



# CITY OF LODI

# COUNCIL COMMUNICATION

AGENDA TITLE: Destruction of Certain Finance Department Records

MEETING DATE: January 20, 1993

PREPARED BY: Finance Director

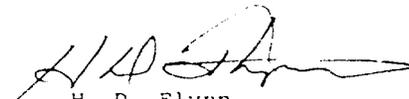
RECOMMENDED ACTION: That the City Council approve the destruction of the hereinafter listed City of Lodi records.

BACKGROUND INFORMATION: In accordance with Government Code, section 34090, permission is requested to destroy the following obsolete City records:

- |   |             |
|---|-------------|
| 1. Payroll Activity*  | 1/77-1/7/90 |
| 2. Administrative Leave Balances                                | 1/87-12/88  |
| 3. Labor Distribution Reports*                                  | 7/86-12/88  |
| 4. Time Reports (Bi-Weekly)                                     | 1/86-12/88  |
| 5. Employee Balances & Step Increases                           | 1/87-12/88  |
| 6. Vacation Accruals  | 1/87-12/88  |
| 7. Overtime Reports   | 1/87-12/88  |
| 8. Union Dues Deductions  | 1987-1988   |
| 9. Payroll Changes  | 1987-1988   |
| 10. Work Order Number Listings                                  | 1/86-12/88  |
| 11. Trial Balances  | 7/86-6/88   |
| 12. Revenue Report*   | 7/85-6/88   |
| 13. Revenue Ledgers   | 7/85-6/88   |
| 14. General Ledger*   | 7/85-6/88   |
| 15. Appropriation Ledgers                                       | 7/85-6/88   |
| 16. Miscellaneous Memorandums (Journal Vouchers)                | 7/86-6/88   |
| 17. Expenditure Reports*  | 7/84-6/88   |
| 18. Accounts Payable Registers*                                 | 7/87-6/89   |
| 19. Claim Vouchers & Invoices                                   | 7/87-6/89   |
| 20. Canceled Bank of America Payroll Checks                     | 7/86-6/88   |
| 21. Canceled Farmers & Merchants Bank<br>Account Payable Checks | 7/86-6/88   |

\*Microfilm copy of records will be kept.

FUNDING: None Required

  
 H. D. Flynn  
 Finance Director

HDF: CW:ss

Prepared by Coriene Wadlow, Senior Account Clerk

APPROVED: \_\_\_\_\_



THOMAS A. PETERSON  
City Manager



recycled paper

RESOLUTION NO. 93-18  
=====

A RESOLUTION OF THE LODI CITY COUNCIL  
AUTHORIZING DESTRUCTION OF CERTAIN RECORDS  
RETAINED BY THE LODI FINANCE DEPARTMENT

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WHEREAS, in accordance with Government Code, section 34090, the City Attorney has filed his written consent to the destruction of certain records retained by the Lodi Finance Department, an inventory of which is attached hereto, marked Exhibit A, and thereby made a part hereof;

NOW, THEREFORE, BE IT RESOLVED, by the Lodi City Council that:

1. The records heretofore identified are no longer required.
2. The Lodi City Council finds that the City Attorney has given his written consent to the destruction of the records inventoried on Exhibit A attached hereto and the destruction of those records is hereby authorized.

Dated: January 20, 1993

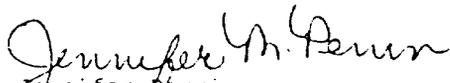
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I hereby certify that Resolution No. 93-18 was passed and adopted by the Lodi City Council in a regular meeting held January 20, 1993 by the following vote:

Ayes: Council Members - Mann, Sieglock, Snider & Pennino (Mayor)

Noes: Council Members - Davenport

Absent: Council Members - None

  
Jennifer Perrin  
City Clerk

INVENTORY OF CERTAIN RECORDS RETAINED BY THE LODI FINANCE DEPARTMENT REQUESTED TO BE DESTROYED PURSUANT TO GOVERNMENT CODE, SECTION 34090

=====

1. Payroll Activity*	1/77-1/7/90
2. Administrative Leave Balances	1/87-12/88
3. Labor Distribution Reports*	7/86-12/88
4. Time Reports (Bi-Weekly)	1/86-12/88
5. Employee Balances & Step Increases	1/87-12/88
6. Vacation Accruals	1/87-12/88
7. Overtime Reports	1/87-12/88
8. Union Dues Deductions	1987-1988
9. Payroll Changes	1987-1988
10. Work Order Number Listings	1/86-12/88
11. Trial Balances	7/86-6/89
12. Revenue Report*	7/85-6/89
13. Revenue Ledgers	7/85-6/88
14. General Ledger*	7/85-6/88
15. Appropriation Ledgers	7/85-6/88
16. Miscellaneous Memorandums (Journal Vouchers)	7/86-6/88
17. Expenditure Reports*	7/84-6/88
18. Accounts Payable Registers*	7/87-6/89
19. Claim Vouchers & Invoices	7/87-6/89
20. Canceled Bank of America Payroll Checks	7/86-6/88
21. Canceled Farmers & Merchants Bank Account Payable Checks	7/86-6/88

=====

  
 H. D. Flynn  
 Finance Director

Dated: 1/13/93

APPROVED FOR DESTRUCTION

  
 Bob McNatt  
 City Attorney

Dated: 1-14-93

Jan. 20, 1993

CC-6

CC-34

CC-300

RECEIVED

FEB-9 PM 4:20

2/9/93

TOM PETERSON, CITY MANAGER  
City of Lodi  
221 W. Pine Street  
Lodi, California 95240

RE: 1) Request to reconsider Res. No. 93-18  
Destruction of Finance Department records. 2) Request to  
obtain copies of payroll information supplied to Mr. Frank  
Alegre.

Dear Mr. Peterson:

Please find the enclosed letter addressed to Mayor  
Pennino, dated January 23, 1993. In my letter, I requested  
that no records be destroyed until after the town hall  
meetings, and that there be made an agenda item to that  
effect.

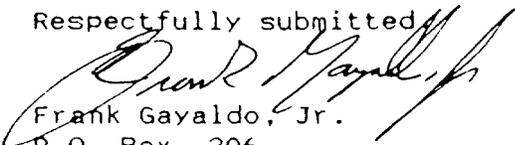
On February 2, 1993, I copied a small portion of the  
records and have since been reconciling my copies with  
other public documentation. Although I have only reviewed  
a fraction of the overall picture, I have seen enough to  
justify keeping the records, INDEFINITELY. I realize  
space in the City Hall basement is cramped; so I am  
prepared to pay for storage of the records if necessary.

Mr. Peterson I am a little concerned that it took an  
agenda item to destroy the records, but according to Mayor  
Pennino NO agenda item was necessary to reverse that  
decision.

In order to keep everything legal and to respect the  
authority of our elected officials, please make it an  
official agenda item not to destroy the records. CONSIDER  
THIS AN OFFICIAL REQUEST TO PLACE THE RECONSIDERATION OF  
RESOLUTION 93-18 ON THE AGENDA.

Also I am interested in obtaining whatever payroll  
information was supplied to Mr. Frank Alegre recently.  
Please send me a letter to the above address telling me  
exactly how many pages there are and how much it will cost  
me.

Respectfully submitted

  
Frank Gayaldo, Jr.

P.O. Box 206

Lodi, CA 95241

CITY CLERK: PLEASE FORWARD COPIES TO ALL

C.C. COUNCIL MEMBERS

**FRANK GAYALDO, JR.**

FUGITIVE APPREHENSION CONSULTANT

RECEIVED

P.O. Box 206 • Lodi, California 95241 • (209) 520-6783 (M-F 9-5)

JAN 25 1993  
CITY CLERK  
CITY OF LODI

January 23, 1993

Phillip A. Pennino, Mayor  
City of Lodi  
221 W. Pine Street  
Lodi, CA 95240

RE: Request to Reconsider  
Res. No. 93-18 Destruction of Finance Department Records

Dear Mayor Pennino:

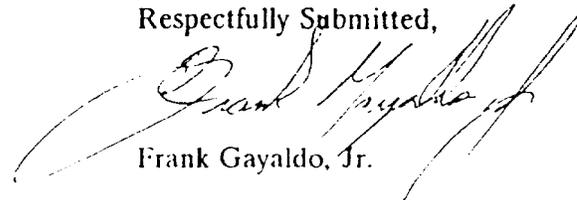
Per our phone conversation on January 22, 1993, I'm writing this letter to request that no records be destroyed until after all of the "Town Hall Meetings" have been completed. Please make this reconsideration an agenda item during the next City Council Meeting.

Honest government requires public input and scrutiny, therefore the City Council should encourage the public to actively get involved with the budget process. I'm sure you realize financial records of the past are relevant to the future.

Please advise me and the public how we can go about reviewing these records. I personally have access to a microfilmer and a plain paper copier, and would appreciate it if I was given permission to review and copy these public records.

I am confident the City Council has the integrity to admit the validity of my request.

Respectfully Submitted,



Frank Gayaldo, Jr.

FG/jyt

F10 1/20/93

Jennifer Perrin  
City Clerk

RECEIVED

FEB - 1 11:03:51

MEMORANDUM

=====

TO: The Honorable Mayor and  
Members of the City Council

FROM: City Manager

DATE: February 1, 1993

SUBJ: Destruction of Finance Department Records

At its regular meeting of Wednesday, January 20, 1993, the City Council authorized the routine destruction of certain records in the Finance Department. Following a request from Mr. Frank Alegre for certain historical information, staff postponed the destruction of these records until after the completion of the Town Hall meeting schedule. This was done with the concurrence of the Mayor.

It is the staff's intention to implement the City Council's direction with regard to this matter following the last Town Hall meeting.

TAP:br

FEB 4, 1993

RECEIVED

FEB 4 1993

CITY CLERK  
CITY OF LOS ANGELES

From:

Ray Davenport, City Councilman

TO:

Tam Peterson City Manager

Dear Mr. Peterson

On Jan 21, 1993 I sent you a letter protesting destruction of records.

On Jan 28 93, by telephone I requested you please respond to my protest in writing; you assured me you would.

This date, since I have not received your response, again I remind you of your duty and obligation to respond in writing to this most serious complaint and protest.

Please address all issues raised by me in the Jan 21, 1993 request and protest.

Thank you,

Ray Davenport  
Los Angeles City Councilmember

Feb 8, 1993

To: City Manager  
City Clerk  
Council members  
City attorney

RECEIVED

FEB -9 PM 3:15

From: Ray Davenport council member

I request resolution number 93-18 on the consent calendar of the council meeting held Jan 20, 1993 be placed on the regular agenda for the council meeting of Feb. 17, 1993.

The request by me on Jan 21, Jan 28 and Feb 4, 93 for this item to be reconsidered by the council has been ignored by the City Manager.

This matter, destruction of records, is very serious and important.

If fertilizer can be reconsidered by the council surely destruction of public records by public officials should be reconsidered prior to destruction.

Thank you

Ray

cc: 34  
cc: 300

JAN 20  
1993

**MEMORANDUM**

June 29, 1993

RECEIVED

93 JUN 29 PM 4:59

**TO:** Thomas A. Peterson, City Manager  
**FROM:** Dixon Flynn, Finance Director  
**SUBJECT:** Destruction of Finance Department Records

19  
JUN 29 1993

**PURPOSE**

To inform City Manager that the Finance Department will destroy financial records on or about July 20, 1993 as approved by the City Council on January 20, 1993 (Resolution 93-18 attached).

**BACKGROUND**

At the time Council approved destruction of Finance Department records, one member of the Council and some members of the public requested that destruction of records be delayed until the City had completed budget hearings and to provide the public with the opportunity to review these records before destruction. With the consent of the City Council, the destruction of these records was delayed and remain in the Finance Department storage room as of this date.

From January 1993 to present there were two persons that requested to review these records and to make copies of records. The last request to review records was made in early March. Since then, no one has requested to review or to obtain copies of these records.

In January, staff informed the City Council that these records would not be destroyed until after they were informed. Accordingly, the Finance Department plans to destroy these records on July 20 unless directed to do otherwise by the City Manager.

cc:  
City Council  
City Attorney  
City Clerk  
Accounting Manager  
For File

Attachment

RECEIVED

JAN 26 1993

Finance Dept

RESOLUTION NO. 93-18  
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Dated: January 20, 1993

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Ayes: Council Members - Mann, Sieglock, Snider & Pennino (Mayor)

Noes: Council Members - Davenport

Absent: Council Members - None

*Jennifer M. Perrin*  
Jennifer Perrin  
City Clerk

93-18

The Forgoing Document is Certified  
To be a Correct Copy Of The Original  
On File in This Office.

Peggy Nicolini  
Deputy City Clerk, City Of Lodi

By *Peggy Nicolini*  
Dated: 1-25-93

INVENTORY OF CERTAIN RECORDS RETAINED BY THE LODI FINANCE DEPARTMENT REQUESTED  
TO BE DESTROYED PURSUANT TO GOVERNMENT CODE, SECTION 34090

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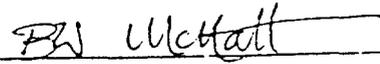
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7. Overtime Reports	1/87-12/88
8. Union Dues Deductions	1987-1988
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H. D. Flynn  
Finance Director

Dated: 1/13/93

APPROVED FOR DESTRUCTION

  
Bob McNatt  
City Attorney

Dated: 1-14-93