

RESOLUTION NO. 5192

**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; and

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.

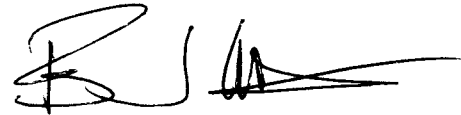
PASSED AND ADOPTED by the City Council of the City of Soledad at a regular meeting duly held on the 6th day of July 2016, by the following vote:

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

NOES, Councilmembers: None

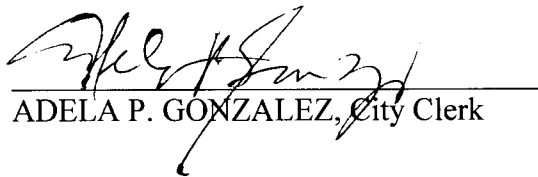
ABSTAIN, Councilmembers: None

ABSENT, Councilmembers: None



FRED J. LEDESMA, Mayor

ATTEST:



ADELA P. GONZALEZ, City Clerk

**CITY OF SOLEDAD
REQUEST FOR DESTRUCTION OF FILES**

Exhibit A

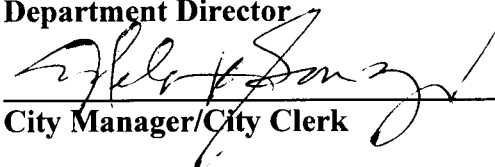
Department: Various

Date: July 6, 2016

Description	Date Range	Retention Schedule	Comments
Paid TV Ads	2003-2004 2004-2005	CU + 2	1 binder
Dance Permits	2003-2004 2004-2005	CL + 2	1 binder
Utility Service Requests	2003-2004	CU + 2	2 binder
Extra Garbage Reports	2003 – 2006	CU + 2	2 binders
Utility Shut-off List	2003-2004 2004-2005	CU + 2	1 binder
Business License Applications	2004-2005	CU + 2	1 box
Dog License Applications	2004-2005	CU + 2	1 box
Daily Logs – Register	2007-2009	CU + 2	4 boxes
Payroll Reconciliation	2007-2009	AU + 5	2 binders
Accounts Payable Back-Up	2008	AU + 4	5 files – Livewire, RM Associates, “R”, “D”, MuniFinancial, Golden Gate Petroleum, Carmel Fire Protection District
Cancelled Revenue Checks	6/2009	AU + 2	1 file
PD Time Sheets	2005-2006	AU + 4	1 file
Utility Adjustments	2007-2008	AU + 4	2 files
Time Sheets	7/2008 – 12/2008 11/2006	AU + 4	1 box, 1 binder
Revenue Reports	1997-2003	AU + 4	1 box
Bank Reconciliation	7/2005 – 12/2005 2006-2007 2007-2008	AU + 5	5 binders
Expense Reports	8/2005	AU + 5	1 binder
Accounts Receivable UT Reconciliation	2005-2006	AU + 5	1 binder

Daily Deposits	9/2009 – 6/2010	AU + 4	1 box
Revenue Back-Up	2006-2007, 2007-2008	AU + 4	1 box, 1 binder
Accounts Payable Check Duplicate	2005-2006, 2007-2008	AU + 4	6 binding cases
NSF Checks	2006-2007	AU + 5	1 binder
Budget Journal Entry Worksheet	6/30/2008	AU + 2	1 file
Garage Sale Permits	2008	CL + 2	1 binder
Bank Reconciliations, Bank Statements, Bank Transactions, Misc. Binder – Douche Bank Statements	2008-2010	AU + 5	1 box
Forms 1098/1099's	2009	AU + 4	1 file
Daily Cash Receipts Reports	2012	AU + 4	2 bundles
Accounts Receivable UT Report	2009-2010	AU + 4	1 box
Journal Entries	2007-2008 2008-2011	AU + 2	6 binders
Credit Card Receipts	2007-2008 2009-2010	AU + 5	
Job Postings	2005	CL + 3	
Budget Papers	2012-2013	CL+2	1 box
Copies of Resolutions	3596-4104 3630-3780	CU + 2	5 binders
Treasurer Receipts	1944-1945	AU + 2	
Soledad Purchase Orders	2004-2009	AU + 4	
Budget Papers	2012-2013	Close+2	

Legend: CU=Current Year AU=Audit Year CL=Closed/Completion T=Termination

Department Director


City Manager/City Clerk

Date
7-7-16

Date

City Attorney

Date