

RESOLUTION NO. 5285

**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 May 2017, by the following vote:

AYES, and in favor thereof, Councilmembers: Christopher Bourke, Mayor Pro Tem Alejandro Chavez, Carla Stewart, Anna Velazquez and Mayor Fred Ledesma

NOES, Councilmembers: None

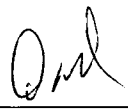
ABSENT, Councilmembers: None

ABSTAIN, Councilmembers: None



Fred J. Ledesma, Mayor

ATTEST:



Michael McHatten, City Clerk

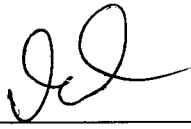
EXHIBIT A

CITY OF SOLEDAD REQUEST FOR DESTRUCTION OF FILES

Department: Various Departments

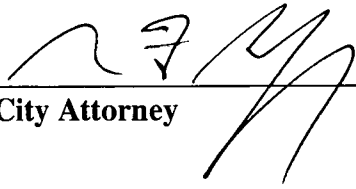
Date: May 3, 2017

Description	Date Range	Retention Schedule	Comments
Voided Purchase Orders	2011	AU + 4	
Purchase Order Registers	2010	AU + 4	
Accounts Payable Registers	2011	AU + 4	
NSF Check Register	2008	AU + 5	
Utility Service Orders and Disconnect Requests	2007, 2008, 2009, 2010	CL + 2	
Deposit Receipts/Deposit Logs	1970, 2008, 2009, 2010, 2011, 2012	AU + 4	
City Council Agendas and Reports	2006, 2007, 2010	CU + 2	
Time Sheets	2003, 2004, 2005, 2006	AU + 6	
Utility Payment Receipts	2009, 2010, 2011	AU + 4	
Accounts Payable	2005, 2006, 2007, 2008, 2009, 2010, 2011	AU + 4	
Cancelled Checks	2008, 2009, 2010	AU + 5	
Volunteer Fire Dept. Call Incident Reports	1994 – 1998	CL + 3	
Business License Applications	2009, 2010	T + 4	
Utility Payment Registers	2007, 2008	CU + 2	
Public Records Requests	2009	CL + 2	
FPPC Filings – Form 700	2005-2009	T + 7	



City Manager/City Clerk

Date



City Attorney

Oct 3 - 2018
Date

- * CU = Current Year
- AU= Audit Year
- CL= Closed/Completion
- T = Termination
- S = Supersede

