



**CITY OF LODI
COUNCIL COMMUNICATION**

AGENDA TITLE: Adopt Resolution Authorizing Destruction of Certain Citywide Records in Accordance with the Government Code and the City's Records Management Policy

MEETING DATE: March 2, 2011

PREPARED BY: Randi Johl, City Clerk

RECOMMENDED ACTION: Adopt resolution authorizing the destruction of certain Citywide records in accordance with the Government Code and the City's Records Management Policy.

BACKGROUND INFORMATION: Section 34090 of the California Government Code provides for the destruction of certain City records with the approval of the legislative body by resolution and the written consent of the City Attorney. The City Clerk's office coordinated and compiled a listing of Citywide records to be destroyed from the various departments pursuant to the City's Records Management Program and Policy (2007), which specifically provides for the annual destruction of said records in accordance with the Secretary of State's Records Retention Guidelines.

FISCAL IMPACT: None

FUNDING AVAILABLE: Not applicable.

Randi Johl
City Clerk

Attachments

APPROVED:

Konradt Bartlam, City Manager

RESOLUTION NO. 2011-26

A RESOLUTION OF THE LODI CITY
COUNCIL AUTHORIZING DESTRUCTION OF
CERTAIN CITYWIDE RECORDS

WHEREAS, in accordance with Government Code Section 34090, the City Clerk and City Attorney have filed written consent to the destruction of certain Citywide records as specifically set forth in the attached inventory marked as 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 Clerk and City Attorney have given written consent to the destruction of the records inventoried on Exhibit A attached hereto and the destruction of those records is hereby authorized.

Dated: March 2, 2011

I hereby certify that Resolution No. 2011-26 was passed and adopted by the City Council of the City of Lodi in a regular meeting held March 2, 2011, by the following vote:

AYES: COUNCIL MEMBERS – Katzakian, Nakanishi, and
Mayor Johnson

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – Hansen and Mounce

ABSTAIN: COUNCIL MEMBERS – None



RANDI JOHL
City Clerk

City of Lodi

TO ESTI C

The below-listed department records have been retained in accordance with the City's Records Management Program Policy and Procedures and with applicable federal and state laws as set forth in the City of Lodi Retention Schedules. In accordance with the City's Records Management Program, with the consent of the Department Head, and upon written approval of the City Clerk and City Attorney, these records will be properly destroyed/disposed of.

Note: Documents will be reviewed for historical value and, if applicable, retained in the archives. Documents involved in litigation or pending audit will not be destroyed.

Department: Internal Sewices	Date: 1/21/2011	Total No. of Pages:	Proposed Destruction Date: TBD
Division: Financial Services Accounting	Prepared By: Cory Wadlow	Signature: C. Wadlow	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Next Step/Leave Balance	2008-09	Basement	
Payroll Edit Registers	"	"	
Payroll Journal Detail	"	"	
Payroll Integrity Reports	"	"	
Payroll Voucher Detail	"	"	
Payroll Check Registers	"	"	
Wage Attachment Report	"	"	
Overtime Cards	2006-07	"	
Accounts Payable Final Post	2008-09	"	
Accounts Payable Payment Register	"	"	
Accounts Payable Payment Group	"	"	
Accounts Payable Cash Requirements	"	"	
Accounts Payable Posting Edit	"	"	
Accounts Payable Edit Report	"	"	
Collectors Daily Reports	"	"	
Misc Journal Entries	2005-06	"	
Wire Transfers	2006-07	"	
Inventory	2008-09	"	

Department Head: [Signature] Date: 1/21/11

City Clerk: _____ Date: _____

Consent is hereby given to destroy the above-listed records:

*City Attorney: [Signature] Date: _____

Attachment A - Form 4 (Authority to Destroy Records)

*Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation.

City of Lodi

Destruction Completed By:

Printed Name

Signature

Date

Attachment A – Form 4 (Authority to Destroy Records)

"Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation."

AUTHORITY TO DESTROY OBSOLETE RECORDS

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FEB -1 AM 10:30

CITY CLERK
OF LODI

The below-listed department records have been retained in accordance with the City's Records Management Program Policy and Procedures and with applicable federal and state laws as set forth in the City of Lodi Retention Schedules. In accordance with the City's Records Management Program, with the consent of the Department Head, and upon written approval of the City Clerk and City Attorney, these records will be properly destroyed/disposed of.

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Department: Internal Services	Date: 1/31/2011	Total No. of Pages:	Proposed Destruction Date: TBD
Division: Finance	Prepared By: Gail Glissman	Signature: <i>G. Glissman</i>	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Business Tax Applications	2005	Finance Basement	
CIS Daily Postings & Journals	July 2004 – June 2005	Finance Basement	
Service Orders/Utility Contract	July 2004 – June 2005	Finance Basement	
City of Lodi	July 2006 – June 2007	Finance	
City Refunds	July 2004 – June 2005	Finance Basement	
City of Lodi Parking	July 2004 – June 2005	Finance Basement	
Lodi Do Partnership Collections	July 2004 – June 2005	Finance Basement	
Miscellaneous Receivables	July 2004 – June 2005	Finance Basement	
Returned Checks	July 2006 – June 2007	Finance Basement	
Pet License Applications	July 2004 – June 2005	Finance Basement	

Department Head: *[Signature]* Date: 2/1/11

City Clerk: _____ Date: _____

Consent is hereby given to destroy the above-listed records:

*City Attorney: *[Signature]* Date: _____

Destruction Completed By: _____

**Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation.*

City of Lodi

AUTHORITY TO DESTROY OBSOLETE RECORDS

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Department:	Date:	Total No. of Pages:	Proposed Destruction Date:
Parks and Recreation	February 2, 2011		TBD
Division:	Prepared By:		
Parks and Recreation	Terri Lovell		
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)		
Daily Revenue Recap Forms	2007 & Prior	Recreation	
Register Receipts	2005	Recreation	
Reduced Fee Program App.	2002 & Prior	Recreation	
Returned Check Files	2002 & Prior	Recreation	
Facility Rental Permits	2007 & Prior	Recreation	
P/T Employee Timecards	2004 & Prior	Recreation	
Personnel Action Forms	2005 & Prior	Recreation	
Maintenance Reports	2006 & Prior	Parks	
Parks Dept. Invoices	2006 & Prior	Parks	
Expenditure Reports - Blakely Pool	2006 & Prior	Parks	
Overtime Reports	2006 & Prior	Parks	
Playground Safety Checks	2006 & Prior	Parks	
Purchases-Purchasing Dept.	2006 & Prior	Parks	
Purchase Orders	2006 & Prior	Parks	
Purchase Requests	2006 & Prior	Parks	
Unscheduled Leave Report	2006 & Prior	Parks	
Vandalism Report	2006 & Prior	Parks	
Parks Crew Mtg./Safety Training	2006 & Prior	Parks	
Ooh Aah Festival Cost Report	2006 & Prior	Parks	
Pesticide Applicators Workshop	2006 & Prior	Parks	
Probation Department	2006 & Prior	Parks	
Restricted Materials Permit	2006 & Prior	Parks	
CA River Parkways Grant	2006 & Prior	Parks	
Carson Landscape Maxicom	2006 & Prior	Parks	
Personnel Cell Phone Usage	2006 & Prior	Parks	
Copier Bidding information	2005 & Prior	Parks	
Alamo Alarm	2005 & Prior	Parks	

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2011 FEB -7 AM 9:46

AUTHORITY TO DESTROY OBSOLETE RECORDS

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Department: <u>HSS</u>	Date: <u>1/31/11</u>	Total No. of Pages:	Proposed Destruction Date: <u>TBD</u>
Division: <u>Admin</u>	Prepared By: <u>MD</u>	Signature: _____	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
<u>Payroll Spreadsheets</u>	<u>2006 prior</u>	<u>upstairs Conference Room file cabinet</u>	
<u>Employee Leave Slips</u>	<u>2007 - prior</u>		
<u>Separated/terminated employee files</u>	<u>2008 - prior</u>		
<u>Part time cards</u>	<u>2008 - prior</u>		
<u>Alarm logs / schedules</u>	<u>2006 - prior</u>		
<u>Box office sales reports</u>	<u>2005 - prior</u>		
<u>Community Service (failure to appear, work completed)</u>	<u>2006 - prior</u>		
<u>Accounts Payable Invoices</u>	<u>2005 - prior</u>		

Department Head: [Signature] Date: 2/2/11

City Clerk: _____ Date: _____

Consent is hereby given to destroy the above-listed records:

*City Attorney: [Signature] Date: _____

Destruction Completed By: _____

Printed Name _____ Signature _____ Date _____

Attachment A - Form 4 (Authority to Destroy Records)

*Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation.

2004, 2008, 07, 04

AUTHORITY TO DESTROY

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CITY CLERK.

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Department: HSS/Rentals	Date: 1/31/11	Total No. of Pages: 5,000 +	Proposed Destruction Date: TBD
Division:	Prepared By: Chrystal Manzo	Signature:	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Rentals contracts agreements for facility room rentals invoices for room rentals	2007 prior	HSS/Under Pool	
Grants for Lodi Arts Project Fund	2004 - prior		

Department Head: [Signature] Date: 2/2/11

City Clerk: _____ Date: _____

Consent is hereby given to destroy the above-listed records:

*City Attorney: [Signature] Date: _____

Destruction Completed By: _____

Printed Name _____ Signature _____ Date _____

Attachment A - Form 4 (Authority to Destroy Records)

*Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation.

2/3/11 sent to Randi

RECEIVED

AUTHORITY TO DESTROY OBSOLETE RECORDS

SEP 7 AM 9:47

CITY CLERK
CITY OF LODI

The below-listed department records have been retained in accordance with the City's Records Management Program Policy and Procedures and with applicable federal and state laws as set forth in the City of Lodi Retention Schedules. In accordance with the City's Records Management Program, with the consent of the Department Head, and upon written approval of the City Clerk and City Attorney, these records will be properly destroyed/disposed of.

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Department:	Date:	Total No. of Pages:	Proposed Destruction Date:
Community Center	Feb. 1, 2011		TBD
Division:	Prepared By:	Signature:	
Division of Arts & Culture	Diane Amaral	<i>Diane Amaral</i>	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Charter School Invoices	June 2006 - 2009	HSS office	1
Deposits Recap	2006 - 2009	HSS office	2
Agree. Release of Liab.	2008 - 2009	HSS office	3
Activity Reg. Forms	Jan 2010 - June	HSS office	3
Ticket Sales Report	2006 - 2008	HSS office	3
Actera Reports	2006 - 2008	HSS office	3
Registration/City Kids	2007 - 2009	HSS office	4
Refunds, Trans. Adjust.	2005 - 2009	HSS office	4
Instructor Cl. Vouchers	2008 - 2009	HSS office	4
Security Invoices	2004 only	HSS office	4
Instructor Files	—	HSS office	5

Department Head: *Tom Rindler* Date: 9/2/11

City Clerk: _____ Date: _____

Consent is hereby given to destroy the above-listed records:

*City Attorney: *[Signature]* Date: _____

Destruction Completed By: _____

Printed Name _____ Signature _____ Date _____

Attachment A - Form 4 (Authority to Destroy Records)

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City of Lodi

AUTHORITY TO DESTROY OBSOLETE RECORDS

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Department: Library	Date: 1/31/2011	Total No. of Pages: 1	Proposed Destruction Date: TBD
Division:	Prepared By:	Signature:	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Payroll Records	112006 - 12/2006	Library business office	
Payroll Records	1/2007 - 12/2007	Library business office	
Community Room reservation forms	1/2006 - 12/2006	Library business office	
Community Room reservation forms	1/2007 - 12/2007	Library business office	
Community Room reservation forms	1/2008 - 12/2008	Library business office	
Vendor Invoices - copies	7/2007 - 6/2008	Library business office	
Vendor Invoices - copies	7/2008 - 6/2009	Library business office	
Private Sector Financial Docs	1979 - 2004	Library business office	

Department Head: Nancy Martinez Date: 1/31/11
 City Clerk: _____ Date: _____

Consent is hereby given to destroy the above-listed records:

*City Attorney: [Signature] Date: _____

Destruction Completed By: _____

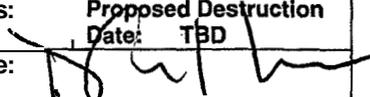
Printed Name _____ Signature _____ Date _____

*Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation.

AUTHORITY TO DESTROY OF IS

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Department: internal Services	Date:	Total No. of Pages: 1	Proposed Destruction Date: TBD
Division: Human Resources	Prepared By: Dean Gualco	Signature:	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	storage Location	Box No.
Recruitment Examination Files	All files prior to December 31, 2008	Basement 221 W. Pine St.	
Salary Surveys	All files prior to December 31, 2007	Basement 221 W. Pine St.	
Employment Files (Terminations) - Hourly	All files prior to December 31, 2004	Basement 221 W. Pine St.	
Employment Files (Terminations) - Salary	All files prior to December 31, 2005	Basement 221 W. Pine St.	

Department Head:  Date: 1/21/14

City Clerk: _____ Date: _____

Consent is hereby given to destroy the above-listed records:

*City Attorney:  Date: _____

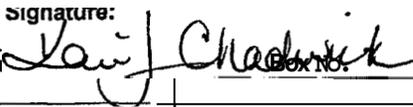
Destruction Completed By: _____

Printed Name _____ Signature _____ Date _____

**Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation.*

AUTHORITY TO DESTROY OBSOLETE RECORDS

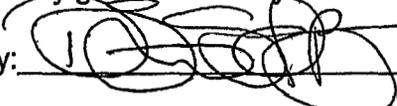
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Department: Community Development	Date: 1/21/11	Total No. of Pages: ?	Proposed Destruction Date: 1BD
Division: Building, Neighborhood Services, and Planning	Prepared By: Kari Chadwick	Signature: 	Box No.:
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage	
Copies of:			
Invoices/ Claim Vouchers / Settlements	Prior to July 2008	City Hall - CDD	CDD - 01
Requests			
Deposit Receipts	Prior to July 2008	City Hall - CDD	CDD - 01
Monthly Building Reports	Prior to July 2008	City Hall - CDD	CDD - 01

Department Head:  Date: 1-21-11

City Clerk: _____ Date: _____

Consent is hereby given to destroy the above-listed records:

*City Attorney:  Date: _____

Destruction Completed By: _____

Printed Name _____ Signature _____ Date _____

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City of Lodi

AUTHORITY TO DESTROY OBSOLETE RECORDS

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Department: Public Works	Date: 1/20/11	Total No. of Pages: 3	Proposed Destruction Date: 3/31/11
Division: Administration/Engineering	Prepared By: Pam Farris		Signature: <i>P. Farris</i>
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Minority Business Program (MBE) City of Lodi (January 1994 - December 1999)	1994-1999	City Hall	1
Minority Business Program (MBE) City of Lodi (January 1984 - December 1993)	1984-1993	City Hall	1
Utility Coordinating Committee 1999-2000	1999-2000	City Hall	1
Budget Review 1993-1994	1993-1994	City Hall	1
Operating Budget 1997-1998	1997-1998	City Hall	1
Operating Budget 1996-1997	1996-1997	City Hall	1
Operating Budget 1995-1996	1995-1996	City Hall	1
Special Allocations FY 1999/2000	1999-2000	City Hall	1
Special Allocations FY 1998/99	1998-1999	City Hall	1
Special Allocations FY 1997/98	1997-1998	City Hall	1
Special Allocations FY 1996/97	1996-1997	City Hall	1
Special Allocations FY 1995/96	1995-1996	City Hall	1
Special Allocations 1991-1995	1991-1995	City Hall	1
Claims 2000-2001	2000-2001	City Hall	2
UPS/FedEx Bills 1996-2000	1996-2000	City Hall	2
Finance Department Memos 1994-1997	1994-1997	City Hall	2
Engineering Statements 2001	2002	City Hall	2
General Correspondence (Publications) 1980-2002	1980-2002	City Hall	2
Worker Injury Reports 2000	2000	City Hall	3
First Aid Kits	1990-2001	City Hall	3
Monthly Safety/Housekeeping Inspection Checklists	1994	City Hall	3
Tailgate Meetings 1999-2001	1999-2001	City Hall	3
Education/Training 1999-2001	1999-2001	City Hall	3
Sidewalk Replacement/ Replacement of Jamaged Sidewalks FY 1998/1999	1998-1999	City Hall	3
Sidewalk Replacement/ Replacement of Jamaged Sidewalks FY 1999/2000	1999-2000	City Hall	3
Street Light Project (Various Arterials and Collectors)	1985-2003	City Hall	4

City of Lodi

Armory Park Ball Diamond Renovation	2004	City Hall	4
Blakely Park Improvements	1989-1995	City Hall	4
Century Park, Salas Park & Hutchins Street Square Playground Improvements	1999-2001	City Hall	4
Katzakian Park Improvements	2000-2002	City Hall	4
1735 W. Turner Road Katzakian Park Improvements	2001-2002	City Hall	4
1735 W. Turner Road - Certified Payroll & Preliminary Notices			
Lodi Lake Park Improvements	1988-1995	City Hall	5
Outdoor Skate Park Facility	1999-2003	City Hall	5
Parks & Recreation Department Restroom Accessibility Retrofit, 125 N. Stockton St.	1999-2000	City Hall	5
Peterson Park Restroom, 199 Evergreen Drive	1999-2001	City Hall	5
2001/2002 Handicap Ramp Retrofit Project - Various Locations	2001-2002	City Hall	5
2000 Handicap Ramp Retrofit Project	2000-2001	City Hall	5
2001 Sidewalk Repair Program & Miscellaneous Concrete Work	2001-2002	City Hall	5
2000 Repair & Miscellaneous Concrete Work	2000-2001	City Hall	5
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Mills Avenue, Vine Street & Ham Lane Asphalt Concrete Resurfacing	2001-2002	City Hall	6
Pine Street Overlay Project, Ham Lane - Church Street	2005-2006	City Hall	6
Pine Street Sidewalk Repair Project, School Street - Alley W/Sacramento St.	2003-2005	City Hall	6
Elevated Water Tank Exterior Surface Recoating	2005-2006	City Hall	7
Mills Avenue Crossing at Woodbridge Irrigation Canal (Millsbridge Phase I)	1997-1999	City Hall	7
Well 3R Drilling, 144 S. Rose Street (SW Corner of Hutchins Street Square)	1992-1993	City Hall	7
Well 25 Pump & Motor	1994-1995	City Hall	7
Well 26 Enclosure, 1020 Bridgetowne Dr. (Katzakian Park)	2002-2003	City Hall	7
Well 26 Pump & Motor, 1020 Bridgetowne Dr. (Katzakian Park)	2001	City Hall	7
Asbestos Abatement, Demolition, Clearing & Grading, 214 W. Lockeford Street	2001	City Hall	7
Fire Station No. 4, 180 N. Lower Sacramento Road, Certified Payroll & Preliminary Notices (2 files)	2001-2003	City Hall	7
Fire Station No. 4, 180 N. Lower Sacramento Road, Preconstruction Bid Correspondence, Bids, Post Bid Correspondence (Fehr & Peers)	2001-2005	City Hall	8
Fire Station No. 4, 180 N. Lower Sacramento Road, Design & Billings (George Miers)	1999-2002	City Hall	8
Fire Station No. 3 Air Conditioning Replacement	2003	City Hall	9
Fire Station No. 3 Re-Roof, 2141 S. Ham Lane	2002-2003	City Hall	9
Information Technology (for Y2K)	1996-1998	City Hall	9
City Hall Remodel & Expansion Plans & Data	1986-1988	City Hall	9
Civic Center Improvements (Phase 2) City Hall Remodel	1994-1996	City Hall	9

Attachment A - Form 4 (Authority to Destroy Records)

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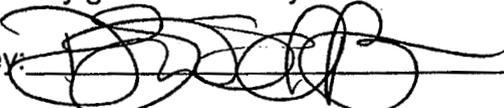
City of Lodi

Civic Center Improvements Entry/ Plaza Renovations	1996-1997	City Hall	9
Dial-A-Ride Community Development	1995-2003	City Hall	9
Finance Relocation to Parking Structure	2003	City Hall	9
Municipal Service Center Re-Roof, 1331 South Ham Lane	2000-2003	City Hall	9
Beckman Road Reconstruction & Bike Striping, 1,000 Feet S/Vine Street - 700 Feet N/Pine Street - Certified Payroll	2000-2001	City Hall	9
Request for Proposals - Transit Services	1996	City Hall	9
Debt Financing - Financial Advisor	1998	City Hall	10
North San Joaquin Water Conservation District (1990-2003)	1990-2003	City Hall	10
North San Joaquin Water Conservation District (9/03-12/04)	2003-2004	City Hall	10
North San Joaquin Water Conservation District File (1/05-12/06)	2005-2006	City Hall	10
North San Joaquin Water Conservation District File #1 - Ed Steffani Correspondence (1999)	1999-2002	City Hall	10
North San Joaquin Water Conservation District File #2 - Ed Steffani Correspondence (5/02-8/03)	2002-2003	City Hall	10
North San Joaquin Water Conservation District File #3 - Ed Steffani Correspondence (9/03 - 12/04)	2003-2004	City Hall	10

Department Head: Alvin Sanchez Date: 1/20/11

City Clerk: _____ Date: _____

Consent is hereby given to destroy the above-listed records:

*City Attorney:  Date: _____

Destruction Completed By: _____

Printed Name	Signature	Date

Attachment A - Form 4 (Authority to Destroy Records)

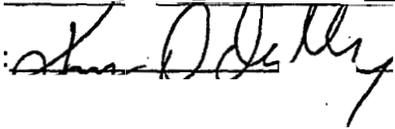
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AUTHORITY TO DESTROY OBSOLETE RECORDS

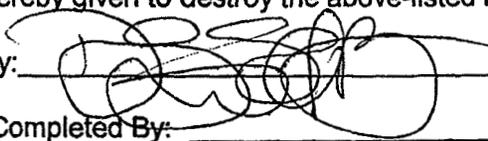
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Department: Fire	Date: 1/21/2011	Total No. of Pages: 2 #1 of 2	Proposed Destruction Date: TBD
Division: Administration	Prepared By: Linda Hoover	Signature: _____	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Acct's. Payable Invoices/Copies	7/1/07 - 6/30/08	Fire Admin.	1
Claim Vouchers/Copies	7/1/07 - 6/30/08	Fire Admin.	2
Correspondence	7/1/07 - 6/30/08	Fire Admin.	2
Expendable Trust/Copies	7/1/07 - 6/30/08	Fire Admin.	2
Expenditure/Transaction Analysis Reports/Copies	7/1/07 - 6/30/08	Fire Admin.	2
FLSA/Copies	7/1/07 - 6/30/08	Fire Admin.	2
Leave Balances/Copies	7/2/07 - 6/29/08	Fire Admin.	2
Minutes/Copies	7/1/07 - 6/30/08	Fire Admin.	2
Performance Incentive Bonus/Copies	2007	Fire Admin.	2
Release of Care Against Medical Advice/Copies	7/1/02 - 6/30/07	Fire Admin.	2
Strike Team Reimbursements	2007	Fire Admin.	2
Duplicate Subpoena of Records	2008 & Prior	Fire Admin.	2
Supply Order Requests/Copies	7/1/07 - 6/30/08	Fire Admin.	2
Time-Off Requests	2007	Fire Admin.	2
Traffic Safety Grant	4/1/03 - 9/30/03	Fire Admin.	2

 _____

Consent is hereby given to destroy the above-listed records:

*City Attorney:  _____ Date: _____

Destruction Completed By: _____ Date: _____

Attachment A - Form 4 (Authority to Destroy Records)

**Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation.*

AUTHORITY TO DESTROY OBSOLETE RECORDS

The below-listed department records have been retained in accordance with the City's Records Management Program Policy and Procedures and with applicable federal and state laws as set forth in the City of Lodi Retention Schedules. In accordance with the City's Records Management Program, with the consent of the Department Head, and upon written approval of the City Clerk and City Attorney, these records will be properly destroyed/disposed of.

Note: Documents will be reviewed for historical value and, if applicable, retained in the archives. Documents involved in litigation or Pending audit will not be destroyed.

Department: Fire	Date: 1/21/11	Total No. of Pages: 2 #2 of 2	Proposed Destruction Date: TBD
Division: Administration	Prepared By: Linda Hoover	Signature: <i>Linda Hoover</i>	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Acct's. Payable Invoices/ Electronic Copies	2002 - 6/30/2008	Fire Admin.	O:\Word\Admin
Claim Vouchers/ Electronic Copies	1998 - 6/30/2008	Fire Admin.	O:\Word\Admin
Correspondence/AFSS (Admin. Fire Service Section) Electronic Copies	2003 - 2004	Fire Admin.	O:\Word\Admin
Council Agendas & I Communications/ Electronic Copies	1995 - 2007	Fire Admin.	O:\Word\Admin
FLSA/Electronic Copies	2001 - 6/30/2008	Fire Admin.	O:\Word\Admin
Minutes/Electronic Copies	1996 - 2008	Fire Admin.	O:\Word\Admin
Payroll Spreadsheets/ Electronic Copies	2001 - 2007	Fire Admin.	O:\Word\Admin
Uniform Allowance/Electronic Copies	1996 - 2007	Fire Admin.	O:\Word\Admin

[Signature] _____ Date: 1/24/11

City Clerk: _____ Date: _____

Consent is hereby given to destroy the above-listed records:

*City Attorney: *[Signature]* _____ Date: _____

Destruction Completed By: _____

Printed Name _____ Signature _____ Date _____

**Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation.*

AUTHORITY TO DESTROY OBSOLETE RECORDS

The below-listed department records have been retained in accordance with the City's Records Management Program Policy and Procedures and with applicable federal and state laws as set forth in the City of Lodi Retention Schedules. In accordance with the City's Records Management Program, with the consent of the Department Head, **and** upon written approval of the City Clerk and City Attorney, these records will be properly destroyed/disposed of.

Department: Police	Date: January 31, 2011	Total No. of Pages:	Proposed Destruction Date: March, 2011
Division: Investigations	Prepared By: Lt. Chris Piombo	Signature: <i>C.V. Piombo</i>	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Asset Forfeiture Investigations	+2 years from closure date	Special Investigations cabinet	
Informant Files	+10 years from termination date	SIU cabinet	
Registration Files, Arson, Sex, and Narcotics	2 years from closure date Decreased Registrants	290 P.C. program manager file cabinet - SIU	
Field Interview Cards	+ 2 years from closure date	SIU filing cabinet	

Department Head: *Gary Bussena* Date: 01-24-11

City Clerk: _____ Date: _____

Consent is hereby given to destroy the above-listed records:

*City Attorney: *[Signature]* Date: _____

Destruction Completed By: _____

Printed Name _____ Signature _____ Date _____

**Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation.*

AUTHORITY TO DESTROY OBSOLETE RECORDS

The below-listed department records have been retained in accordance with the City's Records Management Program Policy and Procedures and with applicable federal and state laws as set forth in the City of Lodi Retention Schedules. In accordance with the City's Records Management Program, with the consent of the Department Head, and upon written approval of the City Clerk and City Attorney, these records will be properly destroyed/disposed of.

Note: Documents will be reviewed for historical value and, if applicable, retained in the archives. Documents involved in litigation or pending audit will not be destroyed.

Department: Police	Date: January 31, 2011	Total No. of Pages:	Proposed Destruction Date: March, 2011
Division: Administration	Prepared By: S. Meyers	Signature: <i>Sandra Meyers</i>	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Background Investigations and Employment Records of previous employees who have left employment with the City - including Retirees.	+5 years from closure date (prior to 2006)	Administration personnel filing cabinet	
		Administration personnel filing cabinet	

Department Head: *Sandy Guinness* Date: 01-24-11

City Clerk: _____ Date: _____

Consent is hereby given to destroy the above-listed records:

*City Attorney: *[Signature]* Date: _____

Destruction Completed By: _____

Printed Name _____ Signature _____ Date _____

*Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation.

AUTHORITY TO DESTROY OBSOLETE RECORDS

The below-listed department records have been retained in accordance with the City's Records Management Program Policy and Procedures and with applicable federal and state laws as set forth in the City of Lodi Retention Schedules. In accordance with the City's Records Management Program, with the consent of the Department Head, and upon written approval of the City Clerk and City Attorney, these records will be properly destroyed/disposed of.

Department: Police	Date: January 31, 2011	Total No. of Pages:	Proposed Destruction Date: March, 2011
Division: Administration	Prepared By: Julie Wall	Signature: <i>Julie Wall</i>	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Employee Time Cards and related payroll records	+3 years from closure date (prior to 2008)	Investigations Storage Room	

Department Head: *Cary Benjamin* Date: 01-24-11

City Clerk: _____ Date: _____

Consent is hereby given to destroy the above-listed records:

*City Attorney: *[Signature]* Date: _____

Destruction Completed By: _____

Printed Name _____ Signature _____ Date _____

Attachment A - Form 4 (Authority to Destroy Records)

*Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation.

AUTHORITY TO DESTROY OBSOLETE RECORDS

The below-listed department records have been retained in accordance with the City's Records Management Program Policy and Procedures and with applicable federal and state laws as set forth in the City of Lodi Retention Schedules. In accordance with the City's Records Management Program, with the consent of the Department Head, and upon written approval of the City Clerk and City Attorney, these records will be properly destroyed/disposed of.

Note: Documents will be reviewed for historical value and, if applicable, retained in the archives. Documents involved in litigation or pending audit will not be destroyed.

Department: Police	Date: January 31, 2011	Total No. of Pages:	Proposed Destruction Date: March, 2011
Division: Community Improvement	Prepared By: J. Aldred	Signature: <i>James Aldred</i>	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
ABANDONED VEHICLES	+2 YEARS FROM	C11L CABINETS	1, 2, 3, 4
ABATEMENT CASES	CLOSURE DATE DEL 2003 TO 2008		
CLOSED CODE ENFORCEMENT CASES	+2 YEARS FROM CLOSURE DATE OK 1996 - 2009	C11L CABINETS	5, 6

Department Head: *Gary Benjamin* Date: 01-25-11

City Clerk: _____ Date: _____

Consent is hereby given to destroy the above-listed records:

*City Attorney: *[Signature]* Date: _____

Destruction Completed By: _____

Printed Name _____ Signature _____ Date _____