

RESOLUTION NO. 09-62

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, CALIFORNIA, AUTHORIZING DESTRUCTION OF CERTAIN RECORDS (TELEPHONE ACCOUNTS, RISK MANAGEMENT AGENDAS, CITY PROPERTY CLAIMS, CLAIMS, APPLICATION TO VIEW, ROSTER OF VOTERS, APPEALS TO CITY COUNCIL, CLOSED SESSION, SPEAKER CARDS, AGREEMENTS, DEPOSIT RECORDS, ACCOUNTS RECEIVABLE, PAYROLL REGISTERS, PERS REPORTS, BANKING RECORDS, FINANCIAL REPORTS, PURCHASING, DOOR ACCESS CODES, PESTICIDE REPORTS, REPETITIVE MAINTENANCE REPORTS, SERVICE REQUESTS, CARES, RECREATION/CITY FACILITY USE, RECREATION LOG BOOKS, REGISTRATION-RECREATION PROGRAMS, SPECIAL CLASSES-ENRICHMENTS CENTERS, SPORTS, YOUTH IN GOVERNMENT).

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" (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 3. 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 4. 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 5. The City Council finds that the records set forth in "Exhibit B" (Application to View) 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" (Roster of Voters) attached hereto and incorporated by reference, are eligible under Election Code § 34090 for destruction and are older than while current plus five years.

Section 7. The City Council finds that the records set forth in "Exhibit B" (Appeals to City Council) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than active plus two years.

Section 8. 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 9. 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 10. The City Council finds that the records set forth in "Exhibit B" (Agreements/General Contracts) attached hereto and incorporated by reference, are eligible under Government Code § 53066, CCP 337.15, 337.2, 343, B&P 7042.5, 48 CFR:2 for destruction and are older than while current plus ten years.

Section 11. The City Council finds that the records set forth in "Exhibit C" (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 12. The City Council finds that the records set forth in "Exhibit D" (Accounts Receivable) attached hereto and incorporated by reference, are eligible under Government Code § 34090, 40802, 41 CFR 29-70.203-2 for destruction and are older than audit plus three years.

Section 13. The City Council finds that the records set forth in "Exhibit D" (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 14. The City Council finds that the records set forth in "Exhibit D" (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 15. The City Council finds that the records set forth in "Exhibit D" (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 16. The City Council finds that the records set forth in "Exhibit D" (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 17. The City Council finds that the records set forth in "Exhibit D" (Financial Reports) 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 D" (Purchasing) attached hereto and incorporated by reference, are eligible under Government Code § 34090, 25105.5, 26202.1, CCP 337 for destruction and are older than active plus five years.

Section 19. The City Council finds that the records set forth in "Exhibit E" (Door Access Codes) 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" (Pesticide Reports) attached hereto and incorporated by reference, are eligible under Health & Safety Code § 100575, B & P 8505.13 for destruction and are older than current year plus five years.

Section 21. The City Council finds that the records set forth in "Exhibit E" (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 22. 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 two years.

Section 23. The City Council finds that the records set forth in "Exhibit E" (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 24. The City Council finds that the records set forth in "Exhibit E" (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 25. The City Council finds that the records set forth in "Exhibit E" (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 26. The City Council finds that the records set forth in "Exhibit E" (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 27. The City Council finds that the records set forth in "Exhibit E" (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 28. The City Council finds that the records set forth in "Exhibit E" (Sports) 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 E" (Youth in Government) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than while current plus two 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 _____ 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. 09-62 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)
