



**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 6, 2013

**PREPARED BY:** 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. 2013-31

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 6, 2013

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I hereby certify that Resolution No. 2013-31 was passed and adopted by the City Council of the City of Lodi in a regular meeting held March 6, 2013, by the following vote:

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

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.*

<b>Department:</b> Public Works	<b>Date:</b> 1/4/13	<b>Total No. of Pages:</b> 4	<b>Proposed Destruction Date:</b> 3/31/13
<b>Division:</b> Administration/Engineering	<b>Prepared By:</b> Pam Farris	<b>Signature:</b> <i>P. Farris</i>	
<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>
City of Lodi Public Library Lighting Retrofit	10/07 – 7/08	City Hall	1
Lodi Unified School District CNG Fueling Station Construction (820 S. Cluff Ave.)	3/01 – 9/03	City Hall	1
Lodi Unified School District CNG Fueling Station Construction (820 S. Cluff Ave.) – Certified Payroll & Preliminary Notices	4/04 – 1/06	City Hall	1
Lodi Unified School District CNG Fueling Station Construction (820 S. Cluff Ave.) – Construction Bid Correspondence	9/03 – 3/05	City Hall	1
Lodi Unified School District CNG Fueling Station Construction (820 S. Cluff Ave.) – Federal Aid Documents, Design for Construction & Contract Documents	5/03 – 6/05	City Hall	1
Lodi Unified School District CNG Fueling Station Equipment (820 S. Cluff Ave.)	12/00 – 1/05	City Hall	2
Lodi Unified School District CNG Fueling Station Equipment (820 S. Cluff Ave.) – Bids & Specifications	1/04 – 11/04	City Hall	2
Stockton Street Asphalt Concrete Resurfacing, Kettleman Lane to 1,000 Feet South of Century Boulevard	2/06 – 12/08	City Hall	2
Stockton Street Parkway Landscape, Tokay Street to Alley North of Locust Street	12/02 – 1/06	City Hall	2
Stockton Street Reconstruction, Lodi Avenue to Lockeford Street	4/01 – 11/02	City Hall	2
Stockton Street Reconstruction, Lodi Avenue to Lockeford Street – Preliminary Notices and Certified Payroll	6/01 – 8/02	City Hall	2
Professional Services Agreement – Associated Consultants, Inc. (Deflection Testing 2005/06)	8/05 – 11/09	City Hall	4
Professional Services Agreement – ATEEM Electrical Engineering, Inc.	2/05 – 5/05	City Hall	4
Professional Services Agreement – Bartle Wells Associates	6/05 – 5/06	City Hall	4
Professional Services Agreement – Brown & Caldwell	12/09 – 5/10	City Hall	4
Professional Services Agreement – DJH Engineering	2/04 – 4/04	City Hall	4
Professional Services Agreement – Ecologic, Inc.	11/09 – 4/10	City Hall	4
Professional Services Agreement – Hilton, Farnkopf & Hobson Consultants, LLC	6/08 – 8/09	City Hall	4

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

Professional Services Agreement – Harris & Associates (File #1)	10/98 – 11/03	City Hall	4
Professional Services Agreement – Harris & Associates (File #2)	4/99 – 6/03	City Hall	4
2008 Asphalt Rubber Cape Seal Various Streets	5/08 – 3/09	City Hall	4
2008 Asphalt Rubber Cape Seal Various Streets – Certified Payroll	7/08 – 1/09	City Hall	4
2008 Asphalt Rubber Cape Seal Various Streets – Specifications	5/08	City Hall	4
Lower Sacramento Road Widening (Harney Lane to Kettleman Lane) – Contractor's Correspondence, General Correspondence, Project Personnel & Various Agreements	4/05 – 8/07	City Hall	5
Lower Sacramento Road Widening (Harney Lane to Kettleman Lane) Design – RFPs & Correspondence	11/07	City Hall	5
Lower Sacramento Road Widening (Harney Lane to Kettleman Lane) – Contract Change Orders, Contract Item Pay Quantity Documents, Extra Work Report	8/05 – 8/06	City Hall	5
Lower Sacramento Road Widening (Harney Lane to Kettleman Lane) – DBE Information & Specs	12/04	City Hall	5
Lower Sacramento Road Widening (Harney Lane to Kettleman Lane) – Federal Aid and State Aid	11/00 – 7/02	City Hall	5
Lower Sacramento Road Widening (Harney Lane to Kettleman Lane) – Preconstruction Bid Correspondence & Construction Bids	8/04 – 9/06	City Hall	5
Lower Sacramento Road Widening (Harney Lane to Kettleman Lane) – Preliminary Engineering & Design (Mark Thomas & Company)	1/01 – 10/07	City Hall	5
Lower Sacramento Road Widening (Harney Lane to Kettleman Lane) – SJCOG/STP/STIP Agreements	8/03 – 11/05	City Hall	5
Lower Sacramento Road Widening (Harney Lane to Kettleman Lane) – Measure K Funding	7/05 – 2/06	City Hall	5
Professional Services Agreement – Krazan & Associates, Inc.	4/04 – 8/04	City Hall	5
Lower Sacramento Road Widening (Harney Lane to Kettleman Lane) – Certified Payroll	6/05 – 12/06	City Hall	6
North San Joaquin Water Conservation District Acreage Charge/Ballots	5/03 – 7/03	City Hall	6
Radon	10/99 – 4/00	City Hall	6
Eastside Park N-18 (Formerly Richards Ranch)	3/03 – 12/03	City Hall	6
Lower Sacramento Road Widening (Kettleman Lane to Turner Road)	12/00 – 11/03	City Hall	6
Lower Sacramento Road Widening (Kettleman Lane to Turner Road) – Certified Payroll	4/01 – 12/02	City Hall	6
Lower Sacramento Road Widening (Kettleman Lane to Turner Road) (Measure K) – Contract Change Orders, Contract Items Pay Quantity Documents	9/01 – 5/03	City Hall	7
Lower Sacramento Road Widening (Kettleman Lane to Turner Road) (Measure K) – DBE Info & Specifications	10/00 – 4/05	City Hall	7

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

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## City of Lodi

Lower Sacramento Road Widening (Kettleman Lane to Turner Road) (Measure K) – Engineer's Daily Reports & Weekly Record of Working Dates	No Dates Available	City Hall	7
Lower Sacramento Road Widening (Kettleman Lane to Turner Road) (Measure K) – Design, RFPs & Correspondence	12/98 – 1/99	City Hall	7
Lower Sacramento Road Widening (Kettleman Lane to Turner Road) (Measure K) – Material Certificates & Materials Data	5/01 – 9/01	City Hall	7
Lower Sacramento Road Widening (Kettleman Lane to Turner Road) (Measure K) – Environmental Documents	4/99 – 8/01	City Hall	8
Lower Sacramento Road Widening (Kettleman Lane to Turner Road) (Measure K) – Federal Aid Documents	4/00 – 1/05	City Hall	8
Lower Sacramento Road Widening (Kettleman Lane to Turner Road) (Measure K) – Labor Compliance & EEO Records & Preliminary Notices	8/01 – 12/01	City Hall	8
Lower Sacramento Road Widening (Kettleman Lane to Turner Road) (Measure K) – Preconstruction Bid Correspondence & Construction Bids	10/00 – 12/05	City Hall	8
Lower Sacramento Road Widening (Kettleman Lane to Turner Road) (Measure K) – Preliminary Engineering & Design	3/99 – 11/01	City Hall	8
Lower Sacramento Road Widening (Kettleman Lane to Turner Road) (Measure K) – Preliminary Engineering & Design (Mark Thomas & Co. Bills)	5/99 – 7/03	City Hall	9
Lower Sacramento Road Widening (Kettleman Lane to Turner Road) (Measure K) – Progress Payment Estimates & Status of Funds	1/01 – 5/03	City Hall	9
Lower Sacramento Road Widening (Kettleman Lane to Turner Road) – STP/STIP Measure K Agreements	7/99 – 7/04	City Hall	9
Lower Sacramento Road Median Landscaping & Irrigation (Kettleman Lane to Harney Lane)	7/05 – 7/06	City Hall	9
Lower Sacramento Road Widening (Kettleman Lane to Turner Road) – Mark Thomas Bills	1/07 – 11/07	City Hall	10
Well Automation and Telemetry System	12/80 – 8/83	City Hall	11
Wastewater Treatment Master Plan RFQ	5/98 – 10/98	City Hall	11
Wastewater Treatment Master Plan (West Yost & Associates) 2001 – File #1	6/98 – 12/00	City Hall	11
Wastewater Treatment Master Plan (West Yost & Associates) 2001 – File #2	1/01 – 1/08	City Hall	11
Harney Lane Crossing at Woodbridge Irrigation District Canal	8/00 – 6/06	City Hall	11
Accident Reports (File 1)	11/99 – 6/03	City Hall	13
Accident Reports (File 2)	1/03 – 3/06	City Hall	13
Transportation Manager Position	7/99 – 9/02	City Hall	13
SJCOG Congested Management Plan	10/90 – 6/95	City Hall	14
Kettleman Lane (Hwy. 12) and Crescent Avenue Traffic Signal/Median Project (HES Grant) (2000)	1/00 – 10/00	City Hall	14
Kettleman Lane (Hwy. 12) and Crescent Avenue Traffic Signal/Median Project (HES Grant) (1998/99)	4/98 – 12/99	City Hall	14

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## City of Lodi

Traffic Signal and Street Lighting for Harney Lane & Stockton Street	8/01 – 9/03	City Hall	14
Traffic Signal and Street Lighting for Harney Lane & Stockton Street – Payroll and Preliminary Reports	1/02 – 6/03	City Hall	14
Turner Road and Mills Avenue Railroad Crossing Protection	2/88 – 3/99	City Hall	14
Lighted Crosswalk/Flashing Beacon Project, Elm Street at Loma Drive and at Mills Avenue and on Mills Avenue at Various Locations	2/04 – 2/06	City Hall	14
Lighted Crosswalk/Flashing Beacon Project, Elm Street at Loma Drive and at Mills Avenue and on Mills Avenue at Various Locations – Certified Payroll	4/05 – 10/05	City Hall	14
Lockeford Street at Calaveras Street – Safe Route to School Grants	2/04 – 1/06	City Hall	14
Lockeford Street at Calaveras Street – Safe Route to School Grants – Certified Payroll	1/05 – 8/05	City Hall	14
Kettleman Lane (Highway 12) and Crescent Avenue Traffic Signal/Median Project – Specifications	1999	City Hall	15
Kettleman Lane (Highway 12) and Crescent Avenue Traffic Signal/Median Project – Bids & DBE Information	9/99	City Hall	15
Civic Center/Annex Office Space Decisions	5/02 – 1/03	City Hall	15
Construction Specifications – 1983	5/83 – 10/98	City Hall	15
Central City Revitalization	6/95 – 5/98	City Hall	15
No Parking	1/83 – 11/93	City Hall	16
Speed Zoning	1981 - 1993	City Hall	16
Budget (Transit)	11/03 – 2/06	City Hall	16
Transit Miscellaneous (File #3)	11/01 – 12/06	City Hall	16

\*In all cases, original plans are maintained.

Department Head: *Molly Sander* Date: 1/4/13

City Clerk: *[Signature]* Date: 2/1/13

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

\*City Attorney: *[Signature]* Date: 2/4/13

Destruction Completed By:

Printed Name	Signature	Date

Attachment A – Form 4 (Authority to Destroy Records)

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JAN 30 2013

**AUTHORITY TO DESTROY OBSOLETE RECORDS** CITY CLERK

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: 1/24/2013	Total No. of Pages: 2	Proposed Destruction Date: TBD
Division: Accounting	Prepared By: Nancy Spinelli	Signature: <i>Wendy Corda Donham</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>
Next Step/Leave Balances	2010-2011	Storage Room	
Payroll Edit Registers	"	"	
Payroll Journal Detail	"	"	
Payroll Voucher Detail	"	"	
Payroll Check Registers	"	"	
Wage Attachment Report	"	"	
Overtime Cards	2008-2009	"	
Daily Timecards	"	"	
Accounts Payable Final Post	2010-2011	Basement	
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	2007-2008	Storage Room	
Wire Transfers	2008-2009	"	
Inventory	2010-2011	"	
F&M Bank Statements	2004-2006	Basement	
Unclaimed Property Records	"	Storage Room	
DB Claims Bank Reconciliation	2005-2007	"	
ICS Activity & Bank Reconciliation	"	"	
Accounts Payable Claims	2005-2006	Basement	
Cancelled/Voided Checks	2005-2006	Storage Room	

Attachment A – Form 4 (Authority to Destroy Records)

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City of Lodi

Department Head: [Signature] Date: 1/29/13

City Clerk: [Signature] Date: 2/1/13

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

\*City Attorney: [Signature] Date: 2/6/13

Destruction Completed By:

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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.*

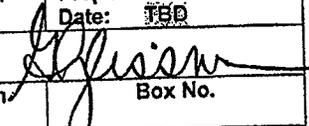


City of Lodi

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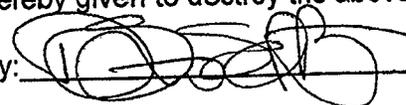
*Note: Documents will be reviewed for historical value and, if applicable, retained in the archives. Documents involved in litigation or pending audit will not be destroyed.*

Department: Internal Services	Date: 1/24/13	Total No. of Pages: 1	Proposed Destruction Date: FEB
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	2007	Finance Basement	
CIS Daily Postings & Journals	July 2006-June 2007	Finance Basement	
Service Orders/Utility Contract	July 2006-June 2007	Finance Basement	
Correspondence	July 2008-June 2009	Finance Basement	
Deposit Refunds	July 2006-June 2007	Finance Basement	
Enforcement Technology Parking Balancing Reports	July 2006-June 2007	Finance Basement	
Lodi Downtown Business Partnership Collections	July 2006-June 2007	Finance Basement	
Miscellaneous Receivables	July 2006-June 2007	Finance Basement	
Returned Checks	July 2008-June 2009	Finance Basement	
Pet License Applications	July 2006-June 2007	Finance Basement	

Department Head:  Date: 1/24/13

City Clerk:  Date: 2/1/13

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

\*City Attorney:  Date: 2/6/13

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

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**AUTHORITY TO DESTROY OBSOLETE RECORDS**

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Department: Fire	Date: 1/23/13	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	7/1/09 - 6/30/10	Fire Admin.	1
Claim Vouchers/Copies	7/1/09 - 6/30/10	Fire Admin.	1
Correspondence	7/1/09 - 6/30/10	Fire Admin.	1
Expendable Trust/Copies	7/1/09 - 6/30/10	Fire Admin.	1
Expenditure/Transaction Analysis Reports/Copies	7/1/09 - 6/30/10	Fire Admin.	1
FLSA Pay/Copies	2009	Fire Admin.	1
Admin. Leave Pay, Comp. Leave Pay, Holiday Pay, Vacation Pay/Copies	2008 - 2009	Fire Admin.	1
Release of Care Against Medical Advice/Copies	7/1/08 - 6/30/09	Fire Admin.	1
Leave Balance Accrual Sheets/Copies	6/30/08 - 6/28/09	Fire Admin.	1
Ride Along Forms	2007 - 2009	Fire Admin.	1
Supply Order Requests/Copies	7/1/09 - 6/30/10	Fire Admin.	1
Time-Off Requests	2009	Fire Admin.	1

Department Head: *[Signature]*

Date: 1/24/13

City Clerk: *[Signature]*

Date: 2/1/13

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

\*City Attorney: *[Signature]*

Date: 2/5/13

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

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: Fire	Date: 1/23/13	Total No. of Pages: 2 #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/ Electronic Copies	7/1/09- 6/30/10	Fire Admin.	O:\Word\Admin
Claim Vouchers/ Electronic Copies	7/1/09 - 6/30/10	Fire Admin.	O:\Word\Admin
Correspondence/Electronic Copies	2009	Fire Admin.	O:\Word\Admin
Council Agendas & Communications/ Electronic Copies	2009	Fire Admin.	O:\Word\Admin
FLSA/Electronic Copies	2009	Fire Admin.	O:\Word\Admin
Payroll Spreadsheets/ Electronic Copies	2009	Fire Admin.	O:\Word\Admin
Uniform Allowance/Electronic Copies	2009	Fire Admin.	O:\Word\Admin

Department Head: *[Signature]* Date: 1/24/13

City Clerk: *[Signature]* Date: 2/1/13

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

\*City Attorney: *[Signature]* Date: 2/6/13

Destruction Completed By:

_____	_____	_____
Printed Name	Signature	Date

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

RECEIVED  
JAN 31 2013

**AUTHORITY TO DESTROY OBSOLETE RECORDS** CLERK

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Department:	Date:	Total No. of Pages:	Proposed Destruction Date:
Community Center	1/23/13		TBD
Division: <i>CULTURAL SERVICES</i> PARKS, REC & SERVICES	Prepared By: <i>VERONICA CARLONI</i>	Signature: <i>V. Carloni</i>	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
<i>Charter School Vouchers</i>	<i>2010 &amp; earlier</i>	<i>HSS</i>	<i>1</i>
<i>Instructor Claims, Vouchers &amp; Refunds</i>	<i>2010 &amp; earlier</i>	<i>HSS</i>	<i>2</i>
<i>Daily Deposits and Liability Waivers</i>	<i>2010 &amp; earlier</i>	<i>HSS</i>	<i>3 + 4</i>
<i>Credit Card Receipts</i>	<i>2007 &amp; earlier</i>	<i>HSS</i>	<i>5</i>
<i>Job Applications</i>	<i>2010 &amp; earlier</i>	<i>HSS</i>	<i>5</i>
<i>Monthly Revenue and Attendance Reports</i>	<i>2009 &amp; earlier</i>	<i>HSS</i>	<i>5</i>
<i>Activity Guide Info</i>	<i>2008 &amp; earlier</i>	<i>HSS</i>	<i>6</i>

Department Head: *[Signature]* Date: *1-30-13*

City Clerk: *[Signature]* Date: *2/1/13*

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

\*City Attorney: *[Signature]* Date: *2/6/13*

Destruction Completed By:

Printed Name	Signature	Date
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RECEIVED

City of Lodi

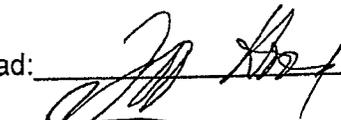
JAN 31 2013

**AUTHORITY TO DESTROY OBSOLETE RECORDS CITY CLERK**

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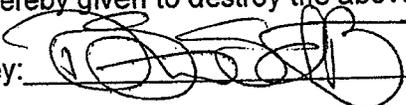
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Department:	Date:	Total No. of Pages:	Proposed Destruction Date:
HSS / PRC	1/29/13	5000+	TBD
Division: Admin	Prepared By: Mandu Dumiao	Signature: Mandu Dumiao	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Vendor Invoices	2009 - prior	upstairs conference	
Purchase Orders	2009 - prior	upstairs conference	
Rental Contracts	2009 - prior	under pool	
Theatre Contracts	2009 - prior	under pool	

Department Head:  Date: 1-30-13

City Clerk:  Date: 2/1/13

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

\*City Attorney:  Date: 2/6/13

Destruction Completed By:

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

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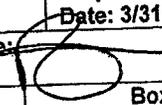


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<b>Department:</b> City Clerk	<b>Date:</b> 1/31/2013	<b>Total No. of Pages:</b> Unknown	<b>Proposed Destruction Date:</b> 3/31/2013
<b>Division:</b> Elections and Operations	<b>Prepared By:</b> Randi Johl		<b>Signature:</b> 
<b>Record Series Title</b> (Same as Retention Schedule)	<b>Dates of Records</b> (From and To)	<b>Storage Location</b>	<b>Box No.</b>
<b>OPERATIONS:</b>			
City Clerk/City Council Calendars (GC 34090 et seq. - 2 years)	2010 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)	2010 and prior		
City Clerk/City Council Departmental Budget Copies (GC 34090 et seq. - 2 years)	2010 and prior		
City Clerk/City Council General Correspondence (GC 34090 et seq. - 2 years)	2010 and prior		
City Council Regular / Special Meeting Packets (Available in e-Records) (GC 34090 et seq. - 2 years)	2010 and prior		
Shirtsleeve Session Meeting Packets (Available in e-Records) (GC 34090 et seq. - 2 years)	2010 and prior		
Regular/Special/Shirtsleeve Session Meeting Tapes Audio/Video (GC 34090.7 - Current + 3 months)	2011 and prior		
Hardcopy Closed Session Minutes (GC 34090, 34090.5 - 2 years) (Closed Session Minutes Kept Permanently Electronically)	2010 and prior		
Board, Committee, Commission Applications and Correspondence - Selected (GC 34090, 40801 - 5 years)	2007 and prior		
Board, Committee, Commission Applications and Correspondence - Not Selected (GC 34090 - 2 years)	2010 and prior		
Legal Advertising/Proof of Publications (CCP 343, 349 et seq., GC 911.2, 34090 - 4 years)	2008 and prior		
Petitions to Legislative Body (GC 6253, 50115 - 1 year)	2011 and prior		
Public Hearing Notices (GC 34090 - 2 years)	2010 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

Public Records Act Requests (GC 34090 - 2 years)	2010 and prior		
Protests from City Council Public Hearings - Water / Wastewater / Electric Utility Rates (GC 34090 - 2 years)	2010 and prior		
Protests from City Council Public Hearings - All Other (GC 34090 - 2 years)	2010 and prior		
Weed Abatement Files (GC 34090 - 2 years)	2010 and prior		
<b><u>ELECTIONS:</u></b>			
Election Calendars (GC 34090 - Election + 2 years)	2010 and prior		
Certificates of Election (GC 34090 - Election + 2 years)	2010 and prior		
Nomination Papers - Elected and Non-Elected (EC 17100 - Term + 4 years)	2006 and prior		
Notices and Publications (GC 34090 - Election + 2 years)	2009 and prior		
Oaths of Office (GC 34090, 29 USC 1113 - Term + 6 years)	2004 and prior		
Petitions - Initiatives, Recalls, Referendums (EC 14700, 17200, 17400, GC 7253.5, 3756.8 - Election + 8 months)	2011 and prior		
Candidate Statements (GC 34090 - Election + 2 years)	2009 and prior		
<b><u>FPPC:</u></b>			
Form 460 - Campaign Disclosure Statements, Non-Elected (GC 81009 - Current + 5 years, Elected-Permanent)	2007 and prior		
Form 460 - Campaign Disclosure Statements, Committees (GC 81009 - Current + 7 years)	2005 and prior		
Form 700 - Statements of Economic Interest - Administration/Employees (FPPC Opinions - Current + 5 years)	2007 and prior		
Form 700 - Statements of Economic Interest - Elected (GC 81009 - Current + 7 years)	2005 and prior		
Form 700 - Statements of Economic Interest - Non-Elected (GC 81009 - Current + 5 years)	2007 and prior		
Form 801 - Gifts to Agency (GC 81009 - Current + 7 years)	2005 and prior		
Form 802 - Ticket Distribution (GC 81009 - Current + 7 years)	2005 and prior		
Form 803 - Behested Payment (GC 81009 - Current + 7 years)	2005 and prior		
Form 806 - Appointments (GC 81009 - Current + 7 years)	2005 and prior		
All Forms Not Specified Above - Elected and Non-Elected (GC 81009 - Current + 7 years)	2005 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

Department Head: [Signature]

Date: 1/31/13

City Clerk: [Signature]

Date: 1/31/13

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

\*City Attorney: [Signature]

Date: 2/6/13

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

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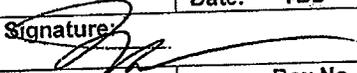
Printed Name	Signature	Date
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FEB - 4 2013

**AUTHORITY TO DESTROY OBSOLETE RECORDS** CITY CLERK

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.

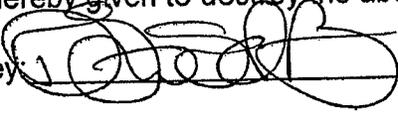
*Note: Documents will be reviewed for historical value and, if applicable, retained in the archives. Documents involved in litigation or pending audit will not be destroyed.*

Department: Police	Date: 01/31/13	Total No. of Pages: 1	Proposed Destruction Date: TBD
Division: Code Enforcement	Prepared By: Nancy Baker	Signature: 	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Closed Case Files	2010	Investigations Store Room	1, 2
Closed Case Files	2009	Investigations Store Room	3

Department Head:  Date: 1-31-13

City Clerk:  Date: 2/4/13

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

\*City Attorney:  Date: 2/8/13

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** CITY CLERK

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 16, 2013	Total No. of Pages: 1	Proposed Destruction Date: March 2013
Division: Administration	Prepared By: Julie Wall	Signature: <i>Julie Wall</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>
Employee timecards and related payroll records	+3 years from closure date (prior to 2010)	Investigations Storage Room	
Parking Citations	+2 years from closure date (prior to 2011)	Parking citation office	
Parking Cite Appeals	+2 years from closure date (prior to 2011)	Parking citation office	
Pager Bills	+2 years from closure date (prior to 2011)	Investigations Storage Room	
Cellular Phone Bills	+2 years from closure date (prior to 2011)	Investigations Storage Room	
Fugitive Warrant Documents	+5 years from closure date (prior to 2008)	Investigations Storage Room	
Civil Subpoena Documents	+2 years from closure date (prior to 2011)	Investigations Storage Room	

Department Head: *Maureen Kelly* Date: 1-31-13

City Clerk: *[Signature]* Date: 2/4/13

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

\*City Attorney: *[Signature]* Date: 2/6/13

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**

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: 01/25/13	Total No. of Pages: 2	Proposed Destruction Date: 03/12
Division: Investigations	Prepared By: Lt. Fernando Martinez	Signature: <i>J. Hernandez</i> #17	
<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	
Asset Forfeiture investigations/proceedings	CL +2 yrs	Special investigations file cabinet	
Informant Files	T + 10 yrs	Special investigations file cabinet	
Retired /Former Employees	T + 5 yrs	Personnel file cabinet	

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: Maureen [Signature] Date: 1-31-13

City Clerk: [Signature] Date: 2/4/13

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

\*City Attorney: [Signature] Date: 2/6/13

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.*

**AUTHORITY TO DESTROY OBSOLETE RECORDS** CITY CLERK

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, 2010	Basement 221 W. Pine St.	
Salary Surveys	All files prior to December 31, 2009	Basement 221 W. Pine St.	
Employment Files (Terminations) – Hourly	All files prior to December 31, 2006	Basement 221 W. Pine St.	
Employment Files (Terminations) – Salary	All files prior to December 31, 2007	Basement 221 W. Pine St.	

Department Head: [Signature] Date: 2/4/13

City Clerk: [Signature] Date: 2/4/13

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

\*City Attorney: [Signature] Date: 2/6/13

Destruction Completed By:

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

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