



**CITY OF LODI  
COUNCIL COMMUNICATION**

**AGENDA TITLE:** Adopt Resolution Approving Destruction of Certain Finance Department Records

**MEETING DATE:** June 7, 2006

**PREPARED BY:** Finance Director

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**RECOMMENDED ACTION:** That the City Council adopt resolution approving 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.  | Next Step/Leave Balance            | 2003      |
| 2.  | Payroll Edit Registers             | 2003      |
| 3.  | Payroll Journal Detail             | 2003      |
| 4.  | Payroll Integrity Reports          | 2003      |
| 5.  | Payroll Voucher Detail             | 2003      |
| 6.  | Payroll Check Registers            | 2003      |
| 7.  | Wage Attachment Report             | 2003      |
| 8.  | Overtime Cards                     | 2000-2002 |
| 9.  | Accounts Payable Final Post        | 2002-2003 |
| 10. | Accounts Payable Payment Register  | 2002-2003 |
| 11. | Accounts Payable Payment Group     | 2002-2003 |
| 12. | Accounts Payable Cash Requirements | 2002-2003 |
| 13. | Accounts Payable Posting Edit      | 2002-2003 |
| 14. | Accounts Payable Edit Report       | 2002-2003 |
| 15. | Collectors Daily Reports           | 2002-2003 |
| 16. | Miscellaneous Journal Entries      | 1999-2000 |
| 17. | Wire Transfers                     | 2003      |
| 18. | Inventory                          | 1999-2003 |
| 19. | Purchasing Purchase Orders         | 1992      |
| 20. | Business Tax Applications          | 1999-2001 |
| 21. | Daily CIS Postings & Journals      | 1999-2001 |

**FUNDING AVAILABLE:** None

  
Ruby Paine, Interim Finance Director

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APPROVED:   
Blair King, City Manager

RESOLUTION NO. 2006-106

A RESOLUTION OF THE LODI CITY COUNCIL  
AUTHORIZING DESTRUCTION OF CERTAIN RECORDS  
RETAINED BY THE 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 Finance Department, an inventory of which is attached hereto, marked Exhibit A, and 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: June 7, 2006

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I hereby certify that Resolution No. 2006-106 was passed and adopted by the City Council of the City of Lodi in a regular meeting held June 7, 2006, by the following vote:

AYES: COUNCIL MEMBERS – Beckman, Hansen, Johnson,  
and Mounce

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – Mayor Hitchcock

ABSTAIN: COUNCIL MEMBERS – None

  
JENNIFER M. PERRIN  
Interim City Clerk

EXHIBIT A

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

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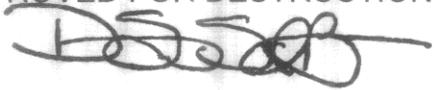
RECORDS TO BE DESTROYED 2006

1	Next Step/Leave Balance	2003
2	Payroll Edit Registers	2003
3	Payroll Journal Detail	2003
4	Payroll Integrity Reports	2003
5	Payroll Voucher Detail	2003
6	Payroll Check Registers	2003
7	Wage Attachment Report	2003
8	Overtime Cards	2000-2002
9	Accounts Payable Final Post	2002-2003
10	Accounts Payable Payment Register	2002-2003
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15	Collectors Daily Reports	2002-2003
16	Misc Journal Entries	1999-2000
17	Wire Transfers	2003
18	Inventory	1999-2003
19	Purchasing Purchase Orders	1992
20	Business Tax Applications	1999-2001
21	Daily CIS Postings & Journals	1999-2001

Dated: 6/2/06

  
RUBY PAISTE  
Acting Finance Director

APPROVED FOR DESTRUCTION:



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D. STEPHEN SCHWABAUER  
City Attorney, City of Lodi

Dated: 6/2/06