

RESOLUTION NO. 14-54

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, UNEMPLOYMENT INSURANCE APPEALS, MAINTENANCE LOG BOOKS, SPORTS, SPECIAL EVENTS, REPETITIVE MAINTENANCE REPORTS, REGISTRATION-RECREATION PROGRAMS, SPECIAL CLASSES-ENRICHMENT CENTERS, REFUNDS – RECREATION PROGRAMS, RECREATION-CITY FACILITY USE, RECREATION LOG BOOKS, SUMMER DAY CAMP, CARES PROGRAM, ACCIDENT/INCIDENT/DAMAGE REPORTS, ACCOUNTS PAYABLE ENCUMBRANCE REPORTS, ACCOUNTS PAYABLE, BUSINESS LICENSE FILES, VIOLATION OF MUNICIPAL CODE–BUSINESS LICENSE, BANKING RECORDS, FINANCIAL REPORTS, PAYROLL, STATE & FEDERAL INCOME TAX, PAYROLL–REGISTERS, W-2, PERS REPORTS, PURCHASE ORDERS, SPEAKER CARDS, CLOSED SESSION, PUBLIC RECORDS REQUESTS, RECORDS CENTER DOCUMENTATION, APPEALS, SUBPOENAS, ROSTER OF VOTERS, AFFIDAVITS OF PUBLICATION, INSURANCE-CITY AS INSURED, DIG ALERT PERMITS, CORRESPONDENCE, DEPOSIT RECORDS, GRAFFITI, FUEL REPORTS, BIDS-UNSUCCESSFUL, SERVICE REQUESTS, GRANTS, VEHICLE RECORDS, WORK ORDERS, WORK LOGS, ENTERPRISE ZONE VOUCHERS)

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 while current year plus five years.

Section 4. The City Council finds that the records set forth in "Exhibit A" (Unemployment Insurance Appeals) attached hereto and incorporated by reference, are eligible under 29 United States Code § 1027 and 29 United States Code § 1627.3 for destruction and are older than while current plus ten years.

Section 5. The City Council finds that the records set forth in "Exhibit B" (Maintenance Log Books) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than two years.

Section 6. 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 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" (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 9. 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 10. 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 11. 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 12. 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 13. 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 14. 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 15. 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 16. 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 17. 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 18. 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 19. The City Council finds that the records set forth in "Exhibit C" (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 20. 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 21. 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 22. 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 23. 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 24. 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 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" (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 27. The City Council finds that the records set forth in "Exhibit C" (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 28. The City Council finds that the records set forth in "Exhibit C" (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 29. 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 30. 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 31. 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 32. 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 33. 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 34. 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 35. 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 36. The City Council finds that the records set forth in "Exhibit D" (Roster of Voters) attached hereto and incorporated by reference, are eligible under Election Code § 17503(b) for destruction and are older than while current plus five years.

Section 37. 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 38. 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 39. 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 40. 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 41. 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 and 41 CFR 29-70-2 for destruction and are older than audit plus three years.

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

Section 43. The City Council finds that the records set forth in "Exhibit E" (Fuel Reports) attached hereto and incorporated by reference, are eligible under CCP 337 for destruction and are older than audit plus three years.

Section 44. The City Council finds that the records set forth in "Exhibit E" (Bids-Unsuccessful) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than five years.

Section 45. 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 46. The City Council finds that the records set forth in "Exhibit E" (Grants) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than audit plus five years.

Section 47. 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 while current plus five years.

Section 48. 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 49. The City Council finds that the records set forth in "Exhibit E" (Work Logs) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than while current plus nine years.

Section 50. The City Council finds that the records set forth in "Exhibit F" (Enterprise Zone Vouchers) attached hereto and incorporated by reference, are eligible under 25CCR 8463 for destruction and are older than five years.

Section 51. 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 and F."

PASSED, APPROVED and ADOPTED this _____ day of _____, 2014, by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

APPROVED:

BRITT AVRIT, 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. 14-54, 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. 14-54**, as approved by the City Council, the following records of your Department are eligible for final destruction on **August 12, 2014**.

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, Esq Date

City Clerk Approval _____
 Britt Avrit, CMC Date

<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
2010/2011	City Property Damage Claims	CCV 1170
10/06-6//09	Claims Against the City	CCV 1171
2007/2008	Risk Management Agendas	CCV 1172
1980/1992	Unemployment Insurance Appeals	CCV 1173

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

In accordance with the City of Lancaster Records Disposition Schedule, and **Resolution No. 14-54**, as approved by the City Council, the following records of your Department are eligible for final destruction on **August 12, 2014**.

Department PARKS, RECREATION & ARTS
 I do hereby approve the final disposition of the below listed records.

Department Approval _____
 Ronda Perez, Date
 Parks, Recreation & Arts Director

City Attorney Approval _____
 Allison E. Burns, Esq. Date

City Clerk Approval _____
 Britt Avrit, CMC Date

<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
2009	Maintenance Log Books	R 1405
2007	Sports	OO 2642
2011	Sports	EE 1915
2011	Sports	EE 1919
2011/12	Sports	JJ 2263
2011/12	Sports	JJ 2265
2011	Sports	KK 2382
2011	Sports	NN 2562
2011	Sports	NN 2567
2011	Sports	NN 2588
2008/12	Special Events	R 1404
2011/12	Special Events	R 1407
2010/11	Special Events	OO 5231

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. 14-54

Department Parks, Recreation & Arts

Date August 12, 2014

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<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
2011	Repetitive Maintenance Reports	OO 5235
3/12-5/12	Registrations-Recreation Programs	KK 2325
12/11-2/12	Registrations-Recreation Programs	KK 2363
8/11-11/11	Registrations-Recreation Programs	OO 5225
2011/2012	Special Classes - Enrichment Centers	KK 2377
2011	Refunds-Recreation Programs	OO 5228
2007-2009	Recreation-Facility Use Applications	R 1386
2008-2009	Recreation-Facility Use Applications	R 1399
2008	Recreation Log Books	NN 2568
2008	Recreation Log Books	H 566
2008	Summer Day Camp	LL 2437
2008	Summer Day Camp	NN 2566
2008/09	CARES Program	OO 2646
2008/09	CARES Program	OO 2648
2008/09	CARES Program	PP 2724
2008/09	CARES Program	RR 2886
2008/09	CARES Program	RR 2898
2006	Accident/Incident Reports	DD 1821

Exhibit "C"
APPROVAL FOR
and
CERTIFICATE OF DESTRUCTION
Resolution No. 14-54

Department Finance

Date August 12, 2014

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<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
2007-2008	Accounts Payable	AA 1528
2007-2008	Accounts Payable	FF 1923
2007-2008	Accounts Payable	FF 1969
2007-2008	Accounts Payable	FF 1976
2007-2008	Accounts Payable	FF 1984
2007-2008	Accounts Payable	FF 1987
2007-2008	Accounts Payable	FF 1998
2007-2008	Accounts Payable	II 2166
2007-2008	Accounts Payable	II 2189
2007-2008	Accounts Payable	II 2234
2007-2008	Accounts Payable	II 2236
2007-2008	Accounts Payable	JJ 2273
2007-2008	Accounts Payable	JJ 2275
2007-2008	Accounts Payable	JJ 2277
2007-2008	Accounts Payable	JJ 2279
2007-2008	Accounts Payable	JJ 2281
2007-2008	Accounts Payable	JJ 2283
2007-2008	Accounts Payable	JJ 2285
2007-2008	Accounts Payable	JJ 2287
2007-2008	Accounts Payable	JJ 2289
2007-2008	Accounts Payable	JJ 2291
2007-2008	Accounts Payable	JJ 2293
2007-2008	Accounts Payable	JJ 2295
2007-2008	Accounts Payable	JJ 2317
2007-2008	Accounts Payable	JJ 2319
2007-2008	Accounts Payable	KK 2326
2007-2008	Accounts Payable	KK 2333
2007-2008	Accounts Payable	KK 2337
2007-2008	Accounts Payable	KK 2339
2007-2008	Accounts Payable	KK 2394
2007-2008	Accounts Payable	LL 2435
2007-2008	Accounts Payable	D 294
2007-2008	Accounts Payable	D 294
2007-2008	Accounts Payable	D 294
2007-2008	Accounts Payable	D 294
2007-2008	Accounts Payable	D 294

Exhibit "C"
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<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
2008-2009	Accounts Receivable	CCV 1174
2009-2010	Accounts Receivable	A 24
2009-2010	Accounts Receivable	A 38
2008-2009	Accounts Receivable	A 50
2009-2010	Accounts Receivable	A 62
2009-2010	Accounts Receivable	A 74
2009-2010	Accounts Receivable	B 90
2009-2010	Accounts Receivable	E 5089
2009-2010	Accounts Receivable	E 5091
2009-2010	Accounts Receivable	E 5096
2009-2010	Accounts Receivable	E 5098
2009-2010	Accounts Receivable	F 5103
2009-2010	Accounts Receivable	F 5104
2009-2010	Accounts Receivable	F 5110
2009-2010	Accounts Receivable	F 5115
2009-2010	Accounts Receivable	G 499
2009-2010	Accounts Receivable	G 500
2009-2010	Accounts Receivable	L 882
2008-2009	Accounts Receivable	R 1377
2008-2009	Accounts Receivable	R 1379
2009-2010	Accounts Receivable	S 1451
2008-2009	Accounts Receivable	S 1461
2007-2008	Accounts Receivable	S 1462
2008-2009	Accounts Receivable	S 1463
2008-2009	Accounts Receivable	S 1465
2008-2009	Accounts Receivable	S 1467
2008-2009	Accounts Receivable	S 1469
2008-2009	Accounts Receivable	S 1470
2008-2009	Accounts Receivable	S 1471
2008-2009	Accounts Receivable	S 1473
2008-2009	Accounts Receivable	S 1475
2008-2009	Accounts Receivable	S 1477
2008-2009	Accounts Receivable	S 1479
2009-2010	Accounts Receivable	S 1483
2009-2010	Accounts Receivable	S 1484
2008-2009	Accounts Receivable	S 1485
2009-2010	Accounts Receivable	S 1486

Exhibit "C"
APPROVAL FOR
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<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
2009-2010	Accounts Receivable	S 1487
2009-2010	Accounts Receivable	S 1488
2009-2010	Accounts Receivable	S 1489
2009-2010	Accounts Receivable	S 1491
2009-2010	Accounts Receivable	S 1493
2009-2010	Accounts Receivable	S 1494
2009-2010	Accounts Receivable	S 1495
2009-2010	Accounts Receivable	S 1496
2008-2009	Accounts Receivable	S 1497
2008-2009	Accounts Receivable	S 1499
2008-2009	Accounts Receivable	EE 1859
2008-2009	Accounts Receivable	EE 1860
2008-2009	Accounts Receivable	II 2181
2007-2008	Accounts Receivable	KK 2322
2008-2009	Accounts Receivable	KK 2341
2008-2009	Accounts Receivable	KK 2355
2009-2010	Accounts Receivable	KK 2357
2009-2010	Accounts Receivable	KK 2359
2008-2009	Accounts Receivable	KK 2362
2009-2010	Accounts Receivable	KK 2365
2009-2010	Accounts Receivable	KK 2367
2008-2009	Accounts Receivable	KK 2374
2009-2010	Accounts Receivable	KK 2375
2009-2010	Accounts Receivable	KK 2376
2009-2010	Accounts Receivable	KK 2381
2009-2010	Accounts Receivable	KK 2383
2009-2010	Accounts Receivable	KK 2389
2009-2010	Accounts Receivable	KK 2391
2008-2009	Accounts Receivable	LL 2402
2008-2009	Accounts Receivable	LL 2444
2008-2009	Accounts Receivable	LL 2448
2008-2009	Accounts Receivable	LL 2449
2008-2009	Accounts Receivable	LL 2466
2008-2009	Accounts Receivable	JJ 2270
2008-2009	Accounts Receivable	MM 2530
2009-2010	Accounts Receivable	MM 2560

Exhibit "C"
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<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
2009-2010	Accounts Receivable	NN 2596
2009-2010	Accounts Receivable	NN 2626
2009-2010	Accounts Receivable	NN 2634
2009-2010	Accounts Receivable	NN 5205
2009-2010	Accounts Receivable	NN 5207
2009-2010	Accounts Receivable	NN 5210
2009-2010	Accounts Receivable	NN 5213
2009-2010	Accounts Receivable	NN 5215
2009-2010	Accounts Receivable	NN 5216
2009-2010	Accounts Receivable	NN 5217
2009-2010	Accounts Receivable	NN 5219
2009-2010	Accounts Receivable	OO 2688
2008-2009	Accounts Receivable	OO 2716
2008-2009	Accounts Receivable	PP 2761
2008-2009	Accounts Receivable	PP 2795
2008-2009	Accounts Receivable	QQ 2849
2008-2009	Accounts Receivable	QQ 2857
2007-2008	Accounts Receivable	QQ 2861
2008-2009	Accounts Receivable	QQ 2864
2008-2009	Accounts Receivable	QQ 2858
2009-2010	Accounts Receivable	QQ 2873
2008-2009	Accounts Receivable	RR 2914
2008-2009	Accounts Receivable	RR 2944
2009-2010	Business License Files	II 2169
2009-2010	Business License Files	II 2171
2009-2010	Business License Files	II 2197
2009-2010	Business License Files	II 2201
2009-2010	Business License Files	II 2205
2008-2009	Violation /Municipal Code	OO 2692
2007-2008	Violation /Municipal Code	PP 2739
2007-2008	Violation /Municipal Code	PP 2763

Exhibit "C"
APPROVAL FOR
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<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
2007-2008	Banking Records	DD 1804
2006-2008	Banking Records	DD 1823
2007-2008	Banking Records	EE 1849
2007-2008	Banking Records	EE 1850
2006-2007	Financial Reports	LL 2409
2006-2007	Financial Reports	LL 2479
2006-2007	Financial Reports	MM 2508
2006-2007	Financial Reports	NN 2602
2006-2007	Financial Reports	NN 2622
2002	Payroll Reports	O 1158
2002	Payroll Reports	P 1249
2003	Payroll Reports	G486
2003	Payroll Reports	H 597
1995	State & Federal Income Tax	CCV 1175
2001	State & Federal Income Tax	CCV 1176
2002	State & Federal Income Tax	S 1490
2002	State & Federal Income Tax	S 1492
2003	State & Federal Income Tax	OO 5238
2003	State & Federal Income Tax	OO 5239
2003	State & Federal Income Tax	PP 5243
2001	Payroll - Registers	G 520
2001	Payroll - Registers	H 598
2002	Payroll - Registers	O 1145
2002	Payroll - Registers	O 1157
2001	Payroll - Registers	BB 1607
2001	Payroll - Registers	BB 1609
2003	Payroll - Registers	LL 2459
2001	W-2	CCV 1177
2002	W-2	S 1472
2003	W-2	PP 5244
2001	PERS Reports	QQ 2804

Exhibit "C"
APPROVAL FOR
and
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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>
2009-2010	Purchase Orders	S 1498
2009-2010	Purchase Orders	JJ 2305
2009-2010	Purchase Orders	JJ 2307
2009-2010	Purchase Orders	JJ 2309
2009-2010	Purchase Orders	JJ 2311
2009-2010	Purchase Orders	JJ 2313
2009-2010	Purchase Orders	JJ 2315

Exhibit "D"
APPROVAL FOR
and
CERTIFICATE OF DESTRUCTION

In accordance with the City of Lancaster Records Disposition Schedule, and **Resolution No. 14-54**, as approved by the City Council, the following records of your Department are eligible for final destruction on **August 12, 2014**.

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

Department Approval _____
Britt Avrit, CMC, City Clerk Date

City Attorney Approval _____
Allison E. Burns, Esq. Date

<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
2013	Speaker Cards	CCV 1178
7/11-6/12	Closed Session	CCV 1179
1/11-12/11	Appeals	CCV 1180
7/11-12/11	Public Records Request	CCV 1181
2011	Records Center Documentation	CCV 1182
2010	Subpoenas	CCV 1183
4/2008	Roster of Voters	CCV 1184
2006	Affidavits of Publications	CCV 1185
2002/03	Insurance-City as Insured	CCV 1186

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. 14-54

Department Development Services

Date August 12, 2014

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<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
1995-2005	Service Requests	CCV 1198
1994-2006	Grants	CCV 1199
1977-2002	Vehicle Records	CCV 2000
2007	Vehicle Records	CCV 2001
2008	Vehicle Records	CCV 2002
2008	Vehicle Records	CCV 2003
2009	Vehicle Records	CCV 2004
2002-2004	Work Orders	CCV 2005
2006	Work Orders	CCV 2006
2003	Work Logs	CCV 2007

Exhibit "F"
APPROVAL FOR
and
CERTIFICATE OF DESTRUCTION

In accordance with the City of Lancaster Records Disposition Schedule, and **Resolution No. 14-54**, as approved by the City Council, the following records of your Department are eligible for final destruction on **August 12, 2014**.

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

Department Approval _____
Vern Lawson, Economic Development Director Date

City Attorney Approval _____
Allison E. Burns, Esq. Date

City Clerk Approval _____
Britt Avrit, CMC Date

<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
2005	Enterprise Zone Vouchers	CCV 2008
2006	Enterprise Zone Vouchers	CCV 2009
2007	Enterprise Zone Vouchers	CCV 2010
2008	Enterprise Zone Vouchers	CCV 2011

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.