

CITY COUNCIL MEETING  
OCTOBER 1, 1986

6

DESTRUCTION OF  
RECORDS IN CITY  
MANAGER'S AND FINANCE  
DIRECTOR'S OFFICE  
APPROVED

RES. NO. 86-148

Council adopted Resolution No. 86-148 authorizing the destruction of certain records retained by the City Manager and the Finance Director, which records meet all requirements for destruction as set forth in the State of California Government Code.

CC-6

# COUNCIL COMMUNICATION

TO: THE CITY COUNCIL  
FROM: THE CITY MANAGER'S OFFICE

DATE: October 1, 1986

NO.

SUBJECT: AUTHORIZATION TO DESTROY RECORDS

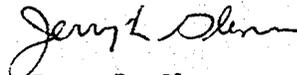
PREPARED BY: Assistant City Manager

RECOMMENDED ACTION: That the City Council adopt the attached resolution authorizing the destruction of certain records retained by the City Manager and the Finance Department.

BACKGROUND INFORMATION: Authorization is hereby requested to destroy certain records in the City Manager's office and the Finance Department, an inventory of which is attached, which records are in excess of two years old and no longer needed.

The City Attorney has given his written consent to the the destruction of the heretofore mentioned records (Exhibit A).

Respectfully submitted,



Jerry L. Glenn  
Assistant City Manager

JLG:br

attachments

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EXHIBIT A

Attachment to Council Communication

October 1, 1986

Destruction of Certain Records - City Manager's Office  
Finance Department

1. 1970-71 budget data and notes
2. Outdated civil defense periodicals
3. CETA project material
4. Labor negotiations material & surveys
5. Worker compensation loss runs
6. 1969, 1973 and 1975 classification studies
7. National Plan Coordinators Deferred Compensation Plan materials
8. Inactive personnel records
9. Deposit slips 7/76 - 6/83
10. Cancelled Bank of America payroll checks 10/77 - 6/83
11. Cancelled F& M Bank accounts payable checks 10/77-6/83
12. Bank statements:
  - F & M 7/74 - 6/83
  - Bank of America 7/79 - 6/83
  - Library 7/79 - 6/83
  - Bond Fund Bank of America 7/79 - 6/83
  - United California 7/74 - 6/83
  - Parking Meter Revenue Bond 7/74 - 6/83
  - City of Lodi Construction & Bond 7/74 - 6/83
13. Bank reconciliations 1970 - 6/83
14. Life insurance reports (Pac Mut) 7/82 - 6/84
15. Dental insurance reports (Travelers) 4/78 - 6/83
16. Fuel issued tags 1/80 - 6/83
17. Special allocation file 7/81 - 6/83
18. Miscellaneous memos (journal vouchers) 7/81 - 6/83
19. Trial balances 6/76 - 6/83
20. Time cards 7/81 - 6/83
21. Accounts payable ledger sheets 6/76 - 6/84
22. Administrative leave balances 1/81 - 6/83
23. Labor distribution reports 7/81 - 6/83
24. Payroll registers 7/81 - 6/83
25. Time reports 1/80 - 6/83
26. Employee balances & step increases 7/81 - 6/83
27. Overtime reports 1/80 - 6/83
28. Wage garnishments & judgements 1973 - 6/81
29. Union dues listings 1980 - 6/84
30. Work order number listings & reports 1981-6/83
31. Revenue ledgers 7/81 - 6/83
32. General ledger 7/81 - 6/23
33. Accounts payable registers 7/81 - 6/83
34. Claim vouchers & invoices 7/81 - 6/83
35. Cancelled Dial-A-Ride tickets 7/83 - 6/85
36. Window receipts, collection copy 12/80 - 6/83

Council Communication - October 1, 1986

Page 2 of Exhibit A

37. Utility billing registers 6/82 - 6/84
38. Utility meter demand books 6/82 - 6/84
39. Utility service orders 6/82 - 6/84
40. Utility customer contracts 6/82 - 6/84
41. Utility customer name file 6/82 - 6/84
42. Utility meter reading pages 6/82 - 6/84
43. Refuse billing orders (from Sanitary City) 6/82 - 6/84
44. Subdivision utility payback records 6/82 - 6/84

Approved for Destruction



Ronald M. Stein  
City Attorney

COUNC093

RESOLUTION NO. 86-148

A RESOLUTION AUTHORIZING DESTRUCTION OF CERTAIN RECORDS  
RETAINED BY THE CITY MANAGER AND FINANCE DEPARTMENT

In accordance with Government Code Section 34090, the City Attorney has filed his written consent to the destruction of records attained by the City Manager and Finance Department, an inventory of which is attached hereto marked Exhibit "A", 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 records inventoried on Exhibit "A" attached hereto and the destruction of these records is hereby authorized.

Dated: October 1, 1986

I hereby certify that Resolution No. 86-148 was passed and adopted by the City Council of the City of Lodi in a regular meeting held October 1, 1986 by the following vote:

Ayes: Council Members - Snider, Olson, Hinchman, Pinkerton,  
and Reid (Mayor)

Noes: Council Members - None

Absent: Council Members - None

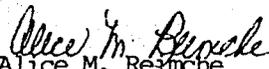
  
Alice M. Resmiche  
City Clerk

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October 1, 1986

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