFIC STUDIES)

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" (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 5. 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 6. The City Council finds that the records set forth in "Exhibit B" (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 7. The City Council finds that the records set forth in "Exhibit B" (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 8. The City Council finds that the records set forth in "Exhibit B" (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 9. 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 10. The City Council finds that the records set forth in "Exhibit B" (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 11. The City Council finds that the records set forth in "Exhibit C" (Appeals) 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 C" (Public Records Request) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than two years.

Section 13. The City Council finds that the records set forth in "Exhibit C" (Records Center Documentation) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than two years.

Section 14. The City Council finds that the records set forth in "Exhibit C" (Subpoenas) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than active plus three years.

Section 15. The City Council finds that the records set forth in "Exhibit C" (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 16. The City Council finds that the records set forth in "Exhibit C" (Closed Session) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than two years.

Section 17. The City Council finds that the records set forth in "Exhibit C" (Speaker Cards) attached hereto and incorporated by reference, are eligible under Government Code § 34090.7 for destruction and are older than six months.

Section 18. The City Council finds that the records set forth in "Exhibit D" (Home Occupation Permits) attached hereto and incorporated by reference, are eligible under Government Code § 34090, CCP 337, CB & P 17927 for destruction and older than active plus two years.

Section 19. The City Council finds that the records set forth in "Exhibit E" (Dig Alert Permits) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than two years.

Section 20. The City Council finds that the records set forth in "Exhibit E" (Traffic Control/Detour Plans) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than two years.

Section 21. The City Council finds that the records set forth in "Exhibit E" (Inspections) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than active plus two years.

Section 22. The City Council finds that the records set forth in "Exhibit E" (Street Sweeper) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than while current plus two years.

Section 23. The City Council finds that the records set forth in "Exhibit E" (Correspondence) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than current year plus two years plus annual review.

Section 24. The City Council finds that the records set forth in "Exhibit E" (Deposit Records) attached hereto and incorporated by reference, are eligible under Government Code § 34090, 40802, 41 CFR 29-70-2 for destruction and are older than audit plus three years.

Section 25. The City Council finds that the records set forth in "Exhibit E" (Informal Bids-Unsuccessful) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than five years.

Section 26. The City Council finds that the records set forth in "Exhibit E" (Vehicle Records) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than five years.

Section 27. The City Council finds that the records set forth in "Exhibit E" (Service Requests) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than five years.

Section 28. The City Council finds that the records set forth in "Exhibit E" (Work Orders) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than while current plus five years.

Section 29. The City Council finds that the records set forth in "Exhibit E" (Traffic Studies) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than seven years.

Section 30. 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. 13-39, 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. 13-39**, as approved by the City Council, the following records of your Department are eligible for final destruction on **July 23, 2013**.

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 \_\_\_\_\_  
Allison E. Burns Date

City Clerk Approval \_\_\_\_\_  
Geri K. Bryan, CMC Date

<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
2006-2011	City Property Damage Claims	CCV 1159
1999-2008	Claims Against the City	CCV 1160
2007	Risk Management Agendas	CCV 1161

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 "B"**  
**APPROVAL FOR**  
**and**  
**CERTIFICATE OF DESTRUCTION**  
**Resolution No. 13-39**

Department Parks, Recreation & Arts

Date July 23, 2013

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<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
2007/08	Cares Program	S 1443
2007/08	Cares Program	S 1445
2007/08	Cares Program	S 1449
2007/08	Cares Program	S 1459
2007/08	Cares Program	S 1501
2007/08	Cares Program	S 1503
2007/08	Cares Program	S 1507





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

In accordance with the City of Lancaster Records Disposition Schedule, and  
**Resolution No. 13-39**, as approved by the City Council, the following records of  
your Department are eligible for final destruction on **July 23, 2013**.

Department PLANNING

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

Department Approval \_\_\_\_\_

Brian Ludicke  
Planning Director  
Date

City Attorney Approval \_\_\_\_\_

Allison E. Burns  
Date

City Clerk Approval \_\_\_\_\_

Geri K. Bryan, CMC  
Date

<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
1/06-6/11	Home Occupation Permits	CCV 1169

Disposition Method:

Non-confidential       Confidential       Archives

**CERTIFICATE  
OF DESTRUCTION**

I hereby certify that the above  
listed records were disposed of on \_\_\_\_\_

Date

Witness (signature)

Please return this form to City Clerk Department. Following destruction, you will receive a copy  
signed by the witness of the destruction.

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

In accordance with the City of Lancaster Records Disposition Schedule, and **Resolution No. 13-39**, as approved by the City Council, the following records of your Department are eligible for final destruction on **July 23, 2013**.

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

Department Approval \_\_\_\_\_  
  Robert Neal  Date  
  Public Works Director

City Attorney Approval \_\_\_\_\_  
  Allison E. Burns  Date

City Clerk Approval \_\_\_\_\_  
  Geri K. Bryan, CMC  Date

<b><u>Date/Range</u></b>	<b><u>Records Series Title</u></b>	<b><u>Records Center Box Location</u></b>
2004	Dig Alert Permits	CCV 1170
2005	Dig Alert Permits	CCV 1171
2006	Dig Alert Permits	CCV 1172
2007	Dig Alert Permits	NN 2605
2007	Dig Alert Permits	NN 2619
2007	Dig Alert Permits	OO 2711
1997/98	Traffic Control/Detour Plans	ENG A415 695
2006	Inspections	CC 1688
2007	Inspections	CCV 1173
1984/85	Street Sweeper	C 211
1992	Street Sweeper	P 1257

Disposition Method:  
 Non-confidential     Confidential     Archives

**CERTIFICATE OF DESTRUCTION**

I hereby certify that the above listed records were disposed of on \_\_\_\_\_  
  Date  Witness (signature)

Please return this form to City Clerk Department. Following destruction, you will receive a copy signed by the witness of the destruction.

**Exhibit "E"**  
**APPROVAL FOR**  
**and**  
**CERTIFICATE OF DESTRUCTION**  
**Resolution No. 13-39**

Department Public Works

Date July 23, 2013

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<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
1997/98	Correspondence	ENG A215 688
1994	Deposit Records	PW A40-385
1994	Deposit Records	PW B 259 383
1994	Deposit Records	PW D275 384
1995	Deposit Records	PW A51 396
1995/96	Deposit Records	PW A35 393
1996/97	Deposit Records	PW A31 392
1997	Deposit Records	PW D642 391
1997	Deposit Records	ENG B325 502
1997/98	Deposit Records	ENG B275 536
1998	Deposit Records	ENG A69 662
1998/99	Deposit Records	ENG A68 661
2000	Deposit Records	ENG A179 772
2000	Deposit Records	ENG A84 777
2001	Deposit Records	PW D689 843
2001	Deposit Records	ENG A97 778
2001	Deposit Records	ENG A81 776
2002	Deposit Records	PW D632 798
2002	Deposit Records	ENG D626 797
2003	Deposit Records	PW D562 883
2004	Deposit Records	PW D940 1100
2004	Deposit Records	PW D939 1099
2005	Deposit Records	N 1108
2005	Deposit Records	BB 1678
2005	Deposit Records	LL 2401
2005	Deposit Records	LL 2432
2007	Deposit Records	CCV 1174

**Exhibit "E"**  
**APPROVAL FOR**  
**and**  
**CERTIFICATE OF DESTRUCTION**  
**Resolution No. 13-39**

Department Public Works

Date July 23, 2013

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<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
1990/93	Informal Bids-Unsuccessful	G 534
2007	Informal Bids-Unsuccessful	MM 2559
1983/84	Vehicle Records	C 213
2006	Vehicle Records	EE 1889
2006	Vehicle Records	EE 1891
2006	Vehicle Records	EE 1893
2006	Vehicle Records	EE 1895
1992	Service Requests	ENG C422 461
1992/93	Service Requests	ENG C414 469
1993/97	Service Requests	ENG B329 506
1993/97	Service Requests	ENG C356 499
1993/97	Service Requests	ENG C436 403
1993/97	Service Requests	ENG C393 474
1997	Service Requests	ENG B274 535
2005/06	Work Orders	NN 2573
2006	Work Orders	NN 2609
2006/07	Work Orders	NN 2589
1985-86	Traffic Studies	ENG C413 468
1988-91	Traffic Studies	ENG C417 464
1994-95	Traffic Studies	ENG C416 467