



**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 7, 2012

**PREPARED BY:** Randi Johl, City Clerk

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**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.

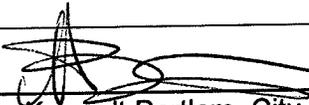
**FISCAL IMPACT:** None

**FUNDING AVAILABLE:** Not applicable.

  
\_\_\_\_\_  
Randi Johl  
City Clerk

Attachments

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**APPROVED:**   
\_\_\_\_\_  
Konradt Bartlam, City Manager

RESOLUTION NO. 2012-18

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

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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 7, 2012

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I hereby certify that Resolution No. 2012-18 was passed and adopted by the City Council of the City of Lodi in a regular meeting held March 7, 2012, by the following vote:

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

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None

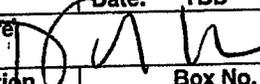
  
RANDI JOHL  
City Clerk



**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.

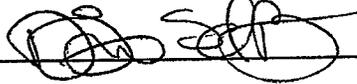
Note: Documents will be reviewed for historical value and, if applicable, retained in the archives. Documents involved in litigation or pending audit will not be destroyed.

Department: 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, 2009	Basement 221 W. Pine St.	
Salary Surveys	All files prior to December 31, 2008	Basement 221 W. Pine St.	
Employment Files (Terminations) – Hourly	All files prior to December 31, 2005	Basement 221 W. Pine St.	
Employment Files (Terminations) – Salary	All files prior to December 31, 2006	Basement 221 W. Pine St.	

Department Head:  Date: 1/12/12

City Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

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

\*City Attorney:  Date: 2/6/12

Destruction Completed By: \_\_\_\_\_

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

\*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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<b>Department:</b> Public Works	<b>Date:</b> 1/10/12	<b>Total No. of Pages:</b> 4	<b>Proposed Destruction Date:</b> 3/31/12
<b>Division:</b> Administration/Engineering	<b>Prepared By:</b> Pam Farris		<b>Signature:</b>
<b>Record Series Title</b> (Same as Retention Schedule)	<b>Dates of Records</b> (From and To)	<b>Storage Location</b>	<b>Box No.</b>
Consumer Price Indexes	1995 – 2007	City Hall	1
Agreement for Consulting Services – Willdan Associates	5/01 – 9/01	City Hall	1
Certificates of Purchase	1996	City Hall	1
Consultant Bills	1/87 – 3/99	City Hall	1
Efficiency Committee	12/93 – 3/94	City Hall	1
Public Works Retreat	1993	City Hall	1
Utility Coordinating Committee	2001 – 2004	City Hall	1
Cellular Phone Bills	1/04 – 2/05	City Hall	1
Claims	1/02 – 12/04	City Hall	1
Minolta 5000 Copier	6/00 – 8/07	City Hall	1
Minolta 3050 Copier	9/95 – 6/03	City Hall	1
San Joaquin County Public Works Dept. Groundwater Recharge Pilot Project	7/92 – 3/93	City Hall	2
Pine Street, 300 W. (Finance Building), Russ & Beverly Munson	11/03 – 4/09	City Hall	2
White Slough Water Pollution Control Facility – Flood Insurance	12/78 – 5/89	City Hall	2
Turner Road Pump Station Modifications, Turner Road Underpass	8/05 – 9/06	City Hall	2
Lower Sacramento Road/West Frontage Road Wastewater Pipe Improvements (Bayberry Drive to Tejon Street)	4/08 – 10/08	City Hall	2
White Slough Water Pollution Control Facility Generator Standby Power System	11/02 – 5/06	City Hall	2
White Slough Water Pollution Control Facility Generator Holding Pond No. 1 Rehabilitation, 12751 N. Thornton Road	2/06 – 11/06	City Hall	2
Henry Glaves Park and Beckman Park Restroom Replacement Projects	9/07 – 5/08	City Hall	2
Lodi Lake Bicycle/Pedestrian Corridor Project (Phase I) 1101 W. Turner Road	2/97 – 4/02	City Hall	3
Lodi Lake Park Boathouse/Discovery Center Improvements	8/08 – 8/09	City Hall	3
2007 Asphalt Rubber Cape Seals, Various Streets	5/07 – 12/09	City Hall	3
2007 Asphalt Rubber Cape Seals, Various Streets (Certified Payroll)	8/07 – 9/07	City Hall	3

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

2006 Asphalt Rubber Cape Seals, Various Streets	3/06 – 10/07	City Hall	3
Church Street and Sacramento Street Overlays 2006	11/06 – 11/07	City Hall	3
Cochran Road Street Improvements (Peach Street to Willow Avenue)	2/04 – 12/05	City Hall	4
Elm Street Paving Stone Replacement Project, School Street to Sacramento St.	9/05 – 4/07	City Hall	4
Lodi Avenue Asphalt Concrete Resurfacing (Ham Lane to UPRR)	5/03 – 6/04	City Hall	4
Turner Road Asphalt Concrete Resurfacing, 200 Feet West of Pleasant Ave. to Hwy 99 Overpass	12/02 – 7/04	City Hall	4
Kiwanis Club Planter at City Hall Parking Lot, Pine and Church Streets	2/03 – 5/03	City Hall	4
Fire Station #1 HVAC Design/Build Project (210 West Elm Street)	2/03 – 4/04	City Hall	4
Redevelopment Project No. 1	6/78 – 1/02	City Hall	4
Lockeford Street & Olive Court Water Main Replacement	7/05 – 10/07	City Hall	5
PCE/TCE Prospective Bidders	2005	City Hall	5
Central City Revitalization Downtown Street Furniture	6/97 – 1/98	City Hall	5
Civic Center Parking Structure (Watry Design Group)	3/01 – 11/02	City Hall	5
California Youth Soccer Association Lease Plans	2/95 – 3/95	City Hall	5
California Youth Soccer Association Lease Correspondence	4/95 – 8/97	City Hall	5
Sacramento Street, 27 N. (Lodi Station Parking Structure Construction Office)	8/00 – 3/08	City Hall	5
Capital Improvement Budget Requests	3/99 – 4/00	City Hall	5
Office Equipment Operating Manuals	No Dates	City Hall	5
Back Injury Prevention	3/92 – 10/96	City Hall	6
Cal OSHA Misc. Correspondence	5/80 – 3/01	City Hall	6
Injury & Illness Prevention Program	7/91 – 9/95	City Hall	6
Labor Code	1998	City Hall	6
Safety Consultants	1/95 – 12/00	City Hall	6
Worker Injury Reports	1/01 – 7/01	City Hall	6
Fire Equipment Lease (1216 Fund)	8/02 – 8/03	City Hall	6
Neighborhood Parks Bond	8/00 – 9/00	City Hall	6
Part-Time Employees – PERS (1000 Hour Limit)	1/95 – 12/06	City Hall	6
Part-Time/Summer Employees	1/98 – 12/00	City Hall	6
White Slough Water Pollution Control Facility – Prostyle Sports	6/98 – 5/01	City Hall	6
White Slough Water Pollution Control Facility – Calpine Merchant Plant	9/00 – 2/01	City Hall	6
Automated Well Control & Elevated Tank Removal Study	9/78 – 8/79	City Hall	6
2009 Asphalt Rubber Cape Seal, Various Streets, Certified Payroll	1/09 – 6/09	City Hall	6
Highway 12 Association	8/82 – 1/00	City Hall	7
APWA – ACEC Joint Task Force	9/95 – 6/97	City Hall	7
APWA/CELSOC Liaison Committee	3/95 – 1/98	City Hall	7
APWA – Facilities, Grounds, and Fleet Operations Committee	1998	City Hall	7
Indoor Sports Facility RFP Inquiries	6/95 – 2/96	City Hall	7

Attachment A – Form 4 (Authority to Destroy Records)

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## City of Lodi

Highway 12/Kettleman Lane – Highway 99 Interchange Improvements (Measure K)	1/94 – 4/01	City Hall	7
Highway 12/Kettleman Lane – Highway 99 Interchange Improvements (Measure K) Construction	1/98 – 5/00	City Hall	7
Highway 12/Kettleman Lane – Highway 99 Interchange Improvements (Measure K) DBE Information	5/98 – 6/98	City Hall	7
Highway 12/Kettleman Lane – Highway 99 Interchange Improvements (Measure K) Preliminary Notices	7/98 – 9/99	City Hall	7
Californians for Better Transportation	4/98 – 12/99	City Hall	8
California Municipal Utilities Association	3/74 – 11/00	City Hall	8
SJCOG Combined Road Plan	3/89 – 3/92	City Hall	8
SJCOG Railroad Projects (Prop 116)	2/91 – 12/91	City Hall	8
White Slough Water Pollution Control Facility Lease, 389 Acres (Bechthold)	1/78 – 12/97	City Hall	8
White Slough Water Pollution Control Facility 1999 Lease	1/98 – 2/04	City Hall	8
White Slough Water Pollution Control Facility Gas & Oil Leases	2/97 – 3/99	City Hall	8
Water/Wastewater Quarterly Update Report	2006	City Hall	8
Highway Sweeping Statements	8/97 – 7/01	City Hall	8
Cal Fed Grant – Wetland Creation/Effluent Disposal	6/98 – 10/98	City Hall	8
San Joaquin County Grand Jury	11/94 – 2/96	City Hall	8
San Joaquin Local Agency Formation Commission (LAFCO)	2002	City Hall	8
San Joaquin County Engineers Council – Engineer of the Year	11/91 – 7/94	City Hall	8
SJCOG Highway Performance Monitoring System	2/84 – 9/98	City Hall	8
Media One	8/97 – 10/00	City Hall	8
SJCOG TDA Transportation Planning Tech & Policy Items – Lodi	8/84 – 12/96	City Hall	8
Targeted Opportunities to Prevent Pollution in San Joaquin County	9/97 – 4/99	City Hall	8
Sacramento Street Reconstruction, Pine Street to Oak Street	4/99 – 3/00	City Hall	9
Sacramento Street Reconstruction, Pine Street to Oak Street – DBE Info	1999	City Hall	9
ICMA Performance Survey	12/97 – 11/99	City Hall	9
Traffic Signal Installations, Various Locations (File #1) Contract Payments, Correspondence	12/90 – 10/92	City Hall	10
Water/Wastewater Main Replacement Program (Project #2) (Cert Payroll File #1)	9/04 – 7/05	City Hall	10
Water/Wastewater Main Replacement Program (Project #2) (Cert Payroll File #2)	4/05 – 6/06	City Hall	10
Water/Wastewater Main Replacement Program (Proj #2) (Cert Payroll File #3)	1/07 – 7/07	City Hall	10
Civic Center Data Telecommunication Cabling	9/94 – 11/98	City Hall	10
APWA – Chapter Delegate	7/93 – 5/98	City Hall	10
Walkway Improvements to Glaves, Beckman, and Lodi Lake Parks	3/99 – 4/01	City Hall	10
Harney Lane Sanitary Landfill	3/67 – 10/97	City Hall	11
Traffic Signal and Lighting Installation, Turner Road and Mills Avenue	6/97 – 5/00	City Hall	11
Turner Road at Lower Sacramento Road/Woodhaven Road	8/87 – 1/95	City Hall	11

### Attachment A – Form 4 (Authority to Destroy Records)

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City of Lodi

Turner Road at Lower Sacramento Road/Woodhaven Road (Specs)	5/93 - 7/93	City Hall	11
Hwy 12 - Kettleman/Hwy 99 Interchange Improvements (Measure K) Specs	3/98 - 6/00	City Hall	11
Lower Sacramento Road, Turner Road to 400 Feet North of Eilers Lane Asphalt Concrete Payment Rehab & Bike Lanes	9/97 - 1/01	City Hall	11
Central City Revitalization Assessment District	6/95 - 10/04	City Hall	12
Residential Street Design Standards	1998	City Hall	12
Newsrack Ordinance	5/89 - 6/89	City Hall	12
Performance Review	3/96 - 11/00	City Hall	12
Status of Major and Priority PW Projects	10/97 - 2/05	City Hall	12
Redevelopment Agency	10/97 - 7/07	City Hall	12
Professional Service Agreement - Premier Engineering & Service, Inc.	12/08 - 7/09	City Hall	12
Professional Service Agreement - SNG & Associates, Inc.	2/01 - 2/03	City Hall	12
Professional Service Agreement - Thompson Hysell Engineers (File #1)	7/03 - 7/04	City Hall	12
Professional Service Agreement - Saracino Kirby Snow (Schlumberger)	10/02 - 9/04	City Hall	12
Professional Service Agreement - Schlumberger Water Service	2/05 - 10/09	City Hall	12
Finance Department Memos	2003 - 2006	City Hall	13
Engineering Statements 2004 File #1	1/04 - 6/04	City Hall	13
Engineering Statements 2004 File #2	7/04 - 12/04	City Hall	13
Engineering Statements 2005 File #1	1/05 - 6/05	City Hall	13
Engineering Statements 2005 File #2	7/05 - 12/05	City Hall	13
Engineering Statements 2006 File #1	1/06 - 6/06	City Hall	13
Engineering Statements 2006 File #2	7/06 - 12/06	City Hall	13
Professional Service Agreement - Timothy J. Hachman, Attorney at Law	11/03 - 12/04	City Hall	13
Professional Service Agreement - Ruark and Associates	4/07 - 12/09	City Hall	13
Minority Business Program MBE/DBE	1/00 - 12/03	City Hall	13
Turner Rd, Pleasant Ave to Hwy 99 & Stockton St, Kettleman Ln to Century Blvd Rubberized Overlay	11/00 - 7/04	City Hall	13
Woodhaven Ln, Chestnut St, North of Turner Rd Improvements	7/97 - 6/02	City Hall	13
Water/Wastewater Main Replacement Project No. 4 - Certified Payroll	4/09 - 9/09	City Hall	13

\*In all cases, original plans are maintained.

Department Head: Stacey Sandeb Date: 1/11/12

City Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

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

\*City Attorney: [Signature] Date: 2/8/12

Destruction Completed By: \_\_\_\_\_

Printed Name	Signature	Date

Attachment A - Form 4 (Authority to Destroy Records)

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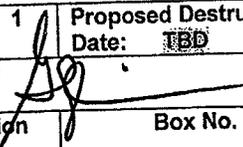
City of Lodi

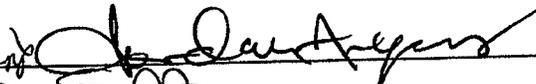
CITY OF LODI  
FINANCIAL SERVICES

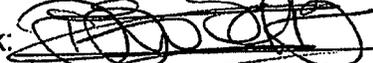
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Department: Internal Services	Date: 1/9/12	Total No. of Pages: 1	Proposed Destruction Date: TBD
Division: Finance	Prepared By: Gail Glissman	Signature: 	
<b>Record Series Title (Same as Retention Schedule)</b>	<b>Dates of Records (From and To)</b>	<b>Storage Location</b>	<b>Box No.</b>
Business Tax Applications	2006	Finance Basement	
CIS Daily Postings & Journals	July 2005 – June 2006	Finance Basement	
Service Orders/Utility Contract	July 2005 – June 2006	Finance Basement	
Correspondence	July 2007 – June 2008	Finance Basement	
Deposit Refunds	July 2005 - June 2006	Finance Basement	
Enforcement Technology Parking Balancing Reports	July 2005 – June 2006	Finance Basement	
Lodi Downtown Business Partnership Collections	July 2005 – June 2006	Finance Basement	
Miscellaneous Receivables	July 2005 – June 2006	Finance Basement	
Returned Checks	July 2007 – June 2008	Finance Basement	
Pet License Applications	July 2005 – June 2006	Finance Basement	

Department Head:  Date: 01-10-12

City Clerk:  Date: 2/8/12

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

\*City Attorney:  Date: 2/8/12

Destruction Completed By: \_\_\_\_\_

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

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Printed Name

Signature

Date

Attachment A – Form 4 (Authority to Destroy Records)

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**AUTHORITY TO DESTROY OBSOLETE RECORDS** RECEIVED

2012 JAN 25 AM 9:31

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Department: Fire	Date: 1/19/2012	Total No. of Pages: 2 #1 of 2	Proposed Destruction Date: TBD
Division: Administration	Prepared By: Linda Hoover	Signature: <i>Linda Hoover</i>	
<b>Record Series Title (Same as Retention Schedule)</b>	<b>Dates of Records (From and To)</b>	<b>Storage Location</b>	<b>Box No.</b>
Acct's. Payable Invoices/Copies	7/1/08 - 6/30/09	Fire Admin.	1
Claim Vouchers/Copies	7/1/08 - 6/30/09	Fire Admin.	2
Correspondence	7/1/08 - 6/30/09	Fire Admin.	2
Expendable Trust/Copies	7/1/08 - 6/30/09	Fire Admin.	2
Expenditure/Transaction Analysis Reports/Copies	7/1/08 - 6/30/09	Fire Admin.	2
FLSA Pay/Copies	2008	Fire Admin.	2
Holiday Pay/Copies	2008	Fire Admin.	2
Release of Care Against Medical Advice/Copies	7/1/07 - 6/30/08	Fire Admin.	2
Strike Team Reimbursements/Copies	2008	Fire Admin.	2
Supply Order Requests/Copies	7/1/08 - 6/30/09	Fire Admin.	2
Time-Off Requests	2008	Fire Admin.	2

Department Head: *[Signature]*

Date: 1/24/12

City Clerk: \_\_\_\_\_

Date: \_\_\_\_\_

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

\*City Attorney: *[Signature]*

Date: 2/8/12

Destruction Completed By: \_\_\_\_\_

Date: \_\_\_\_\_

Attachment A - Form 4 (Authority to Destroy Records)

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**AUTHORITY TO DESTROY OBSOLETE RECORDS** RECEIVED

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Department: Fire	Date: 1/19/12	Total No. of Pages: <u>2</u> #2 of 2	Proposed Destruction Date: TBD
Division: Administration	Prepared By: Linda Hoover	Signature: <i>Linda Hoover</i>	
<b>Record Series Title (Same as Retention Schedule)</b>	<b>Dates of Records (From and To)</b>	<b>Storage Location</b>	<b>Box No.</b>
Acct's. Payable Invoices/ Electronic Copies	7/1/08- 6/30/09	Fire Admin.	O:\Word\Admin
Claim Vouchers/ Electronic Copies	7/1/08 - 6/30/09	Fire Admin.	O:\Word\Admin
Correspondence/Electronic Copies	2008	Fire Admin.	O:\Word\Admin
Council Agendas & Communications/ Electronic Copies	2008	Fire Admin.	O:\Word\Admin
FLSA/Electronic Copies	2008	Fire Admin.	O:\Word\Admin
Payroll Spreadsheets/ Electronic Copies	2008	Fire Admin.	O:\Word\Admin
Uniform Allowance/Electronic Copies	2008	Fire Admin.	O:\Word\Admin

Department Head: *[Signature]* Date: 1/24/12

City Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

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

\*City Attorney: *[Signature]* Date: 2/8/12

Destruction Completed By: \_\_\_\_\_

Printed Name	Signature	Date
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Department: Fire	Date: 1-5-2012	Total No. of Pages:	Proposed Destruction Date: TBD
Division: Prevention	Prepared By: Cari Shates	Signature: <i>Cari Shates</i>	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Special Program Requests	2009	Fire Admin	1
Requests for Inspection	2009	Fire Admin	1
Inspection Fee's	2009	Fire Admin	1
Apartment Inspections	2009	Fire Admin	1
Knox Box Auth. Forms	2009	Fire Admin	1
Inspections Letters	2009	Fire Admin electronic	
Copies of Paid Invoices	2008-2009	Fire Admin	1

Department Head: *[Signature]* Date: 1/10/12

City Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

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

\*City Attorney: *[Signature]* Date: 2/8/12

Destruction Completed By: \_\_\_\_\_

Printed Name	Signature	Date
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Department: Police	Date: 01/24/12	Total No. of Pages: 1	Proposed Destruction Date: 03/12
Division: Investigations	Prepared By: Lt. Chris Piombo	Signature: <i>C.V. Pisano</i>	
<b>Record Series Title (Same as Retention Schedule)</b>	<b>Dates of Records (From and To)</b>	<b>Storage Location</b>	<b>Box No.</b>
Background investigations and employment records of previous Lodi Police Department employees	+5 years from closure date	Administration personnel filing cabinet	
Administrative and Internal Affairs Investigations	+5 years from closure date	Investigations Lt. filing cabinet	
Background Investigations (not hired)	+2 years from closure date	Administration personnel filing cabinet	

Department Head: *Walter Adams* Date: 1-30-12

City Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

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

\*City Attorney: *[Signature]* Date: 2/8/12

Destruction Completed By: \_\_\_\_\_

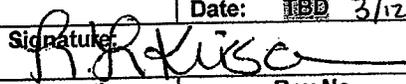
Printed Name	Signature	Date

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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: 01/10/12	Total No. of Pages:	Proposed Destruction Date: <b>TBD</b> 3/12
Division: Records	Prepared By: H. Kirschenman	Signature: 	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Traffic Citations	+2 years from closure date '2009'	Records cabinets	
Arrest/Booking Sheets	+6 years from closure Date '2005'	Records cabinets	
Statistical (UCR)	Current year +2 '2001- 2009'	Records cabinets	
Non-Criminal Occurrences (returned Missing Person reports)	Current year +2 '2003-2004'	Records cabinets	
Permits- Permit Applications (massage, card room, peddler, tow truck, etc)	+2 years from closure date '2009 and years prior'	Records cabinets	
Subpoena	Current year +2 '2000-2009'	Records closet	
Hunter Safety Records	Pre-1980	Records cabinets	

Department Head:  Date: 1-30-12

City Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

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

\*City Attorney:  Date: 2/8/12

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**

FEB 1 AM 9:16

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: <b>Library</b>	Date: <b>1/31/2012</b>	Total No. of Pages: <b>1</b>	Proposed Destruction Date: <b>TBD</b>
Division:	Prepared By:	Signature:	
<b>Record Series Title (Same as Retention Schedule)</b>	<b>Dates of Records (From and To)</b>	<b>Storage Location</b>	<b>Box No.</b>
Payroll Records	2008	Library business office	
Vendor invoices - copies	FY 2009-2010	Library business office	
Community Room Reservation forms	2009	Library business office	
Linsco Private Ledger (LPL) Monthly	2009	Library business office	
Investment Statements (retaining account summary page)			

Department Head: Nancy Martinez Date: 1/31/12

City Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

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

\*City Attorney: [Signature] Date: 2/8/12

Destruction Completed By: \_\_\_\_\_

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

**AUTHORITY TO DESTROY OBSOLETE RECORDS**

RECEIVED

2012 FEB -2 PM 1:56

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.

CITY CLERK  
CITY OF LODI

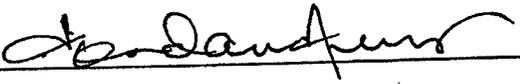
*Note: Documents will be reviewed for historical value and, if applicable, retained in the archives. Documents involved in litigation or pending audit will not be destroyed.*

Department: Internal Services	Date: 2/02/2012	Total No. of Pages: 2	Proposed Destruction Date: TBD
Division: Financial Services Accounting	Prepared By: <b>NANCY SPINELLI</b>	Signature: <i>Wendy Corda Borhoun</i>	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Next Step/Leave Balance	2009-2010	Basement	
Payroll Edit Registers	"	"	
Payroll Journal Detail	"	"	
Payroll Voucher Detail	"	"	
Payroll Check Registers	"	"	
Wage Attachment Report	"	"	
Overtime Cards	2007-2008	"	
Daily Time Cards	2005-2006	"	
Accounts Payable Final Post	2009-2010	"	
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	2006-2007	"	
Wire Transfers	2007-2008	"	
Inventory	2009-2010	"	
B of A & F&M Bank Statements	2002-2004	"	
Unclaimed Property Records	2000-2004	"	
DB Claims Bank Reconciliation	2003-2005	"	
ICS Activity & Bank Reconciliation	2003-2005	"	

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

Department Head:  Date: 2/2/12

City Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

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

\*City Attorney:  Date: 2/8/12

Destruction Completed By:

Printed Name	Signature	Date
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Attachment A – Form 4 (Authority to Destroy Records)

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



Record Series Title (Same as retention schedule)	Dates of Records (from and to)	Storage Location	Box No.
Accounts Payable Fmc Sweeper Contracts (2)	1994 and prior	MSC Decommissioned Shop	94001
Accounts Payable Motorola Maintenance Agreement	1988	MSC Decommissioned Shop	94001
Accounts Payable Motorola Radios - copies	1989	MSC Decommissioned Shop	94001
Accounts Payable Motorola Radios - copies	1990	MSC Decommissioned Shop	94001
Personnel Street Division Correspondence	1990	MSC Decommissioned Shop	94001
Personnel Street Division Correspondence	1991	MSC Decommissioned Shop	94001
Personnel Summer Laborers, Non-Returning	1994 and prior	MSC Decommissioned Shop	94001
Personnel Water/Wastewater Division Correspondence	1991	MSC Decommissioned Shop	94001
Materials & Contracts Asphalt	1986 - 1992	MSC Decommissioned Shop	94001
Materials & Contracts Slurry Seal	1990	MSC Decommissioned Shop	94001
Materials & Contracts Slurry Seal	1991	MSC Decommissioned Shop	94001
Materials & Contracts Slurry Seal	1992	MSC Decommissioned Shop	94001
Materials & Contracts Slurry Seal	1990	MSC Decommissioned Shop	94001
Streets/Sidewalks Accept Improvements	1990	MSC Decommissioned Shop	94001
Traffic Lane Line Painting	1990	MSC Decommissioned Shop	94001
Traffic Lane Line Painting	1991	MSC Decommissioned Shop	94001
Traffic Signal Maintenance	1990	MSC Decommissioned Shop	94001
Traffic Signal Maintenance	1991	MSC Decommissioned Shop	94001
Traffic Work Authorization	1990	MSC Decommissioned Shop	94001
Traffic Work Authorization	1991	MSC Decommissioned Shop	94001
Administration City Council Minutes - copies	1976 - 1984	MSC Decommissioned Shop	94007
Material Bids & Notices	1978	MSC Decommissioned Shop	94008
Material Bids & Notices	1981	MSC Decommissioned Shop	94008
Accounts Payable Ireland Landscape Maintenance	1988 - 1989	MSC Decommissioned Shop	94008
Landscape Maintenance Contract Ireland Landscape	1982 - 1983	MSC Decommissioned Shop	94008
Landscape Maintenance Contract Ireland Landscape	1983 - 1984	MSC Decommissioned Shop	94008
Landscape Maintenance Contract Ireland Landscape	1985 - 1986	MSC Decommissioned Shop	94008
Street Alley & Parking Lot Annual Maintenance Study	1973 - 1984	MSC Decommissioned Shop	94008
Street Alley & Parking Lot Annual Maintenance Study	1984 - 1987	MSC Decommissioned Shop	94008
Streets Neighborhood Watch Signs	1987 - 1988	MSC Decommissioned Shop	94008
Tree Chips Mrs. Faust	1979	MSC Decommissioned Shop	94008
Tree Planting	1971 - 74	MSC Decommissioned Shop	94008
Tree Trimmers	1980 - 1988	MSC Decommissioned Shop	94008
Tree Trimming Correspondence	1979 - 1986	MSC Decommissioned Shop	94008
Tree Trimming Schedules	1975 - 1984	MSC Decommissioned Shop	94008
Trees Spraying	1976 - 1984	MSC Decommissioned Shop	94008
Trees Spraying	1984 - 1987	MSC Decommissioned Shop	94008
Projects Miscellaneous	1977	MSC Decommissioned Shop	94008
Miscellaneous Catch Basin	1985	MSC Decommissioned Shop	94008
Rainfall	1983 - 1984	MSC Decommissioned Shop	94008
Accident Claims By City	1969	MSC Decommissioned Shop	94008
Accident Reports	1972 - 1974	MSC Decommissioned Shop	94008
Accident Reports Claims Against City	1975	MSC Decommissioned Shop	94008
Accident Reports M Elson	1969	MSC Decommissioned Shop	94008
Accident Reports M Elson	1970	MSC Decommissioned Shop	94008
Accident Reports M Elson	1971	MSC Decommissioned Shop	94008
Accident Reports Max Nelson	1970	MSC Decommissioned Shop	94008

Record Series Title (Same as retention schedule)	Dates of Records (from and to)	Storage Location	Box No.
Administration Complaints & Claims	1973	MSC Decommissioned Shop	94008
Administration P.W. Operating Budget	1974 - 1975	MSC Decommissioned Shop	94008
Paid Claims	1970	MSC Decommissioned Shop	94008
Paid Claims	1971	MSC Decommissioned Shop	94008
Quarterly Report	1974	MSC Decommissioned Shop	94008
Quotes On Work & Material	1975 and prior	MSC Decommissioned Shop	94008
Appropriation Ledger	1974	MSC Decommissioned Shop	94008
Appropriation Ledger	1975	MSC Decommissioned Shop	94008
Personnel Mike Johnson	1975	MSC Decommissioned Shop	94008
Personnel Neighborhood Youth Corps li Out Of School Program	1972 - 1973	MSC Decommissioned Shop	94008
Water & Sewer Operating Budget	1970 - 1972	MSC Decommissioned Shop	94008
Water & Sewer Operating Budget	1973 - 1974	MSC Decommissioned Shop	94008
Water Distribution Maintenance	1970	MSC Decommissioned Shop	94008
Equipment Bids & Notices	1977 - 1978	MSC Decommissioned Shop	94010
Material	1976 - 1981	MSC Decommissioned Shop	94010
Material Bids & Notices	1979	MSC Decommissioned Shop	94010
Material Bids & Notices	1980 - 1987	MSC Decommissioned Shop	94010
Money Deposited By Subdivisions	1978 - 1986	MSC Decommissioned Shop	94010
Safety Audit	1986	MSC Decommissioned Shop	94010
Asphalt Materials	1982 - 1987	MSC Decommissioned Shop	94010
Asphalt Rejuvenating Materials	1982 - 1987	MSC Decommissioned Shop	94010
Leaf Cleanup Program	1975 - 1984	MSC Decommissioned Shop	94010
Liquid Asphalt Materials	1982 - 1987	MSC Decommissioned Shop	94010
Pavement Evaluation	1982	MSC Decommissioned Shop	94010
Rock & Sand Materials	1982 - 1987	MSC Decommissioned Shop	94010
Sidewalk Replacement	1986	MSC Decommissioned Shop	94010
Slurry Seal Materials	1982 - 1987	MSC Decommissioned Shop	94010
Traffic Signal Maintenance	1986 - 1987	MSC Decommissioned Shop	94010
Trees	1969 - 1976	MSC Decommissioned Shop	94010
Trees Planting	1975 - 1987	MSC Decommissioned Shop	94010
Trees Removal	1974 - 1977	MSC Decommissioned Shop	94010
Burn Permit - Weed Eradication	1985	MSC Decommissioned Shop	94010
Compost	1970	MSC Decommissioned Shop	94010
Preventative Maintenance To New Construction	1986 - 1987	MSC Decommissioned Shop	94010
Operations Statements 1973-75	1973 - 1985	MSC Decommissioned Shop	94011
Accidents - Claims Against City	1974 - 1977	MSC Decommissioned Shop	94015
Accidents - Claims Against City	1979 - 1984	MSC Decommissioned Shop	94015
Accidents - Claims Against City	1986	MSC Decommissioned Shop	94015
Accidents - Damage To City Property	1974 - 1977	MSC Decommissioned Shop	94015
Accidents - Damage To City Property	1979 - 1980	MSC Decommissioned Shop	94015
City Clerk Insurance Correspondence	1975 - 1982	MSC Decommissioned Shop	94015
Police Reports, No Action	1976	MSC Decommissioned Shop	94015
Police Reports, No Action	1977	MSC Decommissioned Shop	94015
Police Reports, No Action	1979 - 1981	MSC Decommissioned Shop	94015
Equipment Bids And Notices 1975	1975	MSC Decommissioned Shop	94026

Record Series Title (Same as retention schedule)	Dates of Records (from and to)	Storage Location	Box No.
Equipment Bids And Notices 1980	1980	MSC Decommissioned Shop	94026
Equipment Bids And Notices 1981	1981	MSC Decommissioned Shop	94026
Equipment Bids And Notices 1982	1982	MSC Decommissioned Shop	94026
Equipment Bids And Notices 1983	1983	MSC Decommissioned Shop	94026
Equipment Informal Bids & Quotes 1980	1980	MSC Decommissioned Shop	94026
526 E. Lodi Ave. Landscape & Sprinkler Plans	1977	MSC Decommissioned Shop	94030
Chamber Of Commerce Landscape & Sprinkler Plans	1977	MSC Decommissioned Shop	94030
Cherokee Lane & Pine Street-Howard Clark Development	1977	MSC Decommissioned Shop	94030
City Hall Landscaping	1980	MSC Decommissioned Shop	94030
Landscape - Library Landscape Plans	1978	MSC Decommissioned Shop	94030
Landscape American Auto Body Shop	1978	MSC Decommissioned Shop	94030
Landscape Animal Shelter	1983	MSC Decommissioned Shop	94030
Landscape Avenue Plaza	1978	MSC Decommissioned Shop	94030
Landscape Ham Lane Median	1978	MSC Decommissioned Shop	94030
Landscape Ham Lane Median Arundel Ct.-Century Blvd.	1978	MSC Decommissioned Shop	94030
Landscape Ham Lane Median Arundel Ct.-Port Chelsea	1978	MSC Decommissioned Shop	94030
Landscape Hutchins Street Planter	1977	MSC Decommissioned Shop	94030
Landscape Plaza Liquor	1978	MSC Decommissioned Shop	94030
Landscape Sanguinetti Park	1979	MSC Decommissioned Shop	94030
Landscape Sears Parking Lot-Jdm Landscaping	1978	MSC Decommissioned Shop	94030
Landscape State Savings & Loan	1980	MSC Decommissioned Shop	94030
Landscaping - Leland Court Landscape Agreement	1980	MSC Decommissioned Shop	94030
Landscaping - Msc	1980	MSC Decommissioned Shop	94030
Landscaping Lawrence Park Parking Lot Well Sets #19	1982	MSC Decommissioned Shop	94030
Landscaping Maintenance Contract	1982	MSC Decommissioned Shop	94030
Landscaping Maintenance Contract	1984	MSC Decommissioned Shop	94030
Park Place Landscape-1041 S. Hutchins-Oskars Enterprise	1977	MSC Decommissioned Shop	94030
Tokay Villa Landscape & Sprinkler Plans	1978	MSC Decommissioned Shop	94030
United California Bank "Coe Landscaping"	1977	MSC Decommissioned Shop	94030
1100 W. Tokay (Office Building.) Dean Robinson	1978	MSC Decommissioned Shop	94030
6 Unit Apts. @ 1741 W. Lockeford St. - Albert Corss	1977	MSC Decommissioned Shop	94030
Bader Building-1217 W. Tokay St.	1978	MSC Decommissioned Shop	94030
Beckman Ranch Unit #1	1979	MSC Decommissioned Shop	94030
California Skate Buzz Oates Enterprises	1976	MSC Decommissioned Shop	94030
Dok-Shoons Restaurant	1978	MSC Decommissioned Shop	94030
English Oaks #2 & #4	1978	MSC Decommissioned Shop	94030
English Oaks Parks	1978	MSC Decommissioned Shop	94030
Fanos Construction Fire Station #2	1982	MSC Decommissioned Shop	94030
Farmers & Merchants Bank Vineyard Shopping Center	1980	MSC Decommissioned Shop	94030
Fire Station No. 2	1981	MSC Decommissioned Shop	94030
Laurence Park	1982	MSC Decommissioned Shop	94030
Lyons Restaurant-200 Blk. So. School St.	1977	MSC Decommissioned Shop	94030
Odama Building.-1124 W. Tokay St.	1978	MSC Decommissioned Shop	94030
R & J Packing-48 E. Oak St.	1981	MSC Decommissioned Shop	94030
River Oaks Subdivision V & VI	1977	MSC Decommissioned Shop	94030
St. Peters Lutheran Church-Oxford Way	1979	MSC Decommissioned Shop	94030
Stone Brothers Lakewood Mall Fencing	1978	MSC Decommissioned Shop	94030

Record Series Title (Same as retention schedule)	Dates of Records (from and to)	Storage Location	Box No.
Sullivan-Newton Building.-1109 W. Tokay St.	1979	MSC Decommissioned Shop	94030
Sunwest Unit 2	1977	MSC Decommissioned Shop	94030
Temple Baptist Church	1979	MSC Decommissioned Shop	94030
The Oaks Development	1980	MSC Decommissioned Shop	94030
Vienna & Association, Inc.	1979	MSC Decommissioned Shop	94030
Vienna Golden State Convalescent Hospital	1977	MSC Decommissioned Shop	94030
Vineyard Shopping Center Mervyns	1980	MSC Decommissioned Shop	94030
Warehouse-322 No. Main St.	1977	MSC Decommissioned Shop	94030
Westgate Cinema	1977	MSC Decommissioned Shop	94030
Uhls Property Drainage	1980	MSC Decommissioned Shop	94030
Well #19 Landscape	1982	MSC Decommissioned Shop	94030
Well #6 Landscape	1986	MSC Decommissioned Shop	94030
Well #7 Landscape	1979	MSC Decommissioned Shop	94030
White Slough Paving	1974	MSC Decommissioned Shop	94030
Administration Annual Report	1985 - 1986	MSC Decommissioned Shop	94033
Administration Annual Report	1986 - 1987	MSC Decommissioned Shop	94033
Administration Budget	1984 - 1985	MSC Decommissioned Shop	94033
Administration Budget	1985 - 1986	MSC Decommissioned Shop	94033
Administration Budget	1986 - 1987	MSC Decommissioned Shop	94033
Administration Budget	1987 - 1988	MSC Decommissioned Shop	94033
Administration Budget	1987 - 1988	MSC Decommissioned Shop	94033
Administration Budget	1988 - 1989	MSC Decommissioned Shop	94033
Administration Budget	1988 - 1989	MSC Decommissioned Shop	94033
Administration Utility Coordinating Committee	1993	MSC Decommissioned Shop	94034
Finance Claim Vouchers - copies	Jan - June 1992	MSC Decommissioned Shop	94034
Finance Claim Vouchers - copies	July - Dec 1992	MSC Decommissioned Shop	94034
Finance Construction Water Billing	1991	MSC Decommissioned Shop	94034
Finance Operations Statements	1992	MSC Decommissioned Shop	94034
Finance Petty Cash - copies	1992	MSC Decommissioned Shop	94034
Finance Septic Tank Operations Statements	1992	MSC Decommissioned Shop	94034
Finance Transfer Of Charges	1992	MSC Decommissioned Shop	94034
Finance Transfer Station Dump Fees/Accounts Payable	1993	MSC Decommissioned Shop	94034
Finance Travel Claims - copies	1992	MSC Decommissioned Shop	94034
Finance Water/Wastewater Budget	1990 - 1991	MSC Decommissioned Shop	94034
Finance Water/Wastewater Inventory	1989 - 1991	MSC Decommissioned Shop	94034
Ireland Landscape Maintenance	1993 and prior	MSC Decommissioned Shop	94C
Lagorio Communications	1994 and prior	MSC Decommissioned Shop	94C
Motorola - Radios	1994 and prior	MSC Decommissioned Shop	94C
Leaf Removal	1993/94	MSC Decommissioned Shop	94C
Radio Service Tags	1993 and prior	MSC Decommissioned Shop	94C
Radio Service Tags Water/Wastewater	1993 and prior	MSC Decommissioned Shop	94C
Radio System Purchase	1994 and prior	MSC Decommissioned Shop	94C
Correspondence - Traffic	1994 and prior	MSC Decommissioned Shop	94C
Lane Line	1993	MSC Decommissioned Shop	94C
Reflective Sign Survey	1992	MSC Decommissioned Shop	94C
Reflective Sign Survey	1993	MSC Decommissioned Shop	94C

Record Series Title (Same as retention schedule)	Dates of Records (from and to)	Storage Location	Box No.
Traffic Signal Maintenance	1994	MSC Decommissioned Shop	94C
Traffic Work Authorization	1994	MSC Decommissioned Shop	94C
Petty Cash - copies	1999	MSC Decommissioned Shop	96A
Construction Water Billing	1998	MSC Decommissioned Shop	96A
Operations Statements	1998	MSC Decommissioned Shop	96A
Permits	1998	MSC Decommissioned Shop	96A
Mission Uniform Service Uniform Contract	1998	MSC Decommissioned Shop	96A
Safety Training Verification (St Div)	1994-1997	MSC Decommissioned Shop	97B
Safety Training Verification (WWW)	1994-1997	MSC Decommissioned Shop	97B
Safety Training Verification (White Slough)	1994-1997	MSC Decommissioned Shop	97B
Landscape Maintenance	1994-1997	MSC Decommissioned Shop	97B
Landscape Maintenance	1997-1998	MSC Decommissioned Shop	97B
Traffic Signal Maintenance	1997	MSC Decommissioned Shop	97B
Traffic Work Authorizations	1997	MSC Decommissioned Shop	97B
City Council Agenda/Minutes - copies	Jan-Jun 1997	MSC Decommissioned Shop	97D
City Council Agenda/Minutes - copies	July - Dec 1997	MSC Decommissioned Shop	97D
Confidential Claims - copies	1997	MSC Decommissioned Shop	97D
Miscellaneous Police Reports	1996	MSC Decommissioned Shop	97D
Utility Coordinating Committee	1997	MSC Decommissioned Shop	97D
Claim Vouchers - copies	Jan - June 1997	MSC Decommissioned Shop	97D
Claim Vouchers - copies	July - Dec 1997	MSC Decommissioned Shop	97D
Petty Cash	1997	MSC Decommissioned Shop	97D
Special Allocation	1995-1996	MSC Decommissioned Shop	97D
Travel Claims	Jan - June 1997	MSC Decommissioned Shop	97D
Travel Claims	July - Dec 1997	MSC Decommissioned Shop	97D
Curb, Gutter, Sidewalk	1994-1995	MSC Decommissioned Shop	97D
Leaf Removal	1994-1996	MSC Decommissioned Shop	97D
Slurry Seal	1997	MSC Decommissioned Shop	97D
Flood Watch	1996-1997	MSC Decommissioned Shop	97D
Water/Wastewater Inventory	1995-1997	MSC Decommissioned Shop	98A
Correspondence	12/1994-12/1995	MSC Decommissioned Shop	98A
Rates & Fees (Water/Sewer)	1982-1995	MSC Decommissioned Shop	98A
Self-Monitoring Reports	1997	MSC Decommissioned Shop	98A
Permit - copies	1997	MSC Decommissioned Shop	98A
Violations - Newspapers	1988-1992	MSC Decommissioned Shop	98A
Violations	Jan-June 1997	MSC Decommissioned Shop	98A
Violations	July-Dec 1997	MSC Decommissioned Shop	98A
Utility Coordinating Committee 1999	1999	MSC Server Room	99A
Site Plan & Architectural Review Committee	1999	MSC Server Room	99A
Storm Pumping Facilities Log	1991-98	MSC Server Room	99A
City Council Minutes copies	June-Dec 1999	MSC Server Room	99A
Claim Vouchers - copies	Jan-June 1999	MSC Server Room	99A
Claim Vouchers - copies	July-Dec 1999	MSC Server Room	99A
Travel Claims - copies	Jan-June 1999	MSC Server Room	99A
Travel Claims - copies	July-Dec 1999	MSC Server Room	99A

Record Series Title (Same as retention schedule)	Dates of Records (from and to)	Storage Location	Box No.
Petty Cash - copies	1999	MSC Server Room	99A
Construction Water Billing	1998	MSC Server Room	99A
Operations Statements	1998	MSC Server Room	99A
Permits	1998	MSC Server Room	99A
Mission Uniform Service Uniform Contract	1995	MSC Server Room	99A
City Council Agenda/Minutes - copies	Jan-June 2000	MSC Server Room	99B
City Council Agenda/Minutes - copies	July-Dec 2000	MSC Server Room	99B
Site Plan & Architectural Review Comm	2000	MSC Server Room	99B
Utility Coordinating Committee	2000	MSC Server Room	99B
Claim Vouchers - copies	Jan-June 2000	MSC Server Room	99B
Claim Vouchers - copies	July-Dec 2000	MSC Server Room	99B
Construction Water Billing	1999	MSC Server Room	99B
Operations Statements	1999	MSC Server Room	99B
Petty Cash - copies	2000	MSC Server Room	99B
Special Allocations	1997-98	MSC Server Room	99B
Travel Claims - copies	Jan-June 2000	MSC Server Room	99B
Travel Claims - copies	July-Dec 2000	MSC Server Room	99B
Lane Line Contract	1999	MSC Server Room	99B
Confidential Claims - copies	1999	MSC Server Room	99C
Street Encroachment Violations	1998	MSC Server Room	99C
Slurry Seal Contract	1999	MSC Server Room	99C
Confidential Claims - copies	2000	MSC Server Room	2000A
Efficiency Committee	2000	MSC Server Room	2000A
Miscellaneous Police Reports	2000	MSC Server Room	2000A
Y2K Preparedness	2000	MSC Server Room	2000A
Construction Water Billing	2000	MSC Server Room	2000A
Operations Statements	2000	MSC Server Room	2000A
Petty Cash	2000	MSC Server Room	2000A
Special Allocations	1999-2000	MSC Server Room	2000A
Furniture & File Cabinets	1993-1996	MSC Server Room	2000B
Equipment-Time Clock	1996-1998	MSC Server Room	2000B
Parade of Lights	1996-1998	MSC Server Room	2000B
Administration-Calendar	1991-1996	MSC Server Room	2000B
Finance-Transfer of Charges	1993	MSC Server Room	2000B
Health & Safety-Hit & Run	1989-1992	MSC Server Room	2000B
Health & Safety-Hit & Run	1989-1992	MSC Server Room	2000B
Health & Safety-Safety Shirts	1981-1986	MSC Server Room	2000B
WWW-CWPCA. Address Roster	1991-1996	MSC Server Room	2000B
WWW-CWPCA Form Project	1991-1994	MSC Server Room	2000B
WWW-Break-ins	1988	MSC Server Room	2000B
WWW-Retired Water Conservation Officers	1996-1999	MSC Server Room	2000B
Health & Safety-Chemical Containers	1987-1993	MSC Server Room	2000C
Health & Safety -Back Braces	1991-94	MSC Server Room	2000C
Streets- Materials & Contracts - Slurry Seal	2000	MSC Server Room	2000C
Streets- Encroachment Violations	1999	MSC Server Room	2000C

Record Series Title (Same as retention schedule)	Dates of Records (from and to)	Storage Location	Box No.
Street- Encroachments Violations	2000	MSC Server Room	2000C
Street-Correspondence	1994-1998	MSC Server Room	2000D
Street-Thin Overlay/Paving	1997/98	MSC Server Room	2000D
Street-Landscape Maintenance	1998/99	MSC Server Room	2000D
Street-Landscape Maintenance	1999/00	MSC Server Room	2000D
Street-Carnegie Forum	1989	MSC Server Room	2000D
Street-Tree City USA Certification	1992	MSC Server Room	2000D
Street-Legion/Lawrence Parks Tree Trimming	2000	MSC Server Room	2000D
Street-Urban Forester (Tree Operations Supervisor)	1991-1996	MSC Server Room	2000D
Personnel-M&O Compensation Study 1999	1999	MSC Server Room	2000F
Personnel-Tree Trimmer Job Analysis	1999	MSC Server Room	2000F
Street-Neighborhood Watch Signs	1999	MSC Server Room	2000F
Street-Abandoned Vehicles	1999	MSC Server Room	2000F
Street-Asphalt 1999-2000	1999-2000	MSC Server Room	2000F
Admin-Travel Claims - copies	Jan-June 2001	MSC Server Room	2001A
Admin-Travel Claims - copies	Jul-Dec 2001	MSC Server Room	2001A
Street-Leaf Removal	1997-1999	MSC Server Room	2001A
Street-Permits - copies	1999	MSC Server Room	2001A
Street-Traffic Signal Maintenance	2000	MSC Server Room	2001A
Street-Traffic Work Authorization - copies	2000	MSC Server Room	2001A
Street-Traffic Work Authorization - copies	2001	MSC Server Room	2001A
Admin-City Council Agenda Minutes - copies	Jan-June 2001	MSC Server Room	2001B
Admin-City Council Agenda Minutes - copies	July-Dec 2001	MSC Server Room	2001B
Admin-Finance Claim Vouchers - copies	Jan-June 2001	MSC Server Room	2001B
Admin-Finance Claim Vouchers - copies	July-Dec 2001	MSC Server Room	2001B
Admin-Finance-Construction Water	2000	MSC Server Room	2001B
Street-Asphalt-Materials and Contracts	2000	MSC Server Room	2001B
Street-Encroachments-Tree Permits	2000	MSC Server Room	2001B
Street-Encroachments-Permits	2000-01	MSC Server Room	2001B
Street-Traffic Signal Maintenance	2001	MSC Server Room	2001B
Admin-Misc. Police Reports - copies	2001-2002	MSC Server Room	2001C
Admin-City Council Agenda/Minutes - copies	July-Dec 2001	MSC Server Room	2001C
Admin Finance Claim Vouchers - copies	Jan-June 2001	MSC Server Room	2001C
Admin Finance Claim Vouchers - copies	July-Dec 2001	MSC Server Room	2001C
Street-Trees/Landscape-Trim, Grind, Tree Removal 2001	2001	MSC Server Room	2001C
Admin-Finance Claim Vouchers - copies	Jan-June 2002	MSC Server Room	2001D
Admin-Finance Claim Vouchers - copies	July-Dec 2002	MSC Server Room	2001D
Admin-Finance Travel Claims - copies	Jan-June 2002	MSC Server Room	2001D
Admin-Finance-Petty Cash - copies	2001	MSC Server Room	2001D
Admin-Finance Construction Water Billing	2001	MSC Server Room	2001D
Admin Finance-Operation Statements	2001	MSC Server Room	2001D
Admin - City Council Agenda Minutes - copies	Jan-June 2002	MSC Server Room	2001D
Admin-City Council Agenda Minutes - copies	July-Dec 2002	MSC Server Room	2001D
Admin-Parade of Lights 1999-2001	1999-2001	MSC Server Room	2001D
Admin Confidential Claims - copies	2001	MSC Server Room	2001D

Record Series Title (Same as retention schedule)	Dates of Records (from and to)	Storage Location	Box No.
A/P Finance-Ameripride Uniform Service - Copies	2001 and prior	MSC Server Room	2001E
A/P Finance-Bay Alarm - Copies	2001 and prior	MSC Server Room	2001E
A/P Finance-California, State Of-Kettleman Ln Maint. - Copies	2001 and prior	MSC Server Room	2001E
A/P Finance-California Waste Removal Systems - Copies	2001 and prior	MSC Server Room	2001E
A/P Finance-Camellia Valley - Copies	2001 and prior	MSC Server Room	2001E
A/P Finance-Carrows/Grace Restaurant - Copies	2001 and prior	MSC Server Room	2001E
A/P Finance-Carrows Restaurant (Restaurant Enterprise Group) - Copies	2001 and prior	MSC Server Room	2001E
A/P Finance-Central Valley Waste Services - Copies	2001 and prior	MSC Server Room	2001E
A/P Finance-Famillian Supply - Copies	2001 and prior	MSC Server Room	2001E
A/P Finance-Ireland Landscape Maint Contract - Copies	2001 and prior	MSC Server Room	2001E
A/P Finance-Kennedy Jenks - Copies	2001 and prior	MSC Server Room	2001E
A/P Finance-Lyons Restaurant - Copies	2001 and prior	MSC Server Room	2001E
A/P Finance-Omer's Purchase Orders - Copies	2001 and prior	MSC Server Room	2001E
A/P Finance-Safety Kleen - Copies	2001 and prior	MSC Server Room	2001E
A/P Finance-Simplex - Timeclock Maint - Copies	2001 and prior	MSC Server Room	2001E
A/P Finance-Super Plumbing - Copies	2001 and prior	MSC Server Room	2001E
A/P Finance-Valley Industrial Services - Copies	2001 and prior	MSC Server Room	2001E
Street-Lane Line	2000	MSC Server Room	2001F
Street-Chip Seal	2000	MSC Server Room	2001F
Street-Slurry Seal	2001	MSC Server Room	2001F
Street-Encroachment Violations	2001	MSC Server Room	2001F
Street-Trees/Landscaping-North School Street Sycamore Tree Trimming	2001	MSC Server Room	2001F
Street-Trees/Landscaping-Mistletoe/Sycamore Tree Trimming	2001	MSC Server Room	2001F
Health & Safety-Incident Reports	2000-2001	MSC Server Room	2001F
A/P Finance-Invoice Copies A-Z Thru 6/02	2002	MSC Server Room	2002A
A/P Finance-Ameripride Uniform - Copies	2002	MSC Server Room	2002A
A/P Finance-Lyons Restaurant - Copies	2002	MSC Server Room	2002A
A/P Finance-Network Paradigms 1/2000 - Copies	2000	MSC Server Room	2002A
A/P Finance-Pinpoint - Copies	2002	MSC Server Room	2002A
A/P Finance-P.E. O'hair - Copies	2002	MSC Server Room	2002A
A/P Finance-Radio Service Tags Thru 1999 - Copies	1999	MSC Server Room	2002A
A/P Finance-Redwing - Safety Boots - Copies	2002	MSC Server Room	2002A
A/P Finance-Valley Electric - Copies	2002	MSC Server Room	2002A
Confidential Claims - copies	2002	MSC Server Room	2002B
Confidential Claim - Auzalia Uz (105 Otta Drive) - copies	2002	MSC Server Room	2002B
Police Reports (Misc) copies	2002	MSC Server Room	2002B
Construction Water Billings	2002	MSC Server Room	2002B
Operation Statements	2002	MSC Server Room	2002B
Petty Cash - copies	2002	MSC Server Room	2002B
Travel Claims - copies	Jan - June 2002	MSC Server Room	2002B
Travel Claims - copies	July - Dec 2002	MSC Server Room	2002B
Slurry Seal	2002	MSC Server Room	2002B
Encroachment Permits - copies	2002	MSC Server Room	2002B
Lane Line	2002	MSC Server Room	2002B

Record Series Title (Same as retention schedule)	Dates of Records (from and to)	Storage Location	Box No.
Traffic Signal Maintenance	2002	MSC Server Room	2002B
Traffic Work Authorizations	2002	MSC Server Room	2002B
Groundwater Banking Authority Information	2002	MSC Server Room	2002B
Encroachment Violations	2002	MSC Server Room	2002C
Maintenance Superintendents Association Conference	2002	MSC Server Room	2002C
Safety Traffic Signage	2001	MSC Server Room	2002C
Landscape Maintenance Specs	2002	MSC Server Room	2002C
Hutchins Street Median Landscape/Irrigation	2002	MSC Server Room	2002C
Asphalt	2001-2002	MSC Server Room	2002C
Misc Invoice Copies A-Z - Copies	Jul 2002 - June 2003	MSC Server Room	2003A
Alpine Controls Invoices - Copies	Jul 2002 - June 2003	MSC Server Room	2003A
Alamo Alarm Co Invoices - Copies	Jul 2002 - June 2003	MSC Server Room	2003A
California Waste Removal Systems Invoices - Copies	Jan - Feb 2001	MSC Server Room	2003A
Central Valley Waste Invoices - Copies	Jul 2002 - June 2003	MSC Server Room	2003A
Delta Wireless Service Tags / Invoices - Copies	Jul 2002 - June 2003	MSC Server Room	2003A
Joe Hassan Invoices - Copies	Jul 2002 - June 2003	MSC Server Room	2003A
Popuch Concrete Invoices - Copies	Jul 2002 - June 2003	MSC Server Room	2003A
Unifirst Invoices - Copies	Jul 2002 - June 2003	MSC Server Room	2003A
United Rental Invoices - Copies	Jul 2002 - June 2003	MSC Server Room	2003A
City Council Agenda/Mins - copies	Jan - June 2003	MSC Server Room	2003B
City Council Agenda/Mins - copies	July - Dec 2003	MSC Server Room	2003B
Claim Vouchers - copies	Jan - June 2003	MSC Server Room	2003B
Claim Vouchers - copies	July - Dec 2003	MSC Server Room	2003B
Construction Water Billings	2003	MSC Server Room	2003B
Operation Statements	2003	MSC Server Room	2003B
Petty Cash - copies	2003	MSC Server Room	2003B
Travel Claims - copies	Jan - June 2003	MSC Server Room	2003B
Travel Claims - copies	July - Dec 2003	MSC Server Room	2003B
Asphalt	2002-2003	MSC Server Room	2003C
Slurry Seal	2003	MSC Server Room	2003C
Traffic Signal Maintenance	2003	MSC Server Room	2003C
Traffic Work Authorizations	2003	MSC Server Room	2003C
Landscape Maintenance	2003	MSC Server Room	2003C
Incident Reports	2002-2003	MSC Server Room	2003C
Correspondence - General Personnel	1996-1999	MSC Server Room	2003C
Confidential Claims - copies	2003	MSC Server Room	2003D
Encroachment Permits - copies	2003	MSC Server Room	2003D
Encroachment Violations	Jan - June 2003	MSC Server Room	2003D
Encroachment Violations	July - Dec 2003	MSC Server Room	2003D
Curb, Gutter & Sidewalk Correspondence	1998-2003	MSC Server Room	2003D
Subdivision Improvements	1995-2003	MSC Server Room	2003D
Lane Line	2003	MSC Server Room	2003D
City Council Agenda/Minutes - copies	Jan - June 2004	MSC Server Room	2004A
City Council Agenda/Minutes - copies	July - Dec 2004	MSC Server Room	2004A

Record Series Title (Same as retention schedule)	Dates of Records (from and to)	Storage Location	Box No.
Police Reports (Misc) - copies	2003-2004	MSC Server Room	2004A
Claim Vouchers - copies	Jan - June 2004	MSC Server Room	2004A
Claim Vouchers - copies	July - Dec 2004	MSC Server Room	2004A
Construction Water Billings	2004	MSC Server Room	2004A
Operation Statements	2004	MSC Server Room	2004A
Petty Cash	2004	MSC Server Room	2004A
Travel Claims - copies	Jan - June 2004	MSC Server Room	2004A
Travel Claims - copies	July - Dec 2004	MSC Server Room	2004A
Encroachment Permits - copies	2004	MSC Server Room	2004B
Asphalt	2003-2004	MSC Server Room	2004B
Cape Seal	2004	MSC Server Room	2004B
Sidewalk Repair Program & Misc. Concrete Work	2003-2004	MSC Server Room	2004B
Traffic Signal Maintenance	2004	MSC Server Room	2004B
Traffic Work Authorizations	2004	MSC Server Room	2004B
Confidential Claims - copies	2004	MSC Server Room	2004C
Utility Coordination Committee	2001-2003	MSC Server Room	2004C
Utility Coordination Committee	2003-2004	MSC Server Room	2004C
Asphalt	2004-2005	MSC Server Room	2004C
Slurry Seal	2004	MSC Server Room	2004C
Encroachment Violations	Jan - June 2004	MSC Server Room	2004C
Encroachment Violations	July - Dec 2004	MSC Server Room	2004C
City Council Agenda/Minutes - copies	Jan - June 2005	MSC Server Room	2005A
City Council Agenda/Minutes - copies	July - Dec 2005	MSC Server Room	2005A
Police Reports (Miscellaneous) - copies	2005	MSC Server Room	2005A
Claim Vouchers - copies	Jan - June 2005	MSC Server Room	2005A
Claim Vouchers - copies	July - Dec 2005	MSC Server Room	2005A
Landscape Maintenance	2004	MSC Server Room	2005A
Landscape Maintenance (Lwr Sacto Rd & Adjacent Non-Turf)	2005	MSC Server Room	2005B
Landscape Maintenance (Turf and Miscellaneous)	2005	MSC Server Room	2005B
Landscape Maintenance (Cherokee Lane & Adjacent Non-Turf)	2005	MSC Server Room	2005B
Sidewalk Repair Program & Miscellaneous Concrete Work	2004-2005	MSC Server Room	2005B
Confidential Claims - copies	2005	MSC Server Room	2005C
Operation Statements	2005	MSC Server Room	2005C
Petty Cash - copies	2005	MSC Server Room	2005C
Travel Claims - copies	Jan - June 2005	MSC Server Room	2005C
Travel Claims - copies	July - Dec 2005	MSC Server Room	2005C
Tree Removal, Trim & Grind	2002-2005	MSC Server Room	2005C
Encroachment Permits - copies	2005	MSC Server Room	2005C
Encroachment Violations	Jan - June 2005	MSC Server Room	2005C
Encroachment Violations	July - Dec 2005	MSC Server Room	2005C
Safety Training Verification - Water/Wastewater	1998 - 2004	MSC Server Room	2005D
Adopt-A-Street Applications	1994 - 2000	MSC Server Room	2005D
Adopt-A-Street Established Areas	1994 - 2000	MSC Server Room	2005D
Adopt-A-Street	1994 - 2000	MSC Server Room	2005D
Adopt-A-Street Waiting List/Applications	1994 - 2000	MSC Server Room	2005D

Record Series Title (Same as retention schedule)	Dates of Records (from and to)	Storage Location	Box No.
Safety Training Verification - Street	1998 - 2000	MSC Server Room	2005D
Asphalt	2005 - 2006	MSC Server Room	2005D
Sidewalk Repair Program & Misc Concrete Work	2005 - 2006	MSC Server Room	2005D
Construction Water Billing 2005	2005	MSC Server Room	2005E
Landscape Maintenance 2005 (Revised)	2005	MSC Server Room	2005E
Lodi Consolidated Landscape Assessment Dist 2003-1 2005	2005	MSC Server Room	2005E
Lane Line 2005	2005	MSC Server Room	2005E
Traffic Signal Maintenance 2005	2005	MSC Server Room	2005E
City Council Agenda/Minutes - copies	Jan - June 2006	MSC Server Room	2006A
City Council Agenda/Minutes - copies	July - Dec 2006	MSC Server Room	2006A
Misc. Police Reports - copies	2006	MSC Server Room	2006A
Claim Vouchers - copies	Jan - June 2006	MSC Server Room	2006A
Claim Vouchers - copies	July - Dec 2006	MSC Server Room	2006A
Construction Water Billing	2006	MSC Server Room	2006A
Operation Statement	2006	MSC Server Room	2006A
Petty Cash - copies	2006	MSC Server Room	2006B
Travel Claims - copies	Jan - June 2006	MSC Server Room	2006B
Travel Claims - copies	July - Dec 2006	MSC Server Room	2006B
Encroachment Permits - copies	2006	MSC Server Room	2006B
Encroachment Violations	Jan - June 2006	MSC Server Room	2006B
Encroachment Violations	July - Dec 2006	MSC Server Room	2006B
Traffic Work Authorizations	2006	MSC Server Room	2006B
Lodi Consolidated Landscape Assessment District 2003-1	2005 - 2006	MSC Server Room	2006B
Tree Trimming	2006	MSC Server Room	2006B
City Council Agendas/Minutes - copies	Jan - June 2007	MSC Server Room	2007A
City Council Agendas/Minutes - copies	July - Dec 2007	MSC Server Room	2007A
Claim Vouchers - copies	Jan - June 2007	MSC Server Room	2007A
Claim Vouchers - copies	July - Dec 2007	MSC Server Room	2007A
Claims & Travel Claims Log	2002 - 2004	MSC Server Room	2007A
Construction Water Billing	2007	MSC Server Room	2007A
Operation Statement	2007	MSC Server Room	2007A
Petty Cash - copies	2007	MSC Server Room	2007A
Travel Claims - copies	Jan - June 2007	MSC Server Room	2007A
Travel Claims - copies	July - Dec 2007	MSC Server Room	2007A
Restroom/Locker Room Expansion	2005	MSC Server Room	2007B
Thin Overlay Paving	1999 - 2001	MSC Server Room	2007B
Thin Overlay Paving	2001 - 2002	MSC Server Room	2007B
Illegal Dumping	2004 - 2007	MSC Server Room	2007B
Encroachment Permits - copies	2007	MSC Server Room	2007B
Encroachment Violations	Jan - June 2007	MSC Server Room	2007B
Encroachment Violations	July - Dec 2007	MSC Server Room	2007B
"El Nino" Flood Watch	1997 - 1998	MSC Server Room	2008A
Radio Maintenance	2000	MSC Server Room	2008A
Community Action Team	2001	MSC Server Room	2008A
Correspondence (WWW)	1996 - 2004	MSC Server Room	2008A

<b>Record Series Title (Same as retention schedule)</b>	<b>Dates of Records (from and to)</b>	<b>Storage Location</b>	<b>Box No.</b>
MSA Conference	2002	MSC Server Room	2008A
MSA Minutes&Correspondence	1991 - 2008	MSC Server Room	2008A
MSA Membership	1997 - 2009	MSC Server Room	2008A
Uniforms (City Hall PW File)	1994 - 2002	MSC Server Room	2008B
Uniforms	1992 - 2003	MSC Server Room	2008B
Uniforms	2003 - 2004	MSC Server Room	2008B
Delta Wireless and Lagorio	1998 - 2001	MSC Server Room	2008B
Budget Docs	1997 - 2007	MSC Server Room	2008B
Alternative Work Programs/Sources	1996 - 2007	MSC Server Room	2008C
Standby Generators	1991 - 2007	MSC Server Room	2008C
Cape Seal	2006 - 2007	MSC Server Room	2008C
Landscape Maintenance -Group B	2006 - 2007	MSC Server Room	2008C
Lodi Consolidated Landscape Assessment District 2003-1	2007-2008	MSC Server Room	2008C
Traffic Work Authorizations	2007	MSC Server Room	2008C
City Council Agenda/Minutes - copies	Jan - June 2008	MSC Server Room	2008E
City Council Agenda/Minutes - copies	July - Dec 2008	MSC Server Room	2008E
Claim Vouchers - copies	Jan - June 2008	MSC Server Room	2008E
Claim Vouchers - copies	July - Dec 2008	MSC Server Room	2008E
Operation Statements	2008	MSC Server Room	2008E
Petty Cash - copies	2008	MSC Server Room	2008E
Travel Claims - copies	Jan - June 2008	MSC Server Room	2008E
Travel Claims - copies	July - Dec 2008	MSC Server Room	2008E









**ARCHIVE LOG  
CITY ATTORNEY'S OFFICE  
MISCELLANEOUS FILES DESTRUCTION LOG**

**2011**

Case Name	Case #	Date Closed	Date Eligible for Destruction	Scheduled Destruction	Council Approval Date	Picked Up By Shredding Co.
<b>BANKRUPTCY:</b>						
<b>SMALL CLAIMS</b>						
<b>PITCHESS MOTIONS</b>						
Club		6/23/09	6/23/11	January 2011		
Antonio G.		02/20/09	02/20/11	January 2011		
Rowland		9/26/08	9/26/10	January 2011		
Perez		12/17/08	12/17/10	January 2011		
<b>CLAIMS</b>						
<b>MISC. SUBJECT FILES</b>						

City of Lodi

**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: City Clerk	Date: 1/31/2012	Total No. of Pages: Unknown	Proposed Destruction Date: 3/31/2012
Division: Elections and Operations	Prepared By: Randi Johl	Signature:	
<b>Record Series Title (Same as Retention Schedule)</b>	<b>Dates of Records (From and To)</b>	<b>Storage Location</b>	<b>Box No.</b>
<b>OPERATIONS:</b>			
City Clerk/City Council Calendars (GC 34090 et seq. - 2 years)	2009 and prior	All records listed are currently stored in the City Clerk's Office and/or vaults.	Not Applicable
City Clerk/City Council Travel (GC 34090 et seq. - 2 years)	2009 and prior		
City Clerk/City Council Departmental Budget Copies (GC 34090 et seq. - Supersede)	2010 and prior		
City Clerk/City Council General Correspondence (GC 34090 et seq. - 2 years)	2009 and prior		
City Council Regular / Special Meeting Packets (Available in e-Records) (GC 34090 et seq. - 2 years)	2009 and prior		
Shirtsleeve Session Meeting Packets (Available in e-Records) (GC 34090 et seq. - 2 years)	2009 and prior		
Regular/Special/Shirtsleeve Session Meeting Tapes Audio/Video (GC 34090.7 - Current + 3 months)	2010 and prior		
Hardcopy Closed Session Minutes (GC 34090, 34090.5) (All Closed Session Minutes Kept Electronically)	2009 and prior		
Board, Committee, Commission Applications and Correspondence - Selected (GC 34090, 40801 - Term + 5 years) (Previous Office Holders Only)	2006 and prior		
Board, Committee, Commission Applications and Correspondence - Not Selected (GC 34090 - Close + 2 years)	2009 and prior		
Legal Advertising/Proof of Publications (CCP 343, 349 et seq., GC 911.2, 34090 - 4 years)	2007 and prior		
Petitions to Legislative Body (GC 6253, 50115 - Current + 1 year)	2010 and prior		
Public Hearing Notices	2009 and prior		

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

(GC 34090 – 2 years)			
Public Records Act Requests (GC 34090 – 2 years)	2009 and prior		
Protests from City Council Public Hearings – Water / Wastewater / Electric Utility Rates (GC 34090 – 2 years)	2009 and prior		
Protests from City Council Public Hearings – All Other (GC 34090 – 2 years)	2009 and prior		
Weed Abatement Files (GC 34090 – Closed + 2 years)	2009 and prior		
<b>ELECTIONS/FPPC:</b>			
Election Calendars (GC 34090 et seq. – Election + 2 years)	2008 and prior		
Certificates of Election (GC 81009 – Term + 4 years) (Previous Office Holders Only)	2006 and prior		
Campaign Disclosure Statements, General Purpose Committees (GC 81009 – Election + 7 years)	2002 and prior		
Campaign Disclosure Statements, Non-Elected (GC 81009 – Election + 5 years)	2004 and prior		
Statements of Economic Interest – Administration/Employees (FPPC Opinions – Current + 5 years)	2005 and prior		
Statements of Economic Interest – Elected (GC 81009 – Term + 7 years) (Previous Office Holders Only)	2002 and prior		
Statements of Economic Interest – Non-Elected (GC 81009 – Election + 5 years)	2004 and prior		
Candidate Statements (GC 81009 – Election + 4 years)	2006 and prior		
Nomination Papers – Elected (EC 17100, GC 81009 – Election + 4 years)	2006 and prior		
Nomination Papers – Non-Elected (EC 17100, GC 81009 – Election + 2 years)	2008 and prior		
Notices and Publications (GC 34090 – Election + 2 years)	2008 and prior		
Oaths of Office (GC 34090, 29 USC 113 – Term + 6 years)	2004 and prior		
Petitions – Initiatives, Recalls, Referendums (EC 14700, 17200, 17400, GC 7253-6, 3756.8 – Election + 8 months)	2009 and prior		

Department Head: [Signature]

Date: 2/23/12

City Clerk: \_\_\_\_\_

Date: \_\_\_\_\_

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

\*City Attorney: [Signature]

Date: 2/23/12

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.