



# City of Carson Report to Mayor and City Council

April 5, 2011  
New Business Consent

**SUBJECT: CONSIDERATION OF ADOPTION OF RESOLUTION NO. 11-044 AUTHORIZING THE DESTRUCTION OF SPECIFIED CITY RECORDS**

Submitted by Jacquelyn Acosta  
Administrative Services General Manager

Approved by Clifford W. Graves  
Interim City Manager

## **I. SUMMARY**

Consistent with the city's policy on records management, the Accounting Division reviewed and analyzed its existing records and determined those that are no longer useful or needed. This item is requesting City Council authorization to destroy specified accounting records in accordance with city procedures and California Government Code section 34090 et seq.

## **II. RECOMMENDATION**

WAIVE further reading and ADOPT Resolution No. 11-044, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF SPECIFIED CITY RECORDS."

## **III. ALTERNATIVES**

TAKE another action that the City Council deems appropriate.

## **IV. BACKGROUND**

The Accounting Division of the Administrative Services Work Group has 137 boxes containing materials that are considered stale-dated information and no longer useful to the city. Additionally, the retention period for these records that are listed in Attachment A to Resolution No. 11-044 (Exhibit No. 1), has already lapsed and these materials are deemed to be of no public, historical or legal value and should be destroyed.

In accordance with Standard Management Procedure 3.33.1 – Records Destruction (Exhibit No. 2), the list of records have been reviewed and approved for destruction by the Chairperson of the Records Management Committee, the City Manager, and the City Attorney as shown on Form No. 11113 - Records Destruction Authorization (Exhibit No. 3).

If approved, the documents contained in each box will be destroyed in accordance with established procedures.

## **V. FISCAL IMPACT**

None.

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VI. EXHIBITS

- 1. Resolution No. 11-044. (pgs. 3-13)
- 2. SMP 3.33.1. (pgs. 14-16)
- 3. Form No. 11113 - Records Destruction Authorization. (pg. 17)

Document10

Prepared by: Karen Pedroza, Sr. Accountant

c c:acctg/recordsdestructionagendaeso11-044/eb

TO:Rev010511

Reviewed by:

City Clerk	<u>City Treasurer</u>
<u>Administrative Services</u>	<u>Development Services</u>
<u>Economic Development Services</u>	<u>Public Services</u>

<b>Action taken by City Council</b>	
Date _____	Action _____

RESOLUTION NO. 11-044

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA,  
AUTHORIZING THE DESTRUCTION OF SPECIFIED CITY RECORDS

THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, HEREBY  
RESOLVES AS FOLLOWS:

WHEREAS, the city of Carson has stored a variety of files and documents that are no longer necessary for the operation of the city government; and

WHEREAS, Section 34090 et seq. of the California Government Code provides a procedure whereby city records which are no longer required may be destroyed; and

WHEREAS, the city of Carson Records Management Committee Chairperson has recommended, and the City Attorney has approved, the immediate destruction of the records listed on Attachment A to this Resolution.

NOW, THEREFORE, the City Council of the city of Carson, California, does hereby resolve and authorize the destruction of the records listed on Attachment A to this resolution without further action by the City Council of the city of Carson.

**PASSED, APPROVED, and ADOPTED** this 5th day of April, 2011.

\_\_\_\_\_  
Mayor Jim Dear

ATTEST:

\_\_\_\_\_  
City Clerk Helen S. Kawagoe, MMC

APPROVED AS TO FORM:

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

ATTACHMENT A

**FINANCE ACCOUNTS PAYABLE**  
**FY 02/03**

FAP-03-001	Cable & Wireless	to	CA Water Service
FAP-03-002	Nextel Communications		
FAP-03-003	Nextel Communications		
FAP-03-004	Pacific Bell/SBC		
FAP-03-005	Pacific Bell/SBC		
FAP-03-006	So Cal Edison		
FAP-03-007	So Cal Edison		
FAP-03-008	So Cal Edison		
FAP-03-009	So Cal Edison		
FAP-03-010	California Water Service	to	Pacific Bell/SBC
FAP-03-011	Pacific Bell/SBC		
FAP-03-012	Utility Posting for 02/03		
	AT&T Long Distance		
	AT&T Wireless		
	Cable & Wireless		
	California Water Service		
	Intouch America		
	Nextel Communications		
	Pacific Bell/SBC		
	Prime Matrix		
	Primus		
	Sonitrol		
	South California Water		
	T-Mobile		
	Waste Management		
FAP-03-013	Demand Registers		7/2/02
	Demand Registers		7/16/02
	Demand Registers		8/6/02 (Book 1 and 2)
FAP-03-014	A Misc	to	All Valley Honey and Bee
FAP-03-015	American Asphalt South Inc	to	A T & T Wireless Service
FAP-03-016	Auberry Enterprises	to	Blackberry
FAP-03-017	Blue Diamond Materials	to	California Journal
FAP-03-018	California Municipal Treasurer	to	CCP Industries
FAP-03-019	CDR Data Corp	to	City of Los Angeles
FAP-03-020	City of Los Angeles Dept of Tra	to	Dactek International Inc
FAP-03-021	Daily Breeze	to	Drive by Agony
FAP-03-022	Dunham, Yuko	to	F Mişç
FAP-03-023	F and E Hedman Los Angeles Inc	to	Furata, Yoshie
FAP-03-024	G Misc	to	Harris and Assoc
FAP-03-025	Hartville Tool	to	Jacobsen Printers
FAP-03-026	Jays Catering	to	KZLA



**FINANCE ACCOUNTS PAYABLE**  
**FY 02/03**

FAP-03-027	L Misc	to	Los Angeles County
FAP-03-028	Los Angeles County Sheriffs	to	Lynco Assoc Inc
FAP-03-029	M Misc	to	Myron Manufacturing
FAP-03-030	N Misc	to	Oliver Holt Sons & Daughters
FAP-03-031	Omega Industrial Supply	to	Pedro, Teresa
FAP-03-032	Peninsula Pontiac	to	Pro Line Gymnasium Floors
FAP-03-033	Prudential Overall Supply	to	Pursuit
FAP-03-034	Q Misc	to	Richard Watson & Gershon
FAP-03-035	Ricoh Business	to	Ruiz, Enrique
FAP-03-036	S Misc	to	Siemens Building Technology
FAP-03-037	Signal Maintenance	to	Smart & Final Services
FAP-03-038	Smith & Hartford	to	Standard Services
FAP-03-039	Staples Business Advantage		
FAP-03-040	Starburst Tours	to	System Source, Inc
FAP-03-041	T Misc	to	Turner Outdoorsman
FAP-03-042	U Misc	to	Waste Management
FAP-03-043	Waste Management LA Metro	to	Zap Manufacturing
FAP-03-044	California Water Service		
FAP-03-047	SBC		7/31/03 - 11/20/03
FAP-03-048	SBC		1/29/04 - 4/15/04
FAP-03-049	SBC		4/22/04 - 6/17/04
FAP-03-050	So Calif Edison		7/31/03 - 9/25/03
FAP-03-051	So Calif Edison		10/9/03 - 1/29/04
FAP-03-052	So Calif Edison		2/5/04 - 6/24/04
FAP-03-053	Demand Registers		5/6 & 5/20/03
FAP-03-054	Demand Registers		1/7, 6/3, 6/17/03
FAP-03-055	Voided Check Listings		12/3/96 - 10/18/00
FAP-03-056	Voided Check Listings		3/6/01 - 11/7/03
FAP-03-057	Demand Register		11/5/02
	Demand Register		11/19/02
FAP-03-058	Demand Register		12/3/02
	Demand Register		12/17/02
	Demand Register		1/21/03
FAP-03-059	Demand Register		2/4/03
	Demand Register		2/18/03
	Demand Register		3/5/03
FAP-03-060	Demand Register		3/18/03
	Demand Register		4/1/03
	Demand Register		4/15/03



**FINANCE ACCOUNTS PAYABLE**  
**FY 02/03**

FAP-03-062	Demand Register	8/20/02
	Demand Register	9/3/02
	Demand Register	9/17/02
FAP-03-063	Demand Register	10/1/02
	Demand Register	10/15/02



**FINANCE CASH RECEIPTS**

**FY 02/03**

FCR-03-001		07/01/02 - 07/25/02
FCR-03-002		07/29/02 - 08/19/02
FCR-03-003		08/20/02 - 09/12/02
FCR-03-004		09/16/02 - 10/15/02
FCR-03-005		10/16/02 - 11/6/02
FCR-03-006		11/07/02 - 12/09/02
FCR-03-007		12/12/02 - 01/10/03
FCR-03-008		01/13/03 - 02/10/03
FCR-03-009		02/11/03 - 03/12/03
FCR-03-010		03/13/03 - 04/08/03
FCR-03-011		04/09/03 - 05/05/03
FCR-03-012		05/06/03 - 06/02/03
FCR 03-013		06/03/03 - 06/30/03
FCR-03-014	Daily Cash Postings	07/02 - 09/02 10/02 - 12/02
FCR-03-015	Daily Cash Postings	01/03 - 03/03 04/03 - 06/03

**FINANCE GENERAL ACCOUNTING**

**FY 02/03**

FGA-03-001	Accounting Div Payroll Records	01/02
	Accounting Div Payroll Records	02/03
FGA-03-002	Special Program	02/03
	Closing	02/03
	Annual Report	02/03
	Encumbrances	02/03
	State Grant 51	02/03
	Bicycle Pathway	02/03
	Federal State Grant	97/03
	Payroll Deduction Analysis	02/03
	Payroll Correspondence	02/03
FGA-03-003	Correspondence Outgoing	02/03
	Correspondence Incoming	02/03
	Bank Reconciliation	7/02-6/03
	City of Carson Financial	02/03
FGA-03-004	Inventory	7/02
	JE0702007 - JE0702020	
	JE0702025 - JE0702030	
	JE0702031 - JE0702035	
	JE0702036 - JE0702040	
	JE0702041 - JE0702058	
	JE0702060 - JE0702071	
	JE0702072 - JE0702100	
	Inventory	8/02
	JE0802007 - JE0802025	
	JE0802026 - JE0802030	
	JE0802031 - JE0802040	
	JE0802041 - JE0802055	
	JE0802056 - JE0802062	
	Inventory	9/02
	JE0902007 - JE0902030	
FGA-03-005	JE0902031 - JE0902045	
	JE0902046 - JE0902059	
	Inventory	10/02
	JE1002007 - JE1002018	
	JE1002025 - JE1002030	
	JE1002031 - JE1002038	
	JE1002039 - JE1002055	
	JE1002056 - JE1002073	
	Inventory	11/02
	JE1102007 - JE1102026	



**FINANCE GENERAL ACCOUNTING**  
**FY 02/03**

	JE1102027 - JE1102030	
	JE1102031 - JE1102050	
	JE1102051 - JE1102063	
FGA-03-006	Inventory	12/02
	JE1202007 - JE1202027	
	JE1202028 - JE1202036	
	JE12/02038 - JE1202057	
	Inventory	1/03
	JE0103007 - JE0103026	
	JE0103027 - JE0103030	
	JE0103031 - JE0103050	
	JE0103051 - JE0103058	
	Inventory	2/03
	JE0203007 - JE0203028	
	JE0203029 - JE0203035	
	JE0203036 - JE0203053	
	JE0203054 - JE0203055	
FGA-03-007	Payroll Cancelled Checks	7/02 - 10/02
FGA-03-008	Payroll Cancelled Checks	11/02 - 2/03
FGA-03-009	Payroll Cancelled Checks	3/03 - 6/03
FGA-03-010	Demand Registered Cancelled Checks	7/02 - 10/02
FGA-03-011	Demand Registered Cancelled Checks	11/02 - 2/03
FGA-03-012	Demand Registered Cancelled Checks	3/03 - 6/03

**FINANCE PAYROLL**  
**FY 02/03**

FPR-02-001	Employee Prelist	12/22/01 - 06/21/02
FPR-02-002	Check Register	12/22/01 - 05/24/02
	Check Register	12/22/01 - 05/24/02
	Contribution Register	12/22/01 - 04/12/02
FPR-02-003	Deduction Register	12/22/01 - 06/21/02
	Earnings Register	12/22/01 - 03/29/02
FPR-02-004	Earnings Register	03/30/02 - 07/19/02
	Pay Register	12/22/01 - 06/21/02
FPR-02-005	Leave Balance Register	12/22/01 - 05/24/02
	Distribution Register	12/22/01 - 07/19/02
FPR-02-006	Payroll Postings	12/22/01 - 07/19/02
	AFSCME Retro #707	1998 - 1999
FPR-02-007	Payroll Job Tickets	12/22/01 - 01/18/02
FPR-02-008	Payroll Job Tickets	01/19/02 - 02/15/02
FPR-02-009	Payroll Job Tickets	02/16/02 - 03/15/02
FPR-02-010	Payroll Job Tickets	03/16/02 - 04/12/02
FPR-02-011	Payroll Job Tickets	04/13/02 - 05/10/02
FPR-02-012	Payroll Job Tickets	05/11/02 - 06/07/02
FPR-02-013	Payroll Job Tickets	06/08/02 - 06/21/02
	Pink Copies of Payroll Handwrites/Checks	1990 - 1992
FPR-02-014	Pink Copies of Payroll Handwrites/Checks	1993 - 1995
	Pink Copies of Non-Payroll Checks (1996 Missing)	1997 - 1998
FPR-02-015	Pink Copies on Non-Payroll Checks	1999 -2000
	PERS Retirement Reports	Jan - Nov 2001
FPR-02-016	Payroll Forms	6/24/1995
	State Tax Payments	2002
	Federal Tax Payments	2002
	Direct Deposit	
	Employment Verification	
	City Memos	2002
	Payroll Correspondence	
	Finance Memos	2002
	Personnel Action Forms A - S	
FPR-02-017	Personnel Action Forms T - Z	
	PERS Correspondence	2002
	PERS Membership	2002
	PERS Separation	2002
	AFLAC Workfile	2002
	AFLAC Changes	2002
	AFLAC Payments	2002



	AFSCME Payments	2002
	Computer Loan Program Workfile	2002
	Garnishment Payments	2002
	ICMA Payments	2002
FPR-02-018	ING Employee Benefits Payable	
	Kaiser Medical Payments	2002
	Metro (Deferred) Life Payments	2002
	Pacificare Payments	2002
	PARS Retirement Payments	2002
	PERS Long Term Care Payments	2002
	PERS Medical Workfile	2002
	PERS Medical Payments	2002
	Pre-Paid Legal Service Payments	2002
FPR-02-019	Professional Assoc Payments	2002
	Safeguard Payments	2002
	Standard Life Insurance Workfile	2002
	Standard Life Insurance Payments	2002
	Supervisor's Payments	2002
	United Way Payments	2002
	Closed Garnishments	2002
	Worker's Comp	2002
	PERS Retirement Payments	2002
	Advance Pay Requests	2002
	Stop Payment/Replacements	2002
FPR-02-020	Redevelopment Meetings	2002
	Mileage	2002
	Citywide Advisory Commission	2002
	Economic Development Comm	2002
	Environmental Comm Meeting	2002
	Fine Arts Comm Meetings	2002
	Human Resource Comm Meetings	2002
	Park & Rec Comm Meetings	2002
	Planning Comm Meetings	2002
	Public Relations Comm Meetings	2002
	Public Safety Commission	2002
	Public Works Commissioners	2002
	Rental Review Board Meetings	2002
	Senior Citizen Advisory Comm Meetings	2002
	Youth Commission Meetings	2002
	Veterans Affairs Commission	2002
	Women's Issues Commission	
	Jan-Dec Payroll Adjustments	2002
FPR-02-021	Overtime Slips	2002



**FINANCE PAYROLL**  
**FY 02/03**

FPR-03-001	Employee Prelist Check Register Pre-Postings Periods 207-08, 308, 109	08/30/02 - 09/27/02 12/21/02 - 06/06/03 2002
FPR-03-002	Employee Prelist Employee Prelist	06/22/02 - 08/02/02 09/28/02 - 12/20/02
FPR-03-003	Check Register Period Register	05/25/02 - 12/20/02 05/25/02 - 12/20/02
FPR-03-004	Leave Balance Register Distribution Register Payroll Postings	11/23/02 - 12/20/02 07/20/02 - 12/20/02 07/20/02 - 10/25/02
FPR-03-005	Earnings Register Contribution Register	10/26/02 - 12/20/02 04/13-02 - 12/20/02
FPR-03-006	Period Register Deduction Register	12/21/02 - 06/20/03 08/31/02 - 12/20/02
FPR-03-007	Payroll Postings Earnings Register	12/21/02 - 03/28/03 07/20/02 - 10/25/02
FPR-03-008	Contribution Register Deduction Register	12/21/02 - 04/25/03 06/22/02 - 08/30/02
FPR-03-011	Pay Register Payroll Posting	06/22/02 - 12/20/02 10/26/02 - 12/20/02
FPR-03-012	Pay Register Leave Balance Register	12/21/02 - 06/20/03 05/25/02 - 11/22/02
FPR-03-013	Leave Balance Register Distribution Report	12/21/02 - 06/20/03 12/21/03 - 03/28/03
FPR-03-014	Earnings Register	12/21/02 - 04/11/03
FPR-03-015	Employee Prelist Employee Prelist Deduction Register PERS Report	02/15/03 - 04/11/03 04/12/03 - 06/06/03 03/15/03 - 06/06/03 1995
FPR-03-016	Payroll Timesheets Period #014 Period #015	2002 6/22/02-7/05/02 7/06/02-7/19/02
FPR-03-017	Payroll Timesheets Period #016 Period #017	2002 7/20/02-8/2/02 8/3/02-8/16/02
FPR-03-018	Payroll Timesheets Period #018 Period #019	2002 8/17/02-8/30/02 8/31/02-9/13/02
FPR-03-019	Payroll Timesheets Period #020 Period #021	2002 9/14/02-9/27/02 9/28/02-10/11/02



FPR-03-020	Period #022 Payroll Timesheets	10/12/02-10/25/02 2002
	Period #023	10/26/02-11/8/02
	Period #024	11/9/02-11/22/02
FPR-03-021	Payroll Timesheets	2002
	Period #025	11/23/02-12/6/02
	Period #026	12/7/02-12/20/02
FPR-03-022	Payroll Timesheets	2002/03
	Period #001	12/21/02-1/03/03
	Period #002	1/4/03-1/17/03
	Period #003	1/18/03-1/31/03
FPR-03-023	Payroll Timesheets	2003
	Period #004	2/1/03-2/14/03
	Period #005	2/15/03-2/28/03
FPR-03-024	Payroll Timesheets	2003
	Period #006	3/1/03-3/14/03
	Period #007	3/15/03-3/28/03
FPR-03-025	Payroll Timesheets	2003
	Period #008	3/29/03-4/11/03
	Period #009	4/12/03-4/25/03
	Period #010	4/26/03-5/9/03
FPR-03-026	Period #011	5/10/03-5/23/03
	Period #012	5/24/03-6/06/03

CITY OF CARSON		POLICY/PROCEDURE
NUMBER: 3.33.1		SUBJECT
ORIGINAL ISSUE 7/1/80	EFFECTIVE 7/1/80	RECORDS DESTRUCTION
CURRENT ISSUE 7/1/80	EFFECTIVE 7/1/80	CATEGORY
SUPERSEDES NEW		III. FINANCE AND ADMINISTRATION

ADMINISTRATIVE ORDER

I. PURPOSE AND SCOPE

- A. To establish the procedure and assign responsibilities for destruction of City records.
- B. To assure that records destruction is properly reviewed, authorized and documented.

II. GENERAL

- A. This administrative order is a supplement to Administrative Order 3.33, "Records Management - Authority and Responsibility."
- B. The responsibility for destruction of City records is assigned to the Department of Finance and Administration, which is also responsible for overall administration and coordination of the City records management program.
- C. The following original City records shall not be destroyed:
  - 1. Records affecting title to real property.
  - 2. Minutes, ordinances and resolutions of City Council or City Commissions.
  - 3. Records less than two years old.
- D. City Attorney and City Council approval shall be secured prior to destruction of any records which have not been, or will not be, microfilmed.
- E. Final approval to carry out destruction of City records shall be by the City Administrator.
- F. Destruction of records shall be accomplished using the the following process:
  - 1. Completion by the department and submittal to the Records Management Committee Chairman, of Form 11113, "Records Destruction Authorization."
  - 2. Review and approval by the Records Management Committee.

7/1/80  
3.33.1

3. Approval by the City Attorney and City Council when required.
4. Final approval by the City Administrator.
- G. Prior to destruction, the microfilming status of the records to be destroyed shall be determined by the Records Management Committee.

### III. PROCEDURE

#### A. Department

1. Complete form 11113, "Records Destruction Authority," and submit it to the Records Management Committee.
2. Assure that any "legal" destruction date applicable to the records is verified and valid.
3. Attend the Records Management Committee meeting as convened by the Chairman.

#### B. Records Management Committee

1. Review all requests for destruction of City records as delineated on the "Records Destruction Authority" submitted by departments.
2. Assure that all information required on the form is complete and accurate including:
  - a. Records Destruction Authority I.D. Number.
  - b. Description, period covered, boxes, batches, listings and fiscal year.
  - c. Microfilming status.
  - d. Method of destruction.
  - e. City Attorney approval signature.
  - f. Committee Chairman signature.
  - g. City Administrator signature.
3. Secure City Council approval, when required, by Council agenda item action. City Attorney approval is required for all records to be destroyed without microfilming.

7/1/80  
3.33.1

4. The signature of the Committee Chairman on the "Records Destruction Authority" constitutes final Committee action.
5. Review and confirm the microfilming status of the record.
6. Upon completion of the review and approval process, distribute the "Records Destruction Authority" form as follows:
  - a. Retain the original for records center files.
  - b. Copy to the Department.
  - c. Copy to the City Attorney.
7. Assure that records authorized for destruction are in fact destroyed and that appropriate documentation is prepared and filed in records center files.

C. Finance and Administration

1. Coordinate and supervise the destruction of records.
2. Maintain document files of form 11114, "Records Destruction Certificate," and Form 11113, "Records Destruction Authorization."
3. Administer and coordinate all aspects of records destruction activities.

D. City Administrator

1. Provide final review and approval signature on the ""Records Destruction Authorization."

IV. EXCEPTIONS

Exceptions to this administrative order shall be authorized by the City Administrator.

V. AUTHORITY

By order of the City Administrator.

*E. Fredrick Bien*

E. FREDRICK BIEN  
CITY ADMINISTRATOR

CITY OF CARSON RECORDS MANAGEMENT RECORDS DESTRUCTION AUTHORIZATION	Authorization Number
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**PART 1 - REQUEST FOR DESTRUCTION OF ORIGINAL RECORDS**

Date	Department	Division
1/25/11	AS/Finance	Accounting

Form No.	Name or Title of Record
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PERIOD COVERED	ID/SERIAL NOS.	BOX OR BATCH NUMBER(S)	AGE FROM DEC. 31 OF YEAR OF ORIGATION
From <u>2002</u>			
To <u>2003</u>	See Attached List	<u>7</u> Years <u>7</u> Months	

JUSTIFICATION FOR DESTRUCTION

Duplicates       No public service value.       No historical value  
 Obsolete       No legal value       Retention Period Lapsed

MICROFILM STATUS

Records have been microfilmed. Certificate No. \_\_\_\_\_  
 Records require microfilming prior to destruction.  
 Records to be destroyed without microfilming or reproduction.

APPROVED - DEPARTMENT DIRECTOR	DATE
<i>Jackie Ann</i>	1-27-11

**PART 2 - RECORDS MANAGEMENT COMMITTEE**

THE RECORDS DESCRIBED HEREIN ABOVE WERE REVIEWED BY THE COMMITTEE ON \_\_\_\_\_  
 Month Day Yr.

<input type="checkbox"/> Destruction is approved. <input type="checkbox"/> Destruction is not approved. <input type="checkbox"/> City Attorney/City Council approval required. <input type="checkbox"/>	METHOD OF DESTRUCTION:	RECEIVED FINANCE ADMINISTRATION 11 JAN 26 AM 11:09
	CERTIFICATE NO.	

REMARKS

CHAIRMAN - RECORDS MANAGEMENT COMMITTEE	DATE
<i>Jackie Ann</i>	1-27-11

PART 3 - CITY ADMINISTRATOR	CITY ATTORNEY APPROVAL
DESTRUCTION OF THE RECORDS CITED HEREIN IS APPROVED.	
<i>[Signature]</i>	<i>[Signature]</i>
CITY ADMINISTRATOR SIGNATURE	CITY ATTORNEY
DATE	DATE

