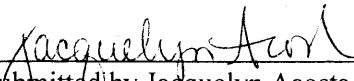


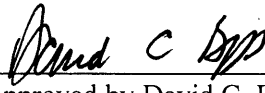


City of Carson Report to Mayor and City Council

January 17, 2012
New Business Consent

SUBJECT: CONSIDERATION OF ADOPTION OF RESOLUTION NO. 12-001 AUTHORIZING THE DESTRUCTION OF SPECIFIED CITY RECORDS


Submitted by Jacquelyn Acosta
Administrative Services General Manager


Approved by David C. Biggs
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. 12-001, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF SPECIFIED CITY RECORDS."

III. ALTERNATIVES

TAKE other action that the City Council deems appropriate.

IV. BACKGROUND

The Accounting Division of the Administrative Services Work Group has 114 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. 12-001 (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.

6

VI. EXHIBITS

- 1. Resolution No. 12-001. (pgs. 3-12)
- 2. SMP 3.33.1. (pgs. 13-15)
- 3. Form No. 11113 - Records Destruction Authorization. (pg. 16)

Document1

Prepared by: Karen Pedroza, Sr. Accountant

c:acctg/recordsdestruction agenda 12-001

TO:Rev102511

Reviewed by:

City Clerk	City Treasurer
Administrative Services	Development Services
Economic Development	Public Services

Action taken by City Council	
Date _____	Action _____

RESOLUTION NO. 12-001

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 17th day of January, 2012.

Mayor Jim Dear

ATTEST:

City Clerk Helen S. Kawagoe, MMC

APPROVED AS TO FORM:

City Attorney

ATTACHMENT A

FINANCE CASH RECEIPTS
FY 03/04

FCR-04-001	07/01/03 - 07/23/03
FCR-04-002	07/24/03 - 08/14/03
FCR-04-003	08/18/03 - 09/11/03
FCR-04-004	09/15/03 - 10/14/03
FCR-04-005	10/15/03 - 11/19/03
FCR-04-006	11/20/03 - 12/23/03
FCR-04-007	12/24/03 - 02/03/04
FCR-04-008	02/14/04 - 03/04/04
FCR-04-009	03/08/04 - 04/05/04
FCR-04-010	04/06/04 - 05/05/04
FCR-04-011	05/06/04 - 06/03/04
FCR-04-012	06/07/04 - 06/29/04
FCR-04-013	
Daily Cash Postings	07/03-09/03 10/03-12/03

[MORE]



FINANCE GENERAL ACCOUNTING

FY 03/04

FGA-04-001	INVENTORY	8/01
	INVENTORY	11/01
	JOURNAL ENTRIES	12/01
	INVENTORY	12/01
	JOURNAL ENTRIES	2/02
	INVENTORY	2/02
FGA-04-002	INVENTORY	3/02
	JOURNAL ENTRIES	3/02
	INVENTORY	4/02
	JOURNAL ENTRIES	4/02
	JOURNAL ENTRIES	5/02
FGA-04-003	JOURNAL ENTRIES	6/00
FGA-04-004	JOURNAL ENTRIES	6/01
FGA-04-004	JOURNAL ENTRIES	6/01
	JE0601116-JE0601130	
	JE0601131-JE0601145	
	JE0601146-JE0601160	
	JE0601400-JE0601406	
	JE0601001-JE0601013	
	JE0601014-JE0601022	
	INVENTORY	6/02
FGA-04-005	JOURNAL ENTRIES	6/01
	JE0601041-JE0601055	
	JE0601056-JE0601070	
	JE0601071-JE0601085	
	JE0601086-JE0601100	
	JE0601101-JE0601115	
FGA-04-006	JOURNAL ENTRIES	3/03
	INVENTORY	3/03
	JOURNAL ENTRIES	4/03
	INVENTORY	4/03
	JOURNAL ENTRIES	5/03
	INVENTORY	5/03
FGA-04-007	CORRESPONDANCE OUTGOING	03/04
	CORRESPONDANCE INCOMING	03/04
	PAYROLL CORRESPONDENCE	03/04
	PAYROLL DEDUCTION ANALYSIS	03/04
	CITY OF CARSON FINANCIAL	03/04
	CITY OF CARSON RECONCILIATION	JULY 03 - SEPT 03
	CITY OF CARSON RECONCILIATION	OCT 03 - DEC 03
	CITY OF CARSON RECONCILIATION	JAN 04 - MAR 04

FINANCE GENERAL ACCOUNTING
FY 03/04

	CITY OF CARSON RECONCILIATION	APR 04 - JUNE 04
FGA-04-008	SPECIAL PROJECTS	03/04
	YEAR END CLOSING	03/04
	ENCUMBRANCES	03/04
	ANNUAL REPORTS	03/04
FGA-04-009	QUARTERLY TAX RETURN	MARCH 2002
	QUARTERLY TAX RETURN	JUNE 2002
	QUARTERLY TAX RETURN	SEPT 2002
	QUARTERLY TAX RETURN	DEC 2002
	QUARTERLY TAX RETURN	MARCH 2003
	QUARTERLY TAX RETURN	JUNE 2003
	QUARTERLY TAX RETURN	SEPT 2003
	QUARTERLY TAX RETURN	DEC 2003
	1099 FORMS	2002
	IFAS TAX RELEASE NOTES	2002
	IFAS TAX RELEASE NOTES	2003
FGA-04-010	WILMINGTON ASSESSMENT DISTRICT	
	FISCAL AGENT STATEMENTS	03/04
	SEPULVEDA ASSESSMENT DISTRICT	
	FISCAL AGENT STATEMENTS	03/04
	SEPULVEDA PROJECT SPREADSHEET	
FGA-04-011	PAYROLL-CANCELLED CHECKS	7/03-9/03
FGA-04-012	PAYROLL-CANCELLED CHECKS	10/03-12/03
FGA-04-013	PAYROLL-CANCELLED CHECKS	1/04-3/04
FGA-04-014	DEMAND REGISTER CANCELLED CHECKS	7/03-9/03
FGA-04-015	DEMAND REGISTER CANCELLED CHECKS	10/03-12/03
FGA-04-016	DEMAND REGISTER CANCELLED CHECKS	1/04-3/04
FGA-04-017	DEMAND REGISTER CANCELLED CHECKS	4/04-6/04

FINANCE ACCOUNTS PAYABLE

FY 03/04

FAP-03-045	Nextel Communications	8/03 - 12/03
FAP-03-046	Nextel Communications	1/04 - 6/04
FAP-03-061	Pacific Bell/SBC	7/03
	Primus	7/03 -12/03
	SBC	7/03
FAP-04-001	Demand Register	7/1/03
	Demand Register	8/5/03
FAP-04-002	Demand Register	8/19/03
	Demand Register	9/2/03
	Demand Register	9/16/03
FAP-04-003	Demand Register	7/15/03
	Demand Register	10/7/03
FAP-04-004	Demand Register	10/21/03
	Demand Register	11/4/03
	Demand Register	11/18/03
FAP-04-005	Demand Register	12/2/03
	Demand Register	12/16/03
	Demand Register	1/6/04
FAP-04-006	Demand Register	1/20/04
	Demand Register	2/3/04
FAP-04-007	Demand Register	2/17/04
	Demand Register	3/2/2004
	Demand Register	3/16/2004
FAP-04-008	Demand Register	4/6/2004
	Demand Register	4/20/2004
FAP-04-009	Demand Register	5/4/2004
	Demand Register	5/18/2004
FAP-04-010	Demand Register	6/1/2004
	Demand Register	6/15/2004
FAP-04-001A	A MISC	TO AMERIGAS
FAP-04-002A	AMERINATIONAL COMM SERV	TO BNI BOOKS
FAP-04-003A	BOISE OFFICE DEPT	TO CCP INDUSTRIES
FAP-04-004A	CDR DATA CORP	TO CODE PUBLISHING
FAP-04-005A	COLLINS CO.	TO DESIGN FRAMES
FAP-04-006A	DESTINATION TEMECULA	TO EZ GO TESTRON INC.
FAP-04-007A	F MISC	TO GLOBAL COMPUTER SUPPLI
FAP-04-008A	MARGIE GOLDWINE	TO IMPEX TECH
FAP-04-009A	INDEP. PHYSICAL THERAPY	TO LAW OFFICES OF DOUGLAS
FAP-04-010A	LENTON ELECTRIC	TO L.A. SHERIFF'S DEPT.
FAP-04-011	M MISC	TO NORTHWEST MFG CO.
FAP-04-012	O MISC	TO POSTMASTER



FAP-04-013 PREMIERE PRINTING GRAPHICS TO PRUDENTIAL OVERALL SUPI
FAP-04-014 Q MISC TO ROTO ROOTER
FAP-04-015 ROYAL WHOLESALE ELECTRIC TO SHELL OIL CO
FAP-04-016 SHERWIN WILLIAMS TO SOUTHERN CA EDISON
FAP-04-017 SOUTHERN CA WATER CO TO STAPLES BUSINESS ADVAN
FAP-04-018 STAPLES BUSINESS ADV TO SYSTEMS SOURCE
FAP-04-019 T MISC TO VETERANS PARK VOLUNTEE
FAP-04-020 VIP CLUB TO ZEP MANUFACTURING



FINANCE PAYROLL
FY 03/04

FPR-04-001	Employee Prelist	08/02/03 - 09/26/03
	Employee Prelist	09/27/03 - 11/21/03
	Employee Prelist	11/22/03 - 12/19/03
FPR-04-002	Employee Prelist	12/20/03 - 02/13/04
	Employee Prelist	02/14/04 - 04/09/04
	Employee Prelist	04/10/04 - 06/04/04
FPR-04-003	Check Register	12/20/03 - 04/25/04
	Period Register	06/21/03 - 11/07/03
	Period Register	12/20/03 - 06/04/04
FPR-04-004	Contribution Register	08/30/03 - 12/19/03
	Contribution Register	12/20/03 - 04/23/04
	Deduction Register	12/02/02 - 03/14/03
FPR-04-005	Deduction Register	08/30/03 - 11/07/03
	Deduction Register	11/08/03 - 12/19/03
FPR-04-006	Deduction Register	12/20/03 - 02/27/04
	Deduction Register	02/28/04 - 05/21/04
	Earnings Register	04/12/03 - 07/18/03
FPR-04-007	Earnings Register	07/19/03 - 10/24/03
	Earnings Register	12/20/03 - 04/09/04
	Pay Register	09/13/03 - 12/19/03
FPR-04-008	Pay Register	12/20/03 - 02/27/04
	Pay Register	02/28/04 - 05/07/04
	Leave Balance Register	12/20/03 - 06/04/04
FPR-04-009	Leave Balance Register	11/22/03 - 12/19/03
	Distribution Report	10/25/03 - 12/19/03
	Distribution Report	12/20/03 - 04/23/04
	Payroll Postings	07/19/03 - 11/07/03
	Payroll Postings	11/08/03 - 12/19/03
FPR-04-010	Payroll Postings	12/20/03 - 03/26/04
	Payroll Postings	03/27/04 - 06/18/04
	Non Payroll Handwrites	July - Dec 2002
FPR-04-011	Handwrites, Voids & Replacements	July - Dec 2003
	Non Payroll Handwrites, IP	Jan - June 2002
	Payroll Handwrites & Voids	Jan - June 2002
FPR-04-012	Non Payroll IP, TR & Handwrites	7/03 - 12/03
	Payroll Handwrites & Voids	July - Dec 2002
FPR-04-013	Non Payroll Handwrites, IP & TR's	Jan - June 2003
	Payroll Handwrites, Voids & Replacements	Jan - June 2003
FPR-04-014	Non Payroll, IP, TR	Jan - June 2004
	Employee Prelist	06/07/03 - 08/01/03
FPR-04-015	Employee Prelist	12/21/02 - 02/14/03

FINANCE PAYROLL
FY 03/04

	Check Register	06/07/03 - 09/26/03
	Deduction Register	06/07/03 - 08/29/03
FPR-04-016	Contribution Register	04/26/04 - 08/29/03
	Pay Register	06/21/03 - 09/12/03
	Handwrites, Voids & Replacements	Jan - June 2004
FPR-04-017	Payroll Timesheets	2003
	Period #013	6/7/03-6/20/03
	Period #014	6/21/03-7/4/03
FPR-04-018	Payroll Timesheets	2003
	Period #015	7/5/03-7/18/03
	Period #016	7/19/03-8/1/03
FPR-04-019	Payroll Timesheets	2003
	Period #017	8/2/03-8/15/03
	Period #018	8/16/03-8/29/03
FPR-04-020	Payroll Timesheets	2003
	Period #019	8/30/03-9/12/03
	Period #020	9/13/03-9/26/03
FPR-04-021	Payroll Timesheets	2003
	Period #021	9/27/03-10/10/03
	Period #022	10/11/03-10/24/03
	Period #023	10/25/03-11/7/03
FPR-04-022	Payroll Timesheets	2003
	Period #024	11/8/03-11/21/03
	Period #025	11/22/03-12/5/03
	Period #026	12/6/03-12/19/03
FPR-04-023	Payroll Timesheets	2003/04
	Period #001	12/20/03-1/2/04
	Period #002	1/3/04-1/16/04
	Period #003	1/17/04-1/30/04
FPR-04-024	Payroll Timesheets	2004
	Period #004	1/13/04-2/13/04
	Period #005	2/14/04-2/27/04
	Period #006	2/28/04-3/12/04
FPR-04-025	Payroll Timesheets	2004
	Period #007	3/13/04-3/26/04
	Period #008	3/27/04-4/9/04
	Period #009	4/10/04-4/23/04
FPR-04-026	Payroll Timesheets	2004
	Period #010	4/24/04-5/7/04
	Period #011	5/8/04-5/21/04
	Period #012	5/22/04-6/4/04

FINANCE PAYROLL

FY 04/05

FPR-04-001	EMPLOYEE LEAVE IN CASH - PERSONAL ACTIONS FORMS ALPHA S	
FPR-04-001A	EMPLOYEE LEAVE CASH-IN	2004
	AFSCME LEAVE CASH-IN	2004
	W-2 REQUEST FOR COPY	2004
	FEDERAL TAX PAYMENTS	2004
	STATE TAX PAYMENTS	2004
	DIRECT DEPOSITS	2004
	FINANCE MEMOS	2004
	PAYROLL CORRESPONDENCE	2004
	CITY MEMOS	2004
	PERSONNEL ACTION FORMS A-J	2004
FPR-04-002	PERSONNEL ACTIONS FORMS ALPHA T - GARNISHMENTS (CLOSED)	2004
FPR-04-002A	PERSONNEL ACTION FORMS K-Z	2004
FPR-04-003	ICMA WORKFILE - PERS MEDICAL PAYMENTS	2004
FPR-04-003A	ACE PAYMENTS	2004
	AFLAC FLEX ONE	2004
	AFSCME LOCAL 809	2004
	AFSCME AFL CIO	2004
	COMPUTER LOAN PROGRAM WORKFILE	2004
	GARNISHMENTS PAYMENTS	2004
	GARNISHMENTS CLOSED	2004
	ICMA	2004
	ING LIFE INSURANCE ANNUITY	2004
FPR-04-004	PERS CORRESPONDANCE - JANUARY PAYROLL CHANGES	2004
FPR-04-004A	KAISER	2004
	METRO DEFERRED LIFE	2004
	PACIFICARE	2004
	PERS LONGTERM CARE PROGRAM	2004
	PERS MEDICAL	2004
	PERS CORRESPONDENCE	2004
	PERS RETIREMENT WORKFILE	2004
FPR-04-005	FEBRUARY PAYROLL CHANGES - EMPLOYEE BENEFITS M-Z	2004
FPR-04-005A	PERS RETIREMENT PAYMENTS	2004
	PRE-PAID LEGAL SERVICES	2004
	PROFESSIONAL ASSOCIATION	2004
	SAFEGUARD WORKFILE	2004
	SUPERVISOR'S ASSOCIATION	2004
	UNITED WAY	2004
	UNUM	2004
	WORKER'S COMP	2004
	ADVANCE PAY REQUEST	2004
	STOP/PAYMENTS/REPLACEMENTS	2004
	REDEVELOPMENT MEETINGS	2004
	CITYWIDE ADVISORY COMM	2004
	ECONOMIC DEVELOPMENT COMM	2004
	ENVIRONMENTAL COMMISSION	2004



FINANCE PAYROLL

FY 04/05

	HUMAN RELATIONS COMM	2004
	MOBILEHOME RENTAL REVIEW	2004
FPR-04-006	P&R COMMISSION	2004
	PLANNING COMMISSION	2004
	PUBLIC RELATION COMMISSION	2004
	PUBLIC SAFETY COMMISSION	2004
	PUBLIC WORKS COMMISSION	2004
	SENIOR CITIZENS ADVISORY COMM	2004
	VETERANS AFFAIRS	2004
	WOMAN'S ISSUES COMMITTEE	2004
	YOUNG COMMISSION	2004
	PAY PERIOD BATCH	2004
	JAN - DEC PAYROLL CHANGES	2004
FPR-04-007	MEDICAL CHANGES A-Z	
FPR-05-003	CONTRIBUTION REGISTERS	4/24/004 - 12/17/04
FPR-05-006	PAY REGISTER	7/17/04-8/11/04
FPR-05-007	LEAVE BALANCE REGISTER	6/5/04 - 12/17/04
	DISTRIBUTION REPORTS	4/24/04 - 12/17/04
FPR-05-010	PAYROLL TIMESHEETS	2004
	PERIOD #013	6/5/04-6/18/04
	PERIOD #014	6/19/04-7/2/04
FPR-05-011	PAYROLL TIMESHEETS	2004
	PERIOD #015	7/3/04-7/16/04
	PERIOD #016	7/17/04-7/30/04
FPR-05-012	PAYROLL TIMESHEETS	2004
	PERIOD #017	7/31/04-8/13/04
	PERIOD #018	8/14/04-8/27/04
FPR-05-013	PAYROLL TIMESHEETS	2004
	PERIOD #019	8/28/04-9/10/04
	PERIOD #020	9/11/04-9/24/04
	PERIOD #021	9/25/04-10/8/04
FPR-05-014	PAYROLL TIMESHEETS	2004
	PERIOD #022	10/9/04-10/22/04
	PERIOD #023	10/23/04-11/5/04
FPR-05-015	PAYROLL TIMSHEETS	2004
	PERIOD #024	11/6/04-11/19/04
	PERIOD #025	11/20/04-12/3/04
	PERIOD #026	12/4/04-12/17/04
FPR-05-019	NON-PAYROLL CHECK COPIES	2001, 2002 & 2004
FPR-07-006	EMPLOYEE PRELIST	6/05/04-8/27/04
FPR-07-007	EMPLOYEE PRELIST	8/28/04-12/17/04



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

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.

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.

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
---	-------------------------

PART 1 - REQUEST FOR DESTRUCTION OF ORIGINAL RECORDS

Date 11/21/11	Department AS/Finance	Division Accounting
------------------	--------------------------	------------------------

RECEIVED
 FINANCE ADMINISTRATION
 11 NOV 21 AM 11:47

Form No.	Name or Title of Record
----------	-------------------------

PERIOD COVERED From <u>2003</u> To <u>2004</u>	ID/SERIAL NOS.	BOX OR BATCH NUMBER(S) See Attached List	AGE FROM DEC. 31 OF YEAR OF ORIGATION <u>7</u> Years <u>6</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 <i>Jacques Ard</i>	DATE 11-21-11
--	------------------

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:	
	CERTIFICATE NO.	DATE

REMARKS

CHAIRMAN - RECORDS MANAGEMENT COMMITTEE <i>Jacques Ard</i>	DATE 11-21-11
---	------------------

PART 3 - CITY ADMINISTRATOR CITY ATTORNEY APPROVAL

DESTRUCTION OF THE RECORDS CITED HEREIN IS APPROVED.	
<i>Dave C. Bopp</i> CITY ADMINISTRATOR SIGNATURE	11/23/11 DATE
<i>W. Uy</i> CITY ATTORNEY	DATE

