

CITY COUNCIL MEETING

MAY 6, 1981

Page 414
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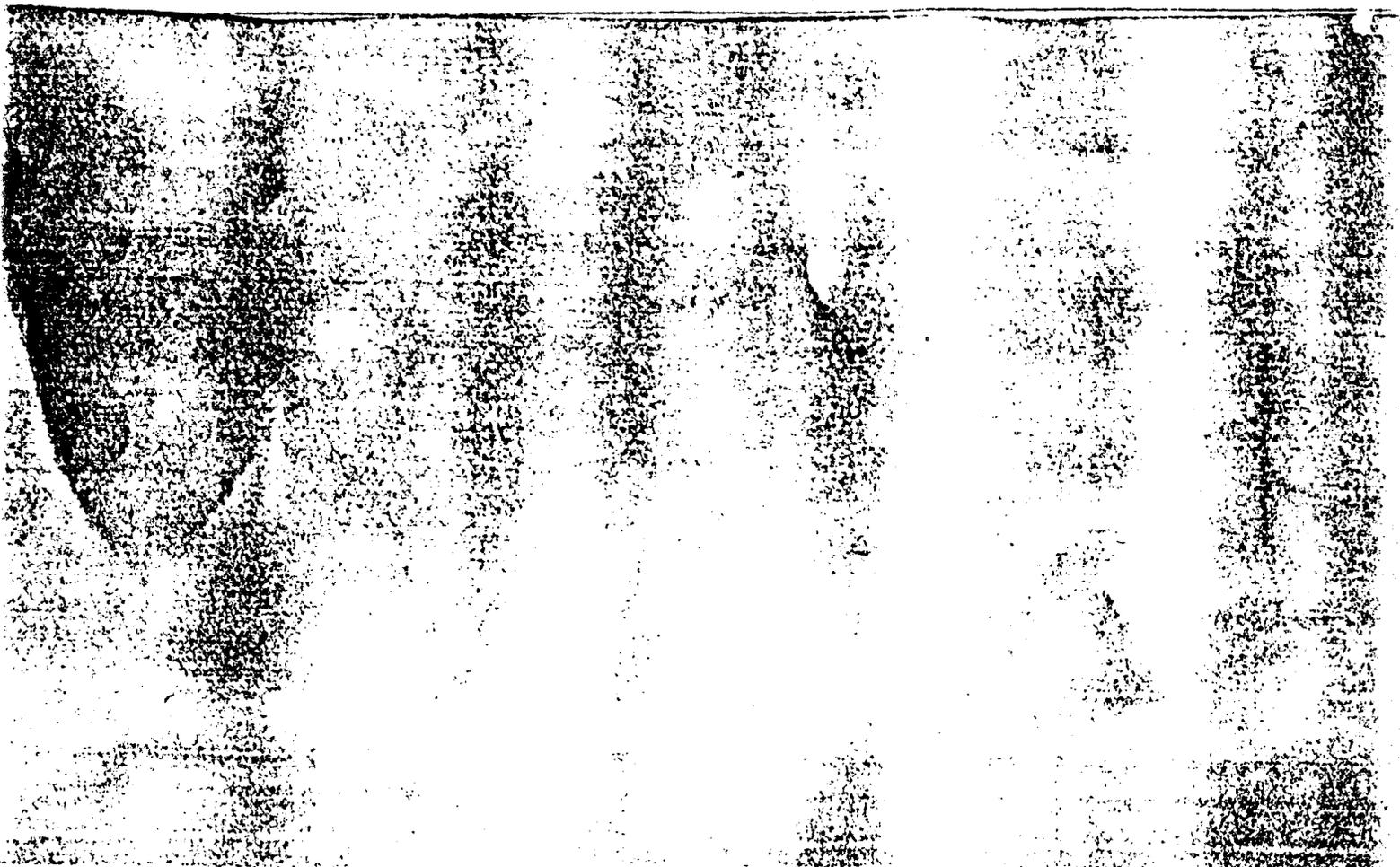
RESOLUTION
AUTHORIZING
DESTRUCTION OF
CERTAIN FINANCE
DEPARTMENT
FILES

City Clerk Reimche presented an inventory of Finance Department records, more than two years old requesting authorization for destruction of same. Pursuant to Government Code Section 34090, the City Attorney has filed his written consent to the destruction of these records.

RES. NO. 81-49

RESOLUTION NO. 81-49

RESOLUTION AUTHORIZING THE DESTRUCTION OF CERTAIN
FINANCE DEPARTMENT FILES



COUNCIL COMMUNICATION

TO: THE CITY COUNCIL

FROM: THE CITY MANAGER'S OFFICE

DATE

May 4, 1981

NO.

SUBJECT:

DESTRUCTION OF RECORDS - FINANCE DEPARTMENT

RECOMMENDED ACTION:

That the City Council adopt a Resolution authorizing the destruction of certain Finance Department files.

BACKGROUND INFORMATION

Pursuant to Government Code Section 34090, the City Attorney has filed his written consent to the destruction of the Finance Department records listed on the attached document. The records are more than two years old and are no longer required.

Respectfully submitted,



ALICE M. REIMCHE
City Clerk

Encls.

RESOLUTION NO. 81-49

A RESOLUTION AUTHORIZING DESTRUCTION
OF CERTAIN FINANCE DEPARTMENT RECORDS

In accordance with Government Code Section 34090, the City Attorney has filed his written consent to the destruction of the Finance Department Records listed on Exhibit "A" attached hereto and thereby made a part hereof.

BE IT RESOLVED, by the City Council of the City of Lodi that:

1. The Records heretofore identified are no longer required.
2. The City Council of the City of Lodi finds that the City Attorney has given his written consent to the destruction of the heretofore described records and the destruction of these records is hereby authorized.

DATED: May 6, 1981

I hereby certify that Resolution No. 81-49 was passed and adopted by the City Council of the City of Lodi in a regular meeting held May 6, 1981 by the following vote:

Ayes: Councilmen - Murphy, Pinkerton, Katnich, and McCarty

Noes: Councilmen - None

Absent: Councilmen - Hughes

Alice M. Reimche
ALICE M. REIMCHE
City Clerk

SUBJECT: DESTRUCTION OF RECORDS - FINANCE DEPARTMENT

CHECKS:

Payroll	1925 - 1975
General Warrants	1940 - 1975
Library	1938 - 1975
Pension	1938 - 1975
Parking Meter Revenue	1960 - 1975
Bond Interest & Redemption(41)	1966 - 1975
Bond Construction (40)	1965 - 1975
Miscellaneous Checks	1936 - 1975
Special Deposits	1938 - 1975

LEDGER CARDS:

Revenue	1966 - 1974-75
Expenditure	1953 - 1974-75
General Ledger	1953 - 1974-75

CLAIMS	1970 - 1975
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CLAIM REGISTERS	1964 - 1975
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PAYROLL REGISTERS	1949 - 1973
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W-2s & INCOME TAX RETURNS	1958 - 1973
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REVENUE REPORTS	1970 - 1974-75
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EXPENDITURE REPORTS	1970 - 1974-75
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MISCELLANEOUS MEMOS	1972 - 1974-75
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GASOLINE CHARGES	1968 - 1974-75
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SPECIAL ALLOCATIONS	1972 - 1974-75
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DEPARTMENTAL CHARGES	1968 - 1974-75
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PACIFIC MUTUAL LIFE INS. PAYMENTS	1959 - 1975
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GASOLINE INVOICES	1975 - 1978
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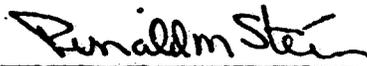
Finance Department
Destruction of Records
Page 2

BANK STATEMENTS & DEPOSIT SLIPS	1974-75
CETA & CCCJ REPORTS	1974-75
COPIES OF PURCHASE ORDERS	1949 -1974-75
WORKERS COMPENSATION WORKSHEETS	
TRIAL BALANCES	1976 - 1978 (Keeping 6/30 preclosing and postclosing of each year only)

PAYROLL DATA:

Payroll Reports	1977-1978
Labor Balance Reports	1977-1978
Daily Exception Sheets	1977-1978
Year-to-date Registers	1977-1978
Administrative Leave Registers	1977-1978
Overtime Registers	1977-1978
Employee Balances & Next Step Increase	1977-1978
Payroll Registers	1977-1978
Payroll Activity	1977-1978
Time Reports & Summary of Daily Exception Sheets	1977-1978

APPROVED:



Ronald M. Stein
City Attorney

DATE: May 4, 1981