



**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 5, 2014
PREPARED BY: City Clerk

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

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

FISCAL IMPACT: None

FUNDING AVAILABLE: Not applicable.



Randi Johl-Olson
City Clerk

Attachments

APPROVED: 

Stephen Schwabauer, Interim City Manager

RESOLUTION NO. 2014-29

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 5, 2014

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I hereby certify that Resolution No. 2014-29 was passed and adopted by the City Council of the City of Lodi in a regular meeting held March 5, 2014, by the following vote:

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

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – Nakanishi

ABSTAIN: COUNCIL MEMBERS – None



RANDI JOHL-OLSON
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: PRCS	Date: 1/31/14	Total No. of Pages:	Proposed Destruction Date: TBD
Division: Administration	Prepared By: Terri Lovell	Signature: <i>Terri Lovell</i>	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Personnel Action Forms (Part Time Employees)	2007 - 2008	PRCS	1
Facility Reservations	2009 - 2011	PRCS	2
Revenue Recap Forms	2008 - 2009	PRCS	3
Reduced Fee Applications	2010 - 2011	PRCS	4
Claim Vouchers	2011	PRCS	5
Costco Claim Vouchers	2010 - 2011	PRCS	6
Part Time Employee Timecards	2005 - 2010	PRCS	7 - 8
Receipts (Dept. Copy)	2010 - 2011	PRCS	9
PSA's w/Invoices (Dept. Copy)	2010 - 2011	PRCS	10
Ron Williamson Desk Files	1980 - 2000	PRCS	11 - 19
RFP Files for Swim Complex, Indoor Sports Complex, and DeBenedetti Park	2001 - 2002	PRCS	20
Susan Bjork Desk Files	? - 2003	PRCS	21 - 22
PRCS Financial Data Binders	2000 - 2001	PRCS	23
City Budget Documents	1990 - 1997	PRCS	24
PRCS Revenue Documents	1990/91 - 1998/99	PRCS	25
Dept. Budget Worksheets	1990/91 - 1993/94	PRCS	26
RecWare Software Updates	1997 - 2010	PRCS	27
Tony Goehring Desk Files	2006 - 2008	PRCS	28 - 32
BOBS Minutes	2002 - 2003	PRCS	33
P&R Commission Minutes (Directors Copy)	1995 - 2008	PRCS	33
Purchase Orders	1990's	PRCS	34 - 35
Misc. Office Files	1980 - 1990	PRCS	36-49
Daily Time Sheets & Vandalism Reports	1993 - 1994	PRCS	50

Attachment A - Form 4 (Authority to Destroy Records)

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

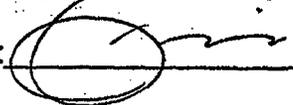
City of Lodi

Marilyn Fields Office Files	1991 - 1993	PRCS	51
Budget Files	1960 - 1989	PRCS	52

Department Head:  Date: 1-31-14

City Clerk:  Date: 2/6/14

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

*City Attorney:  Date: 2/3/14

Destruction Completed By:

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

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Department: Public Works	Date: 1/8/14	Total No. of Pages: 5	Proposed Destruction Date: 3/31/14
Division: Administration/Engineering	Prepared By: Pam Farris	Signature: <i>P. Farris</i>	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
UPS and FedEx Bills	2003-2010	City Hall	1
DeBenedetti Park -- Electrical Improvements Phase 1, 2350 S. Lower Sacramento Road	2/10-3/11	City Hall	1
MSC PBX Replacement Project (VOIP Project)	2/10-3/10	City Hall	1
North San Joaquin Water Conservation District (NSJWCD) File #4	1/08-12/08	City Hall	1
North San Joaquin Water Conservation District (NSJWCD) File #3	1/07-12/07	City Hall	1
Lower Sacramento Road Widening (Harney Lane to Kettleman Lane) HES Grant/Agreement & TEA Application	9/03-8/04	City Hall	2
Lower Sacramento Road Widening (Harney Lane to Kettleman Lane) Environmental Documents	1/00-4/05	City Hall	2
Ridership (2004)	2/04-5/04	City Hall	2
Memorandum of Understanding	5/02-8/02	City Hall	2
2004 FTA Triennial Review	2/01-8/04	City Hall	2
Federal Transit Administration	4/96-12/99	City Hall	2
MV Proposal Binder for 2003 Transit Service Operation for Demand Response and Fixed Route	2003	City Hall	3
Kettleman Lane/Highway 99 Interchange Improvement (Measure K) Feasibility Study -- Mark Thomas & Company	9/05-7/07	City Hall	3
Kettleman Lane/Highway 99 Interchange Improvement (Measure K) Agreements	5/98-2/04	City Hall	3
Central City Revitalization Signed Deferral Agreements	6/96-10/96	City Hall	3
City of Lodi/LUSD Wash Bay (Specs)	2003	City Hall	3
2010 Alley Reconstruction	9/09-11/10	City Hall	3
2010 Alley Reconstruction (Specs)	2010	City Hall	3
2010 Street Improvements (Ham Lane, Harney -- Kettleman; Vine Street, Mills -- Fairmont) Certified Payroll	7/10-10/10	City Hall	3
2010 Street Improvements (Ham Lane, Harney -- Kettleman; Vine Street, Mills -- Fairmont)	12/09-12/10	City Hall	4

Attachment A -- Form 4 (Authority to Destroy Records)

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City of Lodi

Shirtsleeve Agenda Titles	1997-2008	City Hall	4
Professional Services Agreement – Fehr & Peers, Transportation Consultants (Harney Lane/State Route 99 Harney Lane Interim Improvement Project) (5689)	8/10-4/11	City Hall	4
Professional Services Agreement – HDR Engineering, Inc. (Preliminary Design Services and EIR for Surface Water Treatment Facility) (5522/5475)	4/07-8/08	City Hall	4
Professional Services Agreement – HDR Engineering, Inc. (Surface Water Treatment Facility – Conceptual Design & Feasibility Evaluation Only) (5214)	4/07-8/08	City Hall	4
Professional Services Agreement – Mark Thomas & Company (State Route 99/Harney Lane Interim Improvement Project) (5683)	10/10-1/12	City Hall	4
Professional Services Agreement – Neil O. Anderson & Associates (G Basin Stormwater Pump Station Project, Various Testing and Inspections) (5809)	3/11-4/11	City Hall	4
Professional Services Agreement – RMC Water and Environment (File #1)	9/05-10/08	City Hall	4
Professional Services Agreement – RMC Water and Environment (2010 Urban Water Management Plan) (5750)	12/10-11/11	City Hall	4
Professional Services Agreement – RMC Water and Environment (Water Meter Program Phase 1 Construction Management Services) File #4, Task Order #2 (5554)	12/11-1/12	City Hall	5
Professional Services Agreement – V & A Consulting Engineers	11/08-3/09	City Hall	5
Cellular Phone Bills	2010-2011	City Hall	5
Cellular Phone Bills	2008-2009	City Hall	5
Engineering Statements File #2 (2009)	7/09-12/09	City Hall	5
Engineering Statements File #1 (2009)	1/09-6/09	City Hall	5
Engineering Statements File #2 (2008)	7/08-12/08	City Hall	5
Engineering Statements File #1 (2008)	1/08-6/08	City Hall	5
Engineering Statements File #2 (2007)	7/07-12/07	City Hall	6
Engineering Statements File #1 (2007)	1/07-6/07	City Hall	6
SJCOG Transportation Development Act	1996-2004	City Hall	6
SJCOG Transportation Development Act	1989-1996	City Hall	6
Property Lease – Beckman Building, 212 W. Pine Street & 211 W. Oak Street	1/92-9/04	City Hall	6
Storm Drainage Fee Study	11/88-12/91	City Hall	7
Amtrak	3/01-4/02	City Hall	7
HES Grant Intersection Lighting	1998-1999	City Hall	7
Legion Park/Kofu Park Roof Replacement	3/07-4/07	City Hall	7
School Street and Spruce Street Wastewater Pipe Improvements	8/01-8/09	City Hall	7
Lodi/Mills Signal, Lodi Avenue Interconnect	3/01-8/03	City Hall	7
Pedestrian Push Buttons and Sign Plates	11/01-3/02	City Hall	7
Signal Interconnect Project Design (Y&C Transportation) Ham/Century, Stockton/Harney, Lodi/Mills, Church/Mills, Church/Elm, Sacramento/Lockeford, Lodi Avenue Interconnect	9/00-9/05	City Hall	7

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City of Lodi

Traffic Signal Preventive Maintenance Program & Repair Program (08/09)	2008-2009	City Hall	7
Traffic Signal Preventive Maintenance Program & Repair Program (06/07)	2006-2007	City Hall	7
Traffic Signal Preventive Maintenance Program & Repair Program (05/06)	2005-2006	City Hall	7
Traffic Signal Preventive Maintenance Program & Repair Program (2003)	2003	City Hall	7
Turner Road/Loma Drive Traffic Signal	1/01-2/01	City Hall	8
2010 Storm Drain Improvements (Specs)	2010	City Hall	8
2010 Storm Drain Improvements	2010	City Hall	8
Hutchins Street Improvements, Lodi Ave. to Pine Street (CIP Project)	1996-2005	City Hall	8
Kettleman Lane Widening/WID Canal to Tienda Drive & Stockton Street to Cherokee Lane (Kettleman Lane Gap Closure) Cooperative Agmt/Billing	2000-2005	City Hall	8
Kettleman Lane Widening/WID Canal to Tienda Drive & Stockton Street to Cherokee Lane (Kettleman Lane Gap Closure) Design	2000-2005	City Hall	8
Kettleman Lane Widening/WID Canal to Tienda Drive & Stockton Street to Cherokee Lane (Kettleman Lane Gap Closure) Environmental Documents	2000-2005	City Hall	8
Kettleman Lane Widening/WID Canal to Tienda Drive & Stockton Street to Cherokee Lane (Kettleman Lane Gap Closure) Mark Thomas & Company Bills (File #2)	2000-2005	City Hall	8
Kettleman Lane Widening/WID Canal to Tienda Drive & Stockton Street to Cherokee Lane (Kettleman Lane Gap Closure) Mark Thomas & Company Bills (File #1)	2000-2005	City Hall	8
Kettleman Lane/Hwy 12 Safety/Median Improvements (Hutchins Street to 355 Feet East of School Street) Change Orders	5/03-2/04	City Hall	9
Kettleman Lane/Hwy 12 Safety/Median Improvements (Hutchins Street to 355 Feet East of School Street) Contractors' Certified Payroll	5/03-2/04	City Hall	9
Kettleman Lane/Hwy 12 Safety/Median Improvements (Hutchins Street to 355 Feet East of School Street) Contractor's Correspondence, General Correspondence, Project Personnel & Various Agreements	5/03-2/05	City Hall	9
Kettleman Lane/Hwy 12 Safety/Median Improvements (Hutchins Street to 355 Feet East of School Street) Correspondence (DBE Info & Specs)	5/03-2/06	City Hall	9
Kettleman Lane/Hwy 12 Safety/Median Improvements (Hutchins Street to 355 Feet East of School Street) Correspondence (Design, RFPs)	5/03-2/07	City Hall	9
Kettleman Lane/Hwy 12 Safety/Median Improvements (Hutchins Street to 355 Feet East of School Street) Correspondence (HES Grant & Agmt)	5/03-2/09	City Hall	9
Kettleman Lane/Hwy 12 Safety/Median Improvements (Hutchins Street to 355 Feet East of School Street) Correspondence (Labor Compliance, EEO Records & Preliminary Notices	5/03-2/10	City Hall	9

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City of Lodi

Kettleman Lane/Hwy 12 Safety/Median Improvements (Hutchins Street to 355 Feet East of School Street) Correspondence (Material Certificate & Materials Data)	5/03-2/11	City Hall	9
Kettleman Lane/Hwy 12 Safety/Median Improvements (Hutchins Street to 355 Feet East of School Street) Correspondence (Preliminary Engineering & Design, Harris & Associates Bills)	5/03-2/12	City Hall	9
Kettleman Lane/Hwy 12 Safety/Median Improvements (Hutchins Street to 355 Feet East of School Street) Correspondence (Preconstruction Bid & Constructions Bids)	5/03-2/13	City Hall	9
Kettleman Lane/Hwy 12 Safety/Median Improvements (Hutchins Street to 355 Feet East of School Street) Correspondence (Progress Pay Estimate & Status of Funds)	5/03-2/14	City Hall	9
Kettleman Lane Street Improvements Traffic Signals (Hwy 12)	1999-2000	City Hall	9
Lower Sacramento Road Segment 2D (Harney Curve)	8/00-12/06	City Hall	9
CNG Lodi Unified School Buses (14)	2001-2003	City Hall	9
CNG Heavy-Duty Trucks	4/99-11/03	City Hall	9
Sacramento Street Water Main Installation (Lodi Ave. to Alley South of Lodi Ave.)	11/08-10/09	City Hall	10
Standby Generators at Water Well Sites 22, 23, and 24	1996-2007	City Hall	10
Water Main Replacement Program Project No. 3	11/09-2/11	City Hall	10
Water Main Replacement Program Project No. 3 (Certified Payroll)	11/09-2/11	City Hall	10
Well 10C Pump & Motor, 790 N. Guild Ave.	10/02-4/15	City Hall	10
Well 27 On-Site Improvements, 2360 W. Century Blvd. (DeBenedetti Park Basin) Specifications	6/10-5/11	City Hall	10
Well 28 Substation Pump & Drilling, 2800 W. Kettleman Lane	11/03-12/05	City Hall	11
Well 28 Substation Pump & Drilling, 2800 W. Kettleman Lane (Certified Payroll)	11/03-12/06	City Hall	11
Animal Shelter (2001)	2001-2008	City Hall	11
County Court No. 1 – Tenant Improvements	3/06-11/09	City Hall	11
Development Impact Fee Study (File #3)	1999-2002	City Hall	11
Development Impact Fee Study (File #2)	1991-1998	City Hall	11
Development Impact Fee Study (File #1)	1988-1990	City Hall	11
Eastside Mobility Access Plan Project (EMAP)	2004-2005	City Hall	11
Fire Administration Mold Remediation Project, 25 E. Pine Street	2006	City Hall	11
Fire Station No. 2 Hose Tower Demolition	2010	City Hall	11
Baker Roofing Company – MSC Gutter Replacement	11/10-12/10	City Hall	11
ABetter Fire & Safety – Annual Fire Extinguisher Maintenance	11/10-12/10	City Hall	11
Farwest Safety – Traffic Control & Signage	12/10	City Hall	11
Bramwell-Smith Company – Appraisal Review Services for CalTrans Harney Lane/SR 99 Interim Improvement Project	12/10	City Hall	11

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City of Lodi

R. L. Righetti Enterprises – Opacity Testing	2010	City Hall	11
L&H Airco – Supply, Service & Repair HVAC	2010	City Hall	11
ISL Engineering – MSC Transit Vehicle Maintenance Facility Solar Power Project	2011	City Hall	11
Electrical Protection, Inc. – Old Public Safety Building	2011	City Hall	11
Jim's Painting & Papering Service – City Hall Vestibule	2011	City Hall	11
RSA Analysis – City Hall HVAC Survey	2011	City Hall	11
Paramount Pest Control	2011	City Hall	11
Kettleman Lane, Lower Sacramento Road to Cherokee Lane, Measure K Bike Lanes	12/94-1/00	City Hall	12
Tienda Drive Lift Station, 2000 Tienda Drive (APN 031-040-24)	10/00-4/04	City Hall	12
Kettleman Lane/Highway 12 Safety Median Improvements (Hutchins Street to 355 Feet East of School Street) – Federal Aid Documents, Authority to Proceed	8/07-4/04	City Hall	12
Lodi Community Improvement Project Redevelopment Agency	2008	City Hall	12
Miscellaneous Project	2006-2010	City Hall	12
Century Boulevard Roadway Improvements (Lower Sacramento Road to Sage Way)	8/05-8/06	City Hall	12
Carnegie Forum Re-Roof, 305 W. Pine St.	8/10-3/11	City Hall	12
Carnegie Forum Re-Roof, 305 W. Pine St. (Specs)	2010	City Hall	12

*In all cases, original plans are maintained.

Department Head: Anthony Sanchez Date: 1/9/14

City Clerk: [Signature] Date: 2/10/14

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

*City Attorney: [Signature] Date: 2/9/14

Destruction Completed By:

Printed Name _____ Signature _____ Date _____

Attachment A – Form 4 (Authority to Destroy Records)

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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.

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Department: Fire	Date: 1-6-14	Total No. of Pages: 2	Proposed Destruction Date: TBD
Division: Administration	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.
Acct's payable invoice copies	7/1/10 - 6/30/11	Fire Admin	1
Claim Voucher copies	7/1/10 - 6/30/11	Fire Admin	1
Expenditure/Transaction Analysis report copies	7/1/10 - 6/30/11	Fire Admin	1
Release of Care Against medical advice copies	7/1/9 - 6/30/10	Fire Admin	1
Leave balance Accrual reports	7/1/9 - 6/30/10	Fire Admin	1
Ride along completed forms	7/9/10 - 6/30/10	Fire Admin	1
Claim Voucher Electronic copies	7/1/10 - 6/30/11	Fire Admin	0:Word\Admin
FLSA Electronic copies	2010	Fire Admin	0:Word\Admin
Payroll spread sheets Electronic copies	2010	Fire Admin	0:Word\Admin
Uniform allowance Electronic copies	2010	Fire Admin	0:Word\Admin

Department Head: *[Signature]* Date: 1/7/14

City Clerk: *[Signature]* Date: 2/10/14

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

*City Attorney: *[Signature]* Date: 2/3/14

Destruction Completed By: _____

Printed Name _____ Signature _____ Date _____

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Department: Fire	Date: 1/7/14	Total No. of Pages: 1	Proposed Destruction Date: TBD
Division: Fire 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.
Accts payable invoice copies	2010	Fire Admin	1
Knox box Order form copies	2010	Fire Admin	1
Auth to Connect form copies	2009	Fire Admin	1
Weed abatement letter copies	2010	Fire Admin	1
Operational permit ck copies	2011	Fire Admin	1
Inspection fee ck copies	2011	Fire Admin	1
Inspection fee ck copies	2010	Fire Admin	1
List of Apt insp	2010	Fire Admin	1
List of Apt Insp	2011	Fire Admin	1

Department Head: *[Signature]* Date: 1/7/14
 City Clerk: *[Signature]* Date: 2/6/14

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

*City Attorney: *[Signature]* Date: 2/9/14
 Destruction Completed By: _____

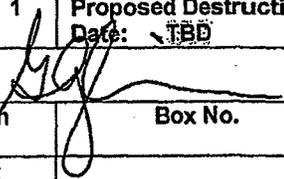
Printed Name _____ Signature _____ Date _____

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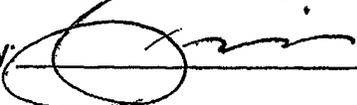
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Department: Internal Services	Date: 1/23/14	Total No. of Pages: 1	Proposed Destruction Date: TBD
Division: Finance	Prepared By: Gail Glissman	Signature: 	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Business Tax Applications	2008	Finance Basement	
CIS Daily Postings & Journals	July 2007-June 2008	Finance Basement	
Service Orders/Utility Contract	July 2007-June 2008	Finance Basement	
Enforcement Technology Parking Balancing Reports	July 2007-June 2008	Finance Basement	
Lodi Downtown Business Partnership Collections	2008	Finance Basement	
Miscellaneous Receivables	July 2007-June 2008	Finance Basement	
Pet License Applications	July 2007-June 2008	Finance Basement	

Department Head:  Date: 1/30/14

City Clerk:  Date: 2/6/14

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

*City Attorney:  Date: 2/9/14

Destruction Completed By:

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AUTHORITY TO DESTROY OBSOLETE RECORDS CITY CLERK

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Department: Police	Date: January 6, 2013	Total No. of Pages: 1	Proposed Destruction Date: March 2014
Division: Administration	Prepared By: Julie Wall	Signature: <i>Julie Wall</i>	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Employee timecards and related payroll records	+3 years from closure date (prior to 2011)	Investigations Storage Room	
Parking Citations	+2 years from closure date (prior to 2012)	Parking citation office	
Parking Cite Appeals	+2 years from closure date (prior to 2012)	Parking citation office	
Pager Bills	+2 years from closure date (prior to 2012)	Investigations Storage Room	
Cellular Phone Bills	+2 years from closure date (prior to 2012)	Investigations Storage Room	
Fugitive Warrant Documents	+5 years from closure date (prior to 2009)	Investigations Storage Room	
Civil Subpoena Documents	+2 years from closure date (prior to 2012)	Investigations Storage Room	
Pawn slips	+3 years from closure date (prior to 2011)	Admin Partner office	

Department Head: *[Signature]* Date: 01/29/14

City Clerk: *[Signature]* Date: 2/10/14

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

*City Attorney: *[Signature]* Date: 2/3/14

Destruction Completed By:

Printed Name _____ Signature _____ Date _____

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

JAN 31 2014

CITY CLERK

AUTHORITY TO DESTROY OBSOLETE RECORDS

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Department: Police	Date: 1-7-2014	Total No. of Pages: 1	Proposed Destruction Date: March 2014
Division: Support Services Animal Services	Prepared By: Jennifer Bender	Signature: <i>Jennifer Bender</i>	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
CDBG Voucher Copy	1-1-07 to 12-31-07	Animal Shelter	1
Animal Services Training phone call logs	1-1-08 to 12-31-08	Animal Shelter	2
Animal license Applications	1-1-08 to 12-31-08	Animal Shelter	3
Animal Services Receipts	1-1-08 to 12-31-08	Animal Shelter	4

Department Head: *T. J. [Signature]* Date: 01/29/14

City Clerk: *[Signature]* Date: 2/10/14

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

*City Attorney: *[Signature]* Date: 2/9/14

Destruction Completed By:

Printed Name _____ Signature _____ Date _____

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

RECEIVED

City of Lodi

JAN 31 2014

AUTHORITY TO DESTROY OBSOLETE RECORDS CITY CLERK

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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: 01/25/14	Total No. of Pages: 2	Proposed Destruction Date: 03/12
Division: Investigations	Prepared By: Lt. Fernando Martinez	Signature:	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
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: [Signature] Date: 01/29/14

City Clerk: [Signature] Date: 2/10/14

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

*City Attorney: [Signature] Date: 2/9/14

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.

RECEIVED

City of Lodi

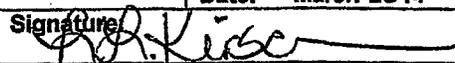
JAN 31 2014

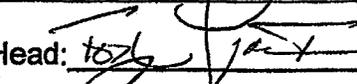
AUTHORITY TO DESTROY OBSOLETE RECORDS

CITY CLERK

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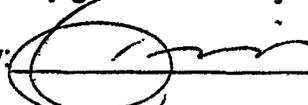
Note: Documents will be reviewed for historical value and, if applicable, retained in the archives. Documents involved in litigation or pending audit will not be destroyed.

Department: Police	Date: 01/08/14	Total No. of Pages:	Proposed Destruction Date: March 2014
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	2011 and prior	LPD Records	
Arrest/Booking Sheets	2007 and prior	LPD Records	
Statistical (UCR)	2011 and prior	LPD Records	
Permits-Permit Applications (massage, card room, peddler, tow truck, concealed weapons etc)	2011 and prior	LPD Records	
Subpoenas	2011 and prior	LPD Records	
Arrests- 11357 & 11360H&S	2011 and prior	LPD Records	
Sealed- Adult/ Juvenile reports	Destruction date of 2013 and prior	LPD Records	
Records related to deceased persons (not including homicide victims)	Date of Death 12- 2012 and prior	LPD Records	
C-Pouches	Misdemeanor arrest date 2003 and prior	LPD Records	
Live Scan Billing Records	2012 and prior	LPD Records	

Department Head:  Date: 01/29/14

City Clerk:  Date: 2/10/14

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

*City Attorney:  Date: 2/9/14

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.

RECEIVED

AUTHORITY TO DESTROY OBSOLETE RECORDS

JAN 30 2014

CITY CLERK

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Department: <u>HSS/PROS</u>	Date: <u>1/29/14</u>	Total No. of Pages: <u>6000 +</u>	Proposed Destruction Date: <u>TBD</u>
Division: <u>Admin</u>	Prepared By: <u>Mandi Dumlap</u>	Signature: <u>Mandi Dumlap</u>	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
<u>Applications for employment interview documents</u>	<u>2011 - prior</u> <u>2011 prior</u>		
<u>Payroll spreadsheets</u>	<u>2008 - prior</u>	<u>file cabinet @ HSS</u> <u>main office</u>	
<u>Separated/terminated employee files</u>	<u>2010 - prior</u>		
<u>Separated/terminated part-time cards</u>	<u>2010 - prior</u>		
<u>Employee leave slips</u>	<u>2010 - prior</u>		
<u>Box office sales reports</u>	<u>2010 - prior</u>	<u>upstairs conference room</u>	

Department Head: [Signature] Date: 1/30/14

City Clerk: [Signature] Date: 2/10/14

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

*City Attorney: [Signature] Date: 2/9/14

Destruction Completed By:

Printed Name _____ Signature _____ Date _____

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

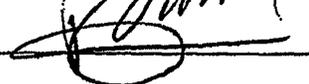
AUTHORITY TO DESTROY OBSOLETE RECORDS

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Department: <u>HSS/PROS</u>	Date: <u>1/29/14</u>	Total No. of Pages: <u>5,000 +</u>	Proposed Destruction Date: <u>TBD</u>
Division: <u>Admin</u>	Prepared By: <u>Mandi Dumlao</u>	Signature: <u>Mansi Dumlao</u>	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
<u>Vendor Invoices</u>	<u>2010 - prior</u>	<u>upstairs conference room</u>	
<u>Purchase Orders</u>	<u>2010 - prior</u>	<u>upstairs conference room</u>	
<u>Rentals:</u>			
<u>Contracts</u>	<u>2010 - prior</u>	<u>upstairs conference room</u>	
<u>Invoices</u>	<u>2010 - prior</u>		
<u>deposits</u>	<u>2010 - prior</u>		
<u>Theatre:</u>			
<u>Contracts</u>	<u>2010 - prior</u>		
<u>Invoices</u>	<u>2010 - prior</u>		
<u>deposits</u>	<u>2010 - prior</u>		

Department Head:  Date: 1/30/14

City Clerk:  Date: 2/6/14

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

*City Attorney:  Date: 2/3/14

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.

REQUEST TO DESTROY 2013

City of Lodi

RECEIVED

JAN 30 2014

CITY CLERK

AUTHORITY TO DESTROY OBSOLETE RECORDS

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Department:	Date:	Total No. of Pages:	Proposed Destruction Date:
Division:	Prepared By:	Signature:	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Charter School Invoices, Payments	2011		1
Deposit, Liability Refunds, Return checks	2011		2
Instructor Claim Vouchers, Revenue Report	2011		3

Department Head: [Signature] Date: 1.30.14

City Clerk: [Signature] Date: 2/10/14

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

*City Attorney: [Signature] Date: 2/9/14

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.

BOXES HELD UNDER POOL,
LABELED WITH THIS FORM

JAN 29 2014

CITY CLERK

City of Lodi

AUTHORITY TO DESTROY OBSOLETE RECORDS

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Department: Internal Services	1/22/14	Total No. of Pages:	Proposed Destruction Date: TBD
Finance/Accounting	Nancy Spinelli	Signature: <i>Nancy Spinelli</i>	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Next Step/Leave Balance	2011-2012	Storage Room	
Payroll Edit Registers	"	"	
Payroll Voucher Detail	"	"	
Payroll Check Registers	"	"	
Wage Attachment Report	"	"	
Overtime Cards	2007-2008	"	
Daily Timecards	2007-2008	"	
Accounts Payable Final Post	2011-2012	Basement	
Accounts Payable Payment Register	"	"	
Accounts Payable Payment Group	"	"	
Accounts Payable Cash Requirements	"	"	
Accounts Payable Posting Edit	"	"	
Accounts Payable Edit Report	"	"	
Collectors Daily Reports	"	Storage Room	
Misc Journal Entries	2008-2009	"	
Wire Transfers	2009-2010	"	
F&M (Main) Bank Statements	2007-2008	"	
F&M (Payroll) Bank Statements	"	"	
Unclaimed Property Records	"	"	
DB Claims Bank Reconciliation	"	"	
GB Bragg Activity & Bank Reconciliation	"	"	
York Activity & Bank Reconciliation	"	"	

Attachment A – Form 4 (Authority to Destroy Records)

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AUTHORITY TO DESTROY OBSOLETE RECORDS

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Department: Electric Utility	Date: January 21, 2014	Total No. of Pages: 1	Proposed Destruction Date: TBD
Division: Administration	Prepared By: Linda Tremble	Signature: <i>Linda Tremble</i>	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Payroll Records Hard Copy	2010 and prior	Electric Utility Admin	01
Employment Files Departed/Deceased - Hourly	2009 and prior	Electric Utility Admin	01
Purchase Orders Hard Copy	2010 and prior	Electric Utility Admin	01
Meal Allowance/ Electronic Copies	2010 and prior	Electric Utility Admin	M:\Word\Admin
Uniform Allowance/ Electronic Copies	2010 and prior	Electric Utility Admin	M:\Word\Admin
Card Svc Visa Statements/ Electronic Copies	2010 and prior	Electric Utility Admin	M:\Word\Admin
Verizon Billing/ Electronic Copies	2010 and prior	Electric Utility Admin	M:\Word/Admin
Business Expense Reports/ Electronic Copies	2010 and prior	Electric Utility Admin	M:\Word\Admin
Council Agendas & Communications/ Electronic Copies	2009 and prior	Electric Utility Admin	M:\Word\Admin

Department Head: *[Signature]* Date: 1/28/2014

City Clerk: *[Signature]* Date: 2/6/14

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

*City Attorney: *[Signature]* Date: 2/3/14

Destruction Completed By:

Printed Name _____ Signature _____ Date _____

*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.
Asphalt	2008-2009	MSC Server Room	2009B
Sidewalk Repair Program & Miscellaneous Concrete	2008-2009	MSC Server Room	2009B
Encroachment Violations	Jan-June 2009	MSC Server Room	2009B
Encroachment Violations	July-Dec 2009	MSC Server Room	2009B
Traffic Work Authorizations	2008-2009	MSC Server Room	2009B
Lodi Consolidated Landscape Assessment District 2003-1	2008-2009	MSC Server Room	2009B
Safety Training Verification - WWW	Prior to 2009	MSC Server Room	2009C
Asphalt	2009-2010	MSC Server Room	2009C
Sidewalk Repair Program & Miscellaneous Concrete	2009-2010	MSC Server Room	2009C
Landscape Maintenance (Group A - Creative Outdoor)	2009	MSC Server Room	2009C
Landscape Maintenance (Groups B&C - Odyssey)	2009	MSC Server Room	2009C
Lodi Consolidated Landscape Assessment District 2003-1	2009-2010	MSC Server Room	2009C
Confidential 2010	2010	MSC Server Room	2014A
Correspondence 1999 -2005	1999-2005	MSC Server Room	2014A
Downtown Lodi Business Partnership	2002-2008	MSC Server Room	2014A
ICMA (International City/County Management Assoc)	2001-2004	MSC Server Room	2014A
Information Systems Committee	1995-1999	MSC Server Room	2014A
Janitorial Contract	1994-2010	MSC Server Room	2014A
SJ Co Mass Destruction	1999-2001	MSC Server Room	2014A
MSC Network(Info/Correspondence)	1995-2001	MSC Server Room	2014A
Miscellaneous Police Reports 2007-2010	2007-2010	MSC Server Room	2014A
Recreation Facilities	2005-2006	MSC Server Room	2014A
Storage at MSC - Vehicles/Equipment	1995-2002	MSC Server Room	2014A
Utility Coordinating Committee	2004-2008	MSC Server Room	2014A
Veterans Memorial Mall	2001-2002	MSC Server Room	2014A
Vehicles Personal Use of 1989-2007	1989-2007	MSC Server Room	2014A
Cellular Telephone Monthly Billings	2000-2001	MSC Server Room	2014B
Computer Information (Misc.)	1992-2006	MSC Server Room	2014B
CPR Training 1995-2007	1995-2007	MSC Server Room	2014B
Correspondence	1990-2006	MSC Server Room	2014B
Fax Machine	1996-2007	MSC Server Room	2014B
Key Lists	1976-1996	MSC Server Room	2014B
Emergency Preparedness	2002	MSC Server Room	2014B
Hepatitis B Roster/Declines	1993-1995	MSC Server Room	2014B
OSHA	1989-1993	MSC Server Room	2014B
OSHA Respirator Questionnaire	2003	MSC Server Room	2014B
Safety Committee 1996 - 2005	1996-2005	MSC Server Room	2014B
Safety Equipment Training	1992-1993	MSC Server Room	2014B
Safety General	1993-2006	MSC Server Room	2014B
Safety Training Verification Sheets - Equipment Maint.	1996-2002	MSC Server Room	2014B

Record Series Title (Same as Retention Schedule)	Dates of Records (From and to)	Storage Location	BOX NO.
Operation Statements 2010	2010	MSC Server Room	2014D
Claims 2010 Jan - June	2010	MSC Server Room	2014D
Travel Claims 2010 Jan-June	2010	MSC Server Room	2014D
Travel Claims 2010 July-December	2010	MSC Server Room	2014D
Transmissions	2001	MSC Server Room	2014D
Tuition Reimbursement	1994-2009	MSC Server Room	2014D
Personal Use of City Vehicles	2008-2011	MSC Server Room	2014D
Small Tools	1995	MSC Server Room	2014D
Street Grinding	2005-2006	MSC Server Room	2014D
Street Grinding Informal Bids	1990-1995	MSC Server Room	2014D
Paint, Slumpt Stone, Fences	1971-2008	MSC Server Room	2014D
Street Lights	2001	MSC Server Room	2014D
Bus Stops	1993-2007	MSC Server Room	2014D
Celebration on Central	2002-2009	MSC Server Room	2014D

City of Lodi

AUTHORITY TO DESTROY OBSOLETE RECORDS

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Department: City Clerk	Date: 1/31/2014	Total No. of Pages: Unknown	Proposed Destruction Date: 3/31/2014
Division: Elections and Operations	Prepared By: Randi Johl-Olson		Signature:
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
<u>OPERATIONS:</u>			
City Clerk/City Council Calendars (GC 34090 et seq. - 2 years)	2011 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)	2011 and prior		
City Clerk/City Council Departmental Budget Copies (GC 34090 et seq. - 2 years)	2011 and prior		
City Clerk/City Council General Correspondence (GC 34090 et seq. - 2 years)	2011 and prior		
City Council Regular / Special Meeting Packets (Available in e-Records) (GC 34090 et seq. - 2 years)	2011 and prior		
Shirtsleeve Session Meeting Packets (Available in e-Records) (GC 34090 et seq. - 2 years)	2011 and prior		
Regular/Special/Shirtsleeve Session Meeting Tapes Audio/Video (GC 34090.7 - Current + 3 months)	2012 and prior		
Hardcopy Closed Session Minutes (GC 34090, 34090.5 - 2 years) (Closed Session Minutes Kept Permanently Electronically)	2011 and prior		
Board, Committee, Commission Applications and Correspondence - Selected (GC 34090, 40801 - 5 years)	2008 and prior		
Board, Committee, Commission Applications and Correspondence - Not Selected (GC 34090 - 2 years)	2011 and prior		
Legal Advertising/Proof of Publications (CCP 343, 349 et seq., GC 911.2, 34090 - 4 years)	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

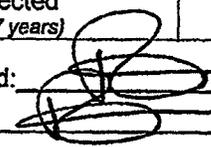
Petitions to Legislative Body (GC 6253, 50115 – 1 year)	2012 and prior		
Public Hearing Notices (GC 34090 – 2 years)	2011 and prior		
Public Records Act Requests (GC 34090 – 2 years)	2011 and prior		
Protests from City Council Public Hearings – Water / Wastewater / Electric Utility Rates (GC 34090 – 2 years)	2011 and prior		
Protests from City Council Public Hearings – All Other (GC 34090 – 2 years)	2011 and prior		
Weed Abatement Files (GC 34090 – 2 years)	2011 and prior		
<u>ELECTIONS:</u>			
Election Calendars (GC 34090 – Election + 2 years)	2011 and prior		
Certificates of Election (GC 34090 – Election + 2 years)	2011 and prior		
Nomination Papers – Elected and Non-Elected (EC 17100 – Term + 4 years)	2007 and prior		
Notices and Publications (GC 34090 – Election + 2 years)	2010 and prior		
Oaths of Office (GC 34090, 29 USC 1113 – Term + 6 years)	2005 and prior		
Petitions – Initiatives, Recalls, Referendums (EC 14700, 17200, 17400, GC 7253.5, 3756.8 – Election + 8 months)	2012 and prior		
Candidate Statements (GC 34090 – Election + 2 years)	2010 and prior		
<u>FPPC:</u>			
Form 460 - Campaign Disclosure Statements, Non-Elected (GC 81009 – Current + 7 years, Elected-Permanent)	2006 and prior		
Form 460 – Campaign Disclosure Statements, Committees (GC 81009 – Current + 7 years)	2006 and prior		
Form 700 - Statements of Economic Interest – Administration/Employees (FPPC Opinions – Current + 7 years)	2006 and prior		
Form 700 - Statements of Economic Interest – Elected (GC 81009 – Current + 7 years)	2006 and prior		
Form 700 - Statements of Economic Interest – Non-Elected (GC 81009 – Current + 7 years)	2006 and prior		
Form 801 – Gifts to Agency (GC 81009 – Current + 7 years)	2006 and prior		
Form 802 – Ticket Distribution (GC 81009 – Current + 7 years)	2006 and prior		
Form 803 – Behested Payment (GC 81009 – Current + 7 years)	2006 and prior		

Attachment A – Form 4 (Authority to Destroy Records)

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City of Lodi

Form 806 – Appointments (GC 81009 – Current + 7 years)	2006 and prior		
All Forms Not Specified Above - Elected and Non-Elected (GC 81009 – Current + 7 years)	2006 and prior		

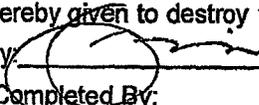
Department Head:  _____

Date: 2/6/14

City Clerk:  _____

Date: 2/6/14

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

*City Attorney:  _____

Date: 2/13/14

Destruction Completed By: _____

Printed Name

Signature

Date

Attachment A – Form 4 (Authority to Destroy Records)

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City of Lodi

AUTHORITY TO DESTROY OBSOLETE RECORDS

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Department: Administration	Date: 1/31/14	Total No. of Pages:	Proposed Destruction Date: TBD
Division: City Attorney	Prepared By: Peggy Nicolini	Signature: <i>Peggy Nicolini</i>	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To) Date files closed	Storage Location	Box No.
Litigation Cases	2010-2011	City Hall Vault	
Pitchess Motions	2010-2011	City Attorney's Office	
Misc. Code Enforcement/Public Nuisance Issues	2009-2011	"	
Misc. Legal Billings	2004-2008	"	
Misc. Project Files	2000-2010	"	
Misc. Subject Files	2005-2011	"	
Lodi Municipal Code Violations	2007-2010	"	
Restraining Orders	2011		
Vicious Dog Hearings	2005-2011	"	
Discrimination Complaints	2009	"	
Deposition Subpoenas/Subpoenas for Employment Records/Public Records/CPRA Requests	2005-2011	"	
Confidential Personnel Records	2005-11	"	
Property Acquisitions	2000-2008	"	
Property Sales	2001-2009		
Eminent Domain	2007		
Vicious Dog Hearings	2005-2011	"	

Department Head: *[Signature]*

Date: 2/19/2014

City Clerk: _____

Date: _____

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

*City Attorney: *[Signature]*

Date: 2/19/2014

Destruction Completed By: _____

Printed Name

Signature

Date

Attachment A – Form 4 (Authority to Destroy Records)

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