

RESOLUTION NO. 09-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, CALIFORNIA, AUTHORIZING DESTRUCTION OF CERTAIN RECORDS (TELEPHONE ACCOUNTS, CORRESPONDENCE, TRAVEL, CITY 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 § 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.

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

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

Department Approval \_\_\_\_\_  
 Mark Bozgian, City Manager 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>
1998 - 1999	Telephone Accounts	QQ 2856
1993 - 1998	Correspondence	NN 2596
1992 - 1993	Travel	DD 1823
1991	Travel	N 1042

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. 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 disposition of the below listed records.

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

City Attorney Approval \_\_\_\_\_  
 David R. McEwen Date

<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
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 Insured	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-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. 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 & NEIGHBORHOOD REVITALIZATION  
 I do hereby approve the final disposition of the below listed records.

Department Approval \_\_\_\_\_  
 Elizabeth Brubaker, Housing 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</u>	<u>Box Location</u>
2002	Violations of Municipal Codes	CCV	989
1991 - 1994	Housing Grant Program	E	326
1999 - 2000	Housing Grant Program	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-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. 09-01**

Department Housing & Neighborhood Revitalization

Date January 13, 2009

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

Department                     PARKS, RECREATION & ARTS                    

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

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

Bob Greene, Date  
Parks, Recreation & Arts Director

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>	
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
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-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 "G"**  
**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 PUBLIC WORKS  
I do hereby approve the final disposition of the below listed records.

Department Approval \_\_\_\_\_  
James R. Williams, Public Works 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>
1999 - 2006	Plans & Plan Checks	CCV 973

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 "H"**  
**APPROVAL FOR**  
**and**  
**CERTIFICATE OF DESTRUCTION**  
**Resolution No. 09-01**

Department Finance

Date January 13, 2009

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<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
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**  
**CERTIFICATE OF DESTRUCTION**  
**Resolution No. 09-01**

Department Finance

Date January 13, 2009

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<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
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 Returns	D 260
1993	State & Federal Income Tax Returns	K 808
1997	State & Federal Income Tax Returns	II 2181
1997	State & Federal Income Tax Returns	II 2207

**Exhibit "H"**  
**APPROVAL FOR**  
**and**  
**CERTIFICATE OF DESTRUCTION**  
**Resolution No. 09-01**

Department           Finance          

Date           January 13, 2009          

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<u>Date/Range</u>	<u>Records Series Title</u>	<u>Records Center Box Location</u>
2004 – 2005	Business License Files	B 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	B 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	H 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