

RESOLUTION NO. 2106

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD
APPROVING THE DESTRUCTION OF CERTAIN FINANCE AND
MAINTENANCE/PUBLIC WORKS DEPARTMENT RECORDS,
DOCUMENTS AND PAPERS, PURSUANT TO SECTIONS
34090 AND 34090.6 OF THE GOVERNMENT
CODE OF THE STATE OF
CALIFORNIA

WHEREAS, the Administrative Services Officer and the Public Works Superintendent have submitted a request for authority to destroy obsolete records; and,

WHEREAS, said request is in accordance with the procedures and requirements of Section 34090 of the California Government Code; and,

WHEREAS, the Administrative Services Officer and the Public Works Superintendent have stipulated the useful retention period for the Finance and Public Works records;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Soledad, as follows:

1. The following City records, documents, instruments, books, or papers are no longer required and may be destroyed:

- (a) Recordings of telephone messages over one hundred (100) days old, providing such recordings are not evidence in any claim filed or any pending litigation (or potential claims and litigation), in which case such recordings shall be preserved for one hundred (100) days after the conclusion of litigation.
- (b) Receipts and records over three (3) years old.
- (c) Records of expired licenses and permits over three (3) years old (Dog and Business Licenses; Dance and Yard/Garage Sale Permits).
- (d) Utility Bills, History Computer Sheets (prior to 1985) including Ledger Cards.
- (e) General Ledger, Expenditure, Revenue Lists, Account Ledger Cards prior to 1985.
- (f) All Public Works files prior to 1984, excluding Water, Sewer, Streets and Parks Capital Projects.

PASSED AND ADOPTED by the City Council of the City of Soledad at a regular meeting duly held on the 26th day of August, 1991, by the following vote:

AYES, and in favor thereof, Councilmembers: Fabian
 Barrera, Ben Jimenez, Jr., Fred Ledesma, Mayor Pro Tem
 John Holguin, Mayor Joe Ledesma
 NOES, Councilmembers: None
 ABSENT, Councilmembers: None

Joe L. Ledesma

 MAYOR OF THE CITY OF SOLEDAD

ATTEST.

[Signature]

 CITY CLERK OF THE CITY OF SOLEDAD