

RESOLUTION NO. 5037

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD
AUTHORIZING THE DESTRUCTION OF CERTAIN CITY RECORDS AS PROVIDED
BY SECTION 34090 OF THE GOVERNMENT CODE OF THE STATE OF
CALIFORNIA**

WHEREAS, maintaining certain records is unnecessary after a certain period of time for the effective and efficient operation of the government of the City of Soledad; and

WHEREAS, Section 34090 of the Government Code, of the State of California, provides a procedure whereby a City record which has served its purpose and is no longer required may be destroyed.

WHEREAS, Staff has compiled a list City records for destruction (Exhibit A), which has been approved by the City Attorney, and is recommending that the City Council authorize the destruction of said records.

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

Section 1. The records of the City of Soledad as set forth in Exhibit A, attached hereto and incorporated herein by this reference are hereby authorized to be destroyed as provided by Section 34090 of the Government Code of the State of California.

Section 2. The provisions of Section 1 above do not authorize the destruction of:

- a. Records affecting the title of real property or liens thereon
- b. Court Records
- c. Records that are required to be kept by statute
- d. Records less than two (2) years old (except with regard to referendum petitions, which the Elections Code provides may be destroyed eight months after the election)
- e. Minutes, ordinances, or resolutions of the City Council, of the City of Soledad, or of a City Board or Commission

Section 3. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

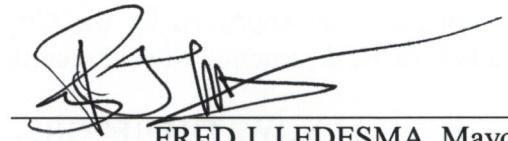
PASSED AND ADOPTED by the City Council of the City of Soledad at a regular meeting duly held on the 3rd day of December 2014 by the following vote:

AYES, and in favor thereof, Councilmembers: Christopher K. Bourke, Richard J. Perez, Patricia D. Stephens, Mayor Pro Tem Alejandro Chavez and Mayor Fred J. Ledesma

NOES, Councilmembers: None.

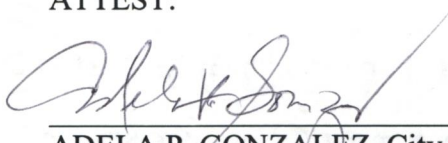
ABSENT, Councilmembers: None.

ABSTAIN, Councilmembers: None.



FRED J. LEDESMA, Mayor

ATTEST:



ADELA P. GONZALEZ, City Clerk

CITY OF SOLEDAD
REQUEST FOR DESTRUCTION OF FILES

Department: Miscellaneous Departments

Date: December 3, 2014

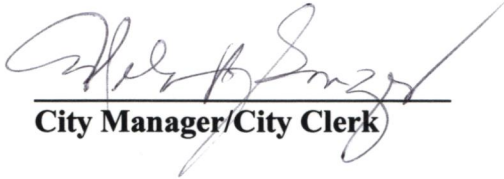
Description	Date Range	Retention Schedule	Comments
Windows 2000 Software Veritas Backup Exec	N/A	N/A	1 Software Box
City Budget Info.	2004-2005	AU+2	1 Box
Taxi Daily Logs	FY 94/95, 95/96, 96/97, 97/98, 98/99, 99/00, 00/01, 02/03	AU+3	8 Boxes
Receipt Book	1998-2001	AU+2	1 Box
Park Reservations	2001-2002	N/A	1 Box
Business License	1995-1996 2000-2001 x2 2002-2003 1997-1998	CU+2	5 Boxes
Dog License	1997-1998 2000-2001 2002-2003 2005-2006 A-Z	CU+2	4 Boxes
Revenue Backup	1995-1996 1998-1999 x2 1999-2000 2001-2002 2002-2003 2003-2004 2004-2005	AU+4	8 Boxes
Accounts Payable Back-ups	2004-2005 2002-2003 A-L	AU+4	2 Boxes
Payroll/Time Cards	1996-1998 7/01-1/02 7/03-9/04	AU+6	3 Box
Payroll Check Voids	2006-2007	AU+5	1 Box

Payroll Checks, Cancelled	1996-1997 1998-1999	AU+5	2 Boxes
Accounts Payables	1996-1997 x2 1997-1998 S-Z 1998 T-Z 1998-1999 G-S 1999-2000 A-K 1999-2000 R-Z 2000-2001 x4 2003-2004 x2 2005-2006 A-K 2006-2007 M-R	AU+4	15 Boxes
Accounts Payables – Check Voids	2006-2007	AU+4	1 Box
Accounts Payable Checks	1999-2000	AU+4	1 Box
Utility, Garbage Requests/Disconnects/Adjustments/Payments	9/92-12/92 1996-1997 1997-1999 x2 1999-2000 7/99-6/00 2000-2001 2002-2003 7/03-6/04 7/04-6/05	AU+4	10 Boxes
Bank Statements	1995 (1 folder) 1998-1999 2004-2005	AU+5	2 Boxes + 1 file folder
Purchase Order Books	1992-1997 2000 2005	AU+4	3 Boxes
Bank Reconciliations	2006-2007	AU+5	1 Box
Bank Deposit Logs	1994-1998 2005-2006	AU+4	2 Boxes

Register Daily Logs	1996-1997 1998 7/99-6/00 2001-2002 7/02-12/02 1/05-7/05 7/05-12/05 2005-2006 7/06-12/06	AU+4	9 Boxes
Recruitments	2005 – Sec. to CM 2005 – ED Director	CL+3	2 File Folders
Employment Applications – Police Officer (Failed Screening)	2008, 2010	CL + 3	1 Box
Employment Applications – Police Officer (Interviewed, Not Hired)	2007, 2010	CL + 3	1 Box

Department Director

Date



City Manager/City Clerk

Date

City Attorney

Date

* CU = Current Year
AU= Audit Year
CL= Closed/Completion

