RESOLUTION NO. 09-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, CALIFORNIA, AUTHORIZING DESTRUCTION OF CERTAIN RECORDS TRAVEL, ACCOUNTS, CORRESPONDENCE. (TELEPHONE PROPERTY CLAIMS, CLAIMS, SUBPOENAS, INSURANCE - CITY AS ADDITIONAL INSURED, INSURANCE - CITY AS INSURED, CLOSED SESSION, SPEAKER CARDS, PUBLIC RECORDS REQUEST, RECORDS CENTER DOCUMENTATION, TERMINATED HOME OCCUPATIONS, SAFETY COMMITTEE TRAINING RECORDS - SB 198, VIOLATIONS OF MUNICIPAL CODES, HOUSING GRANT PROGRAM, HOUSING LOAN PROGRAM FILES, BIDS, REGISTRATION - RECREATION PROGRAMS, REFUNDS - RECREATION PROGRAMS, SPORTS, RECREATION/CITY FACILITY USE, SUMMER DAY CAMP, GRANTS, CARES PROGRAM, RECREATION LOG BOOKS, ACCIDENT/INCIDENT/DAMAGE REPORTS, AV FILM OFFICE, PLANS & PLAN CHECKS, ACCOUNTS PAYABLE, PAYROLL - REGISTERS, PAYROLL - EMPLOYEE FILES, W-2, STATE 7 FEDERAL INCOME TAX RETURNS, BUSINESS LICENSE FILES, PURCHASE ORDERS, BANKING RECORDS, FINANCIAL REPORTS).

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" (Telephone Accounts) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than five years.
- Section 2. The City Council finds that the records set forth in "Exhibit A" (Correspondence) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than two years plus annual review.
- Section 3. The City Council finds that the records set forth in "Exhibit A" (Travel Records) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than current year plus two years.
- Section 4. The City Council finds that the records set forth in "Exhibit B" (City Property Claims) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than active plus two years.
- Section 5. The City Council finds that the records set forth in "Exhibit B" (Claims) 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 6. The City Council finds that the records set forth in "Exhibit B" (Subpoenas) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than active plus three years.
- Section 7. The City Council finds that the records set forth in "Exhibit B" (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 8. The City Council finds that the records set forth in "Exhibit B" (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 9. The City Council finds that the records set forth in "Exhibit B" (Closed Session) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than two years.
- Section 10. The City Council finds that the records set forth in "Exhibit B" (Speaker Cards) attached hereto and incorporated by reference, are eligible under Government Code § 34090.7 for destruction and are older than six months.
- Section 11. The City Council finds that the records set forth in "Exhibit B" (Public Records Requests) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than two years.
- Section 12. The City Council finds that the records set forth in "Exhibit B" (Records Center Documentation) attached hereto and incorporated by reference, are eligible under Government Code \S 34090 for destruction and are older than two years.
- Section 13. The City Council finds that the records set forth in "Exhibit C" (Terminated Home Occupations) attached hereto and incorporated by reference, are eligible under Government Code § 34090, CCP 337, CB&P 17927 for destruction and are older than active plus two years.
- Section 14. The City Council finds that the records set forth in "Exhibit D" (Safety Committee Training Records SB 198) attached hereto and incorporated by reference, are eligible under 8 CCR 3203(d), 29 CFR 1904.2, 1904.6 and Government Code § 34090 for destruction and are older than while current plus seven years.
- Section 15. The City Council finds that the records set forth in "Exhibit E" (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 16. The City Council finds that the records set forth in "Exhibit E" (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 17. The City Council finds that the records set forth in "Exhibit E" (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 18. The City Council finds that the records set forth in "Exhibit E" (Bids) attached hereto and incorporated by reference, are eligible under Government Code § 25105.5, 26202.1, CCP 337, and Government Code 34090 for destruction and are older than active plus five years.
- Section 19. The City Council finds that the records set forth in "Exhibit F" (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 20. The City Council finds that the records set forth in "Exhibit F" (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 21. The City Council finds that the records set forth in "Exhibit F" (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 22. The City Council finds that the records set forth in "Exhibit F" (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 23. The City Council finds that the records set forth in "Exhibit F" (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 24. The City Council finds that the records set forth in "Exhibit F" (Grants) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than active plus five years.
- Section 25. The City Council finds that the records set forth in "Exhibit F" (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 26. The City Council finds that the records set forth in "Exhibit F" (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 27. The City Council finds that the records set forth in "Exhibit F" (Accident/Incident/Damage Reports) attached hereto and incorporated by reference, are eligible under 29 CFR 1904.2, 29 CFR 1904.6 for destruction and are older than while current plus seven years.
- Section 28. The City Council finds that the records set forth in "Exhibit F" (AV 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 29. The City Council finds that the records set forth in "Exhibit G" (Plans & 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 30. The City Council finds that the records set forth in "Exhibit H" (Accounts Payable) attached hereto and incorporated by reference, are eligible under Government Code § 34090, 40802, 34090.7 for destruction and are older than audit plus five years.
- Section 31. The City Council finds that the records set forth in "Exhibit H" (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 32. The City Council finds that the records set forth in "Exhibit H" (Payroll Employee Files) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than terminated plus five years.
- Section 33. The City Council finds that the records set forth in "Exhibit H" (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 34. The City Council finds that the records set forth in "Exhibit H" (State & Federal Income Tax Returns) 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 35. The City Council finds that the records set forth in "Exhibit H" (Business License Files) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than terminated plus three years.
- Section 36. The City Council finds that the records set forth in "Exhibit H" (Purchase Orders) attached hereto and incorporated by reference, are eligible under Government Code § 34090, CCP 337 for destruction and are older than audit plus three years.

Resolution No. 09-01 Page 5

Section 37. The City Council finds that the records set forth in "Exhibit H" (Banking Records) attached hereto and incorporated by reference, are eligible under Government Code § 34090, 43900 et seq., 26 CFR 16001-1; CCP 337, FC 3368, 30210 for destruction and are older than audit plus five years.

Section 38. The City Council finds that the records set forth in "Exhibit H" (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 37. 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, G, and H."

PASSED, APPROVED, and ADOPTED	thisday of	2009, by
following vote:		
AYES:		
NOES:		
ABSTAIN:		
ABSENT:		
ATTEST:	APPROVED:	
GERI K. BRYAN, CMC	R. REX PARRIS	
City Clerk	Mayor	
City of Lancaster	City of Lancaster	

Resolution No. 09-01 Page 6	
STATE OF CALIFORNIA }	
COUNTY OF LOS ANGELES }	
CITY OF LANCASTER }	
CERTIFICATION OF CITY COU	
Ι, ,	City of Lancaster, CA
I,,,, do hereby certify that this is a true and correct copy which the original is on file in my office.	of the original Resolution No. 09-01 for
WITNESS MY HAND AND THE SEAL OF THE	CITY OF LANCASTER, on this
day of	
(seal)	

Exhibit "A" APPROVAL FOR and CERTIFICATE OF DESTRUCTION

	Department	ADMI	NISTRATION		
	1	I do hereby approve t	he final disposit	tion of the below listed	
			records.		
	Danastas ant A				
	Department A	Approval Mark Bo	zigian City Ma	nager Date	
		Wark Do.	zigian, City ivia	nager Bate	
	City Attorney	ApprovalDavid			
		David	R. McEwen	Date	
	Cita Claula Au				
	City Clerk Ap	oprovai Geri K	. Bryan, CMC	Date	
		3011 1.	i Dijun, Orto		
	Data/Dames	Daganda Carina Titla		Records Center Box Lo	ootion
	Date/Kange	Records Series Title		Records Center Box Lo	Cation
	1000 1000	T 1 1 A		00 2856	
	1998 - 1999 1993 - 1998	Telephone Accounts Correspondence		QQ 2856 NN 2596	
		•			
	1992 - 1993 1991	Travel Travel		DD 1823 N 1042	
	1991	Travei		11 1042	
				1	
Dispos	sition Method:				
	Non-c	onfidential	_Confidential	Archives	
	TFICATE	r			
OF DI	ESTRUCTION L bereby certi	fy that the above			
		were disposed of on			
		•	Date	Witness (signatur	
Please	return this for	m to City Clerk Depart	ment. Followin	ng destruction, you will re	ceive a copy
		s of the destruction.		Dest Form 10/98	
Page 1	OII			Dest rottii 10/98	

Exhibit "B" APPROVAL FOR and CERTIFICATE OF DESTRUCTION

In accordance with the City of Lancaster Records Disposition Schedule, and **Resolution No. 09-01**, as approved by the City Council, the following records of your Department are eligible for final destruction on **January 13, 2009**.

Department	CITY CLERK		
-	I do hereby approve the final disposi	tion of the below listed	d records.
Department A	pproval Geri K. Bryan, CMC, City		
	Geri K. Bryan, CMC, City	Clerk	Date
City Attorney	Approval David R. McEwen		
	David R. McEwen		Date
Date/Range	Records Series Title	Records Center Box	Location
9/2006 – 12/2006	City Property Claims	CCV 981	
7/2003 - 12/2003	Claims	CCV 982	
2005	Subpoenas	CCV 983	
2005	Insurance - City as Additional Insure	ed CCV 984	
1997 – 1998	Insurance – City as Insured	CCV 985	
2006	Closed Session	CCV 986	
2008	Speaker Cards	CCV 987	
2006	Public Records Requests	CCV 988	
2006	Records Center Documentation	CCV 994	
Disposition Method:			
Non-co	onfidentialConfidential	Archiv	es
•	y that the above were disposed of on		
	Date	Witness (signa	ature)
Please return this form signed by the witness	n to City Clerk Department. Following of the destruction.		

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. 09-01**, as approved by the City Council, the following records of your Department are eligible for final destruction on **January 13, 2009**.

Department	Plant I do hereby approve	ning the final disposi records.	tion of the belo	w listed
Department A	pprovalBrian	n Ludicke,Planni	ng Director	Date
City Attorney		d R. McEwen		Date
City Clerk Ap	provalGeri	K. Bryan, CMC		Date
Date/Range	Records Series Tit	<u>le</u>	Records Cent	ter Box Location
2006 2006 2006 2006	Terminated Home C Terminated Home C Terminated Home C Terminated Home C	Occupations Occupations		CCV 990 CCV 991 CCV 992 CCV 993
Disposition Method:				
Non-c	onfidential	Confidential		_Archives
•	Ty that the above were disposed of on			
Please return this form signed by the witness		Date rtment. Followir		ss (signature) you will receive a copy

Page 1 of 1 Dest Form 10/98

Exhibit "D" APPROVAL FOR and CERTIFICATE OF DESTRUCTION

Departme	ent <u>HU</u>	MAN RESOUR	CES	
	I do hereby appro	ve the final dispo	sition of the bel	ow listed records.
Departme	ent Approval			
	Beverly Gl	lode, Human Reso	ources Director	Date
City Atto	rney Approval	vid R. McEwen		
	Da	vid R. McEwen		Date
City Cler	k Approval		MA 4 4 4 4 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
	Ger	ri K. Bryan, CMC		Date
Date/Range	Records Series T	<u>itle</u>	Records Cen	ter Box Location
1980 – 1994	Safety Committee	Training Records	s – SB 198	EE 1875
1982 – 1991	Safety Committee			G 501
Disposition Meth	nod:			
N	on-confidential	Confidential		_Archives
CERTIFICATE OF DESTRUCT	ION			
I hereby o	certify that the above			
listed reco	ords were disposed of or	n Date	Witne	ss (signature)
	form to City Clerk Depness of the destruction.			you will receive a copy
Page 1 of	1			Dest. Form 10/98

Exhibit "E" APPROVAL FOR and CERTIFICATE OF DESTRUCTION

In accordance with the City of Lancaster Records Disposition Schedule, and Resolution No. 09-01, as approved by the City Council, the following records of your Department are eligible for final destruction on January 13, 2009.

Department	HOUSING & NEIGHBORE	HOOD REVITA	LIZATION
	I do hereby approve the final dispos	sition of the belo	ow listed records.
Department A	Approval	,	
	Approval Elizabeth Brubaker, Housing	g Director	Date
City Attorney			
	David R. McEwen		Date
City Clerk Ap	pproval		
	Geri K. Bryan, CMC		Date
Date/Range	Records Series Title	Records Cen	ter Box Location
Date/Itange	TRECOTOR SCITES TIME	110001 us con	TOT BOX 1300001011
2002	Violations of Municipal Codes	CCV	989
1991 - 1994	Housing Grant Program	E	326
1999 - 2000	Housing Grant Program	$_{ m JJ}$	2250
1998 – 1999	Housing Grant Program	JJ	2252
1999 - 2000	Housing Grant Program	JJ	2254
1999 - 2000	Housing Grant Program	JJ	2258
1998 – 1999	Housing Grant Program	JJ	2260
Disposition Method:			
Non-c	onfidentialConfidential		_Archives
-	fy that the above were disposed of on		
	Date	Witne	ss (signature)
Please return this formation signed by the witness	m to City Clerk Department. Followi s of the destruction.	ng destruction,	you will receive a copy

Page 1 of 2 Dest Form 10/98

Exhibit "E" APPROVAL FOR

and

Depar	tment	Housing & Neighborhood Revitalization	
Date		January 13, 2009	
Page	2 of 2		

Date/Range	Records Series Title	Records Center Box Location
1997 – 1999	Housing Loan Program Files	EE 1880
1998 - 1999	Housing Loan Program Files	FF 1926
1998 – 1999	Housing Loan Program Files	FF 1968
1996 – 1998	Housing Loan Program Files	II 2162
1997 – 1998	Housing Loan Program Files	II 2164
1997	Housing Loan Program Files	II 2166
1997	Housing Loan Program Files	II 2174
1995	Housing Loan Program Files	II 2228
1994	Housing Loan Program Files	II 2232
1995	Housing Loan Program Files	II 2234
1994	Housing Loan Program Files	II 2236
1997	Housing Loan Program Files	JJ 2246
1997	Housing Loan Program Files	JJ 2248
1997	Housing Loan Program Files	JJ 2256
1995 – 1996	Housing Loan Program Files	JJ 2294
1995	Housing Loan Program Files	JJ 2304
1995	Housing Loan Program Files	JJ 2306
1995 – 1996	Housing Loan Program Files	JJ 2308
1996 – 1997	Housing Loan Program Files	KK 2364
1997	Housing Loan Program Files	KK 2376
1997 – 1998	Housing Loan Program Files	LL 2462
1997 – 1998	Housing Loan Program Files	LL 2474
1997 – 1998	Housing Loan Program Files	OO 2646
1997 – 1998	Housing Loan Program Files	OO 2648
1994	Housing Loan Program Files	PP 2764
1995 - 1996	Housing Loan Program Files	RR 2914

Exhibit "F" APPROVAL FOR and CERTIFICATE OF DESTRUCTION

In accordance with the City of Lancaster Records Disposition Schedule, and Resolution No. 09-01, as approved by the City Council, the following records of your Department are eligible for final destruction on January 13, 2009.

I do hereby approve the final disposition of the records listed below. Department Approval
Bob Greene, Parks, Recreation & Arts Director City Attorney Approval David R. McEwen Date City Clerk Approval Geri K. Bryan, CMC Date Date/Range Records Series Title Records Center Box Location Registration – Recreation Programs D 255 2006 Registration – Recreation Programs F 460 2006 Refunds – Recreation Programs C 175 2006 Sports C 175 2006 Sports KK 2383 C 175 C 2086 Sports C 387
Bob Greene, Parks, Recreation & Arts Director City Attorney Approval David R. McEwen Date City Clerk Approval Geri K. Bryan, CMC Date Date/Range Records Series Title Records Center Box Location Registration – Recreation Programs D 255 2006 Registration – Recreation Programs F 460 2006 Refunds – Recreation Programs C 175 2006 Sports C 175 2006 Sports KK 2383 C 175 C 2086 Sports C 387
Parks, Recreation & Arts Director
David R. McEwen City Clerk Approval Geri K. Bryan, CMC Date Pate/Range 2006 Registration – Recreation Programs 2006 Refunds – Recreation Programs F 460 2006 Refunds – Recreation Programs KK 2381 2006 Sports C 175 2006 Sports KK 2383 - KK 2387
David R. McEwen City Clerk Approval Geri K. Bryan, CMC Date Pate/Range 2006 Registration – Recreation Programs 2006 Refunds – Recreation Programs F 460 2006 Refunds – Recreation Programs KK 2381 2006 Sports C 175 2006 Sports KK 2383 - KK 2387
Geri K. Bryan, CMCDateDate/RangeRecords Series TitleRecords Center Box Location2006Registration – Recreation ProgramsD2552006Refunds – Recreation ProgramsF4602006Refunds – Recreation ProgramsKK23812006SportsC1752006SportsKK23832006SportsKK2387
Geri K. Bryan, CMCDateDate/RangeRecords Series TitleRecords Center Box Location2006Registration – Recreation ProgramsD2552006Refunds – Recreation ProgramsF4602006Refunds – Recreation ProgramsKK23812006SportsC1752006SportsKK23832006SportsKK2387
2006 Registration – Recreation Programs D 255 2006 Registration – Recreation Programs F 460 2006 Refunds – Recreation Programs KK 2381 2006 Sports C 175 2006 Sports KK 2383 2006 Sports KK 2387
2006 Registration – Recreation Programs F 460 2006 Refunds – Recreation Programs KK 2381 2006 Sports C 175 2006 Sports KK 2383 2006 Sports KK 2387
2006 Refunds – Recreation Programs KK 2381 2006 Sports C 175 2006 Sports KK 2383 2006 Sports KK 2387
2006 Sports C 175 2006 Sports KK 2383 2006 Sports KK 2387
2006 Sports KK 2383 2006 Sports KK 2387
2006 Sports KK 2387
2004 Description/City Facility Use E 410
2004 Recreation/City Facility Use F 410
2003 Summer Day Camp LL 2416
2000 – 2003 Grants CC 1758
2003 CARES Program Q 1297
2003 CARES Program Q 1299
2002 – 2003 Recreation Log Books L 882
2000 – 2001 Accident/Incident/Damage Reports I 694
2006 AV Film Office C 223
Disposition Method:
Non-confidentialConfidentialArchives
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 cop signed by the witness of the destruction.

Page 1 of 1 Dest Form 10/98

Exhibit "G" APPROVAL FOR and CERTIFICATE OF DESTRUCTION

Department	PUBLIC WORKS		1 1
I do he	reby approve the final dispo	osition of the belov	v listed records.
Department Approval	James R. Williams, Public		·
	James R. Williams, Public	Works Director	Date
City Attorney Approv	ral		
	al David R. McEwen		Date
City Clerk Approval			
, 11	Geri K. Bryan, CM	C	Date
Date/Range	Records Series Title	Records Cente	er Box Location
1999 - 2006	Plans & Plan Checks		CCV 973
Disposition Method:			
Non-confident	ialConfidentia	.1	Archives
CERTIFICATE			
OF DESTRUCTION	1		
I hereby certify that the listed records were dis			
	Date		s (signature)
Please return this form to City signed by the witness of the d		wing destruction, y	ou will receive a copy
Page 1 of 1			Dest Form 10/98

Exhibit "H" APPROVAL FOR and CERTIFICATE OF DESTRUCTION

Department	FINANCE	
I do he	ereby approve the final disposit	ion of the below listed records.
Danagter ant Augustia	1	
Department Approva	Barbara Boswell, Finance Dire	ector Date
	2000000 200110119 2 111111100 2 111	
City Attorney Appro-		
	David R. McEwen	Date
Cita Clark Amaza		
City Clerk Approval	Geri K. Bryan, CMC	Date
	Gen K. Bryan, Civic	Date
Date/Range	Records Series Title	Records Center Box Location
<u></u>		
2002 - 2003	Accounts Payable	F 408
2002 - 2003	Accounts Payable	G 500
2002 - 2003	Accounts Payable	Н 566
2002 - 2003	Accounts Payable	H 607
2002 - 2003	Accounts Payable	I 700
2002 - 2003	Accounts Payable	J 760
2002 - 2003	Accounts Payable	K 830
2002 - 2003	Accounts Payable	P 1241
2002 - 2003	Accounts Payable	P 1248
2002 - 2003	Accounts Payable	P 1251
2002 - 2003	Accounts Payable	P 1261
2002 - 2003	Accounts Payable	P 1263
2002 - 2003	Accounts Payable	P 1265
D'an Malada		
Disposition Method:		
Non-confiden	tialConfidential	Archives
CERTIFICATE		
OF DESTRUCTION		
I hereby certify that t	he above	
listed records were di		
	Date	Witness (signature)
	-	g destruction, you will receive a copy
signed by the witness of the	destruction.	
Page 1 of 3		Dest Form 10/98

Exhibit "H" APPROVAL FOR

and

Department	Finance	_
Date	January 13, 2009	_
Page 2 of 4		

Date/Range	Records Series Title	Records Center Box Location
2002 - 2003	Accounts Payable	CC 1717
2002 - 2003	Accounts Payable	CC 1731
2002 - 2003	Accounts Payable	CC 1733
2002 - 2003	Accounts Payable	CC 1735
2002 - 2003	Accounts Payable	CC 1757
2002 - 2003	Accounts Payable	CC 1760
2002 - 2003	Accounts Payable	DD 1801
2002 - 2003	Accounts Payable	DD 1803
2002 - 2003	Accounts Payable	DD 1805
2002 - 2003	Accounts Payable	DD 1811
2002 - 2003	Accounts Payable	DD 1836
2002 - 2003	Accounts Payable	EE 1885
2002 - 2003	Accounts Payable	EE 1889
2002 - 2003	Accounts Payable	EE 1891
2002 - 2003	Accounts Payable	EE 1893
2002 - 2003	Accounts Payable	EE 1895
2002 - 2003	Accounts Payable	EE 1918
2002 - 2003	Accounts Payable	FF 1923
2002 - 2003	Accounts Payable	FF 1934
2002 - 2003	Accounts Payable	FF 1955
2002 - 2003	Accounts Payable	FF 1967
2002 - 2003	Accounts Payable	FF 1989
2002 - 2003	Accounts Payable	FF 1993
2002 - 2003	Accounts Payable	FF 1997
2002 - 2003	Accounts Payable	LL 2431
2002 - 2003	Accounts Payable	PP 2724
2002 - 2003	Accounts Payable	RR 2886
2002 - 2003	Accounts Payable	RR 2894
2002 - 2003	Accounts Payable	RR 2898
2002 - 2003	Accounts Payable	RR 2906
2002 - 2003	Accounts Payable	RR 2944

Exhibit "H" APPROVAL FOR

and

Department	Finance Finance
Date	January 13, 2009
Dage 2 of	•
Page 3 of	4

<u>Date/Range</u>	Records Series Title Re	ecords Center Box Location
1989 - 1992	Accounts Payable	F 432
1989 - 1992	Accounts Payable	F 436
1997	Payroll – Registers	G 488
1997	Payroll – Registers	H 594
1994	Payroll – Registers	O 1147
1993 – 1994	Payroll – Registers	O 1169
1996	Payroll – Registers	KK 2330
1996	Payroll – Registers	KK 2334
1996	Payroll – Registers	KK 2336
1997	Payroll – Registers	KK 2340
1997	Payroll – Registers	KK 2351
1997	Payroll – Registers	KK 2377
1997	Payroll – Registers	KK 2384
1997	Payroll – Registers	KK 2385
1997	Payroll – Registers	KK 2388
1996 – 1997	Payroll – Registers	KK 2393
1997	Payroll – Registers	KK 2395
1997 - 2003	Payroll – Employee Files	BB 1661
1997 - 2003	Payroll – Employee Files	BB 1665
1997 - 2003	Payroll – Employee Files	BB 1675
2000	Payroll – Employee Files	CCV 979
1997	W-2	II 2189
1993	State & Federal Income Tax Retu	
1993	State & Federal Income Tax Retu	
1997	State & Federal Income Tax Retu	
1997	State & Federal Income Tax Retu	urns II 2207

Exhibit "H" APPROVAL FOR

and

Department	Finance	
Date	January 13, 2009	
Page 4 of 4		

Date/Range	Records Series Title	Records Center Box Location
2004 - 2005	Business License Files	В 90
2004 - 2005	Business License Files	B 92
2004 - 2005	Business License Files	B 94
2004 - 2005	Business License Files	B 97
2004 - 2005	Business License Files	В 99
2004 - 2005	Business License Files	B 100
2004 - 2005	Business License Files	C 166
2004 - 2005	Business License Files	C 168
2004 - 2005	Business License Files	C 178
2004 - 2005	Business License Files	C 190
2004 - 2005	Business License Files	C 192
2004 - 2005	Business License Files	C 224
2004 - 2005	Business License Files	C 225
2004 - 2005	Business License Files	C 227
2004 - 2005	Business License Files	C 228
2004 - 2005	Business License Files	JJ 2305
2004 - 2005	Purchase Orders	E 332
2004 - 2005	Purchase Orders	G 516
2004 - 2005	Purchase Orders	G 518
2004 - 2005	Purchase Orders	H 609
2004 - 2005	Purchase Orders	H 611
2004 - 2005	Purchase Orders	Н 617
1999 – 2001	Banking Records	CCV 973
2001 - 2002	Financial Reports	CCV 974
2001 - 2002	Financial Reports	CCV 975
2000 - 2001	Financial Reports	CCV 976
2000 - 2001	Financial Reports	CCV 977
1999 - 2002	Financial Reports	CCV 978