

RESOLUTION NO. 2011-26

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

=====

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 2, 2011

=====

I hereby certify that Resolution No. 2011-26 was passed and adopted by the City Council of the City of Lodi in a regular meeting held March 2, 2011, by the following vote:

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

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – Hansen and Mounce

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.

*if*

<b>Department: Internal Services</b>	<b>Date: 1/21/2011</b>	<b>Total No. of Pages:</b>	<b>Proposed Destruction Date: TBD</b>
<b>Division: Financial Services Accounting</b>	<b>Prepared By: Cory Wadlow</b>	<b>Signature: C. Wadlow</b>	
<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 Balance	2008-09	Basement	
Payroll Edit Registers	"	"	
Payroll Journal Detail	"	"	
Payroll Integrity Reports	"	"	
Payroll Voucher Detail	"	"	
Payroll Check Registers	"	"	
Wage Attachment Report	"	"	
Overtime Cards	2006-07	"	
Accounts Payable Final Post	2008-09	"	
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	2005-06	"	
Wire Transfers	2006-07	"	
Inventory	2008-09	"	

Department Head: *[Signature]* Date: 1/21/11

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

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

\*City Attorney: *[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.

**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.*

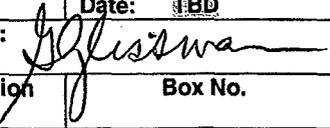


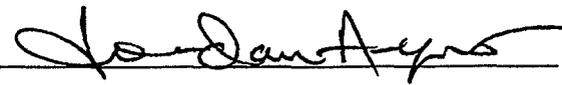
**AUTHORITY TO DESTROY OBSOLETE RECORDS**

RECEIVED  
2011 FEB -1 AM 10:30  
CITY CLERK

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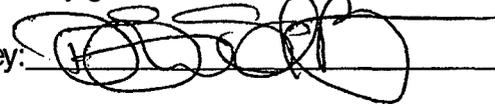
**Note: Documents will be reviewed for historical value and, if applicable, retained in the archives. Documents involved in litigation or pending audit will not be destroyed.**

<b>Department: Internal Services</b>	<b>Date: 1/312/11</b>	<b>Total No. of Pages:</b>	<b>Proposed Destruction Date: TBD</b>
<b>Division: Finance</b>	<b>Prepared By: Gail Glissman</b>	<b>Signature:</b> 	
<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	2005	Finance Basement	
CIS Daily Postings & Journals	July 2004 – June 2005	Finance Basement	
Service Orders/Utility Contract	July 2004 – June 2005	Finance Basement	
Correspondence	July 2006 – June 2007	Finance Basement	
Deposit Refunds	July 2004 – June 2005	Finance Basement	
Enforcement Technology Parking Balancing Reports	July 2004 – June 2005	Finance Basement	
Lodi Downtown Business Partnership Collections	July 2004 – June 2005	Finance Basement	
Miscellaneous Receivables	July 2004 – June 2005	Finance Basement	
Returned Checks	July 2006 – June 2007	Finance Basement	
Pet License Applications	July 2004 – June 2005	Finance Basement	

Department Head:  Date: 2/1/11

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

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

\*City Attorney:  Date: \_\_\_\_\_

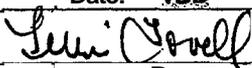
Destruction Completed By: \_\_\_\_\_

*\*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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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> Parks and Recreation	<b>Date:</b> February 2, 2011	<b>Total No. of Pages:</b>	<b>Proposed Destruction Date:</b> TBD
<b>Division:</b> Parks and Recreation	<b>Prepared By:</b> Terri Lovell	<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>
Daily Revenue Recap Forms	2007 & Prior	Recreation	
Register Receipts	2005	Recreation	
Reduced Fee Program App.	2002 & Prior	Recreation	
Returned Check Files	2002 & Prior	Recreation	
Facility Rental Permits	2007 & Prior	Recreation	
P/T Employee Timecards	2004 & Prior	Recreation	
Personnel Action Forms	2005 & Prior	Recreation	
Maintenance Reports	2006 & Prior	Parks	
Parks Dept. Invoices	2006 & Prior	<b>Parks</b>	
Expenditure Reports - Blakely Pool	2006 & Prior	Parks	
Overtime Reports	2006 & Prior	Parks	
Playground Safety Checks	2006 & Prior	Parks	
Purchases-Purchasing Dept.	2006 & Prior	Parks	
Purchase Orders	2006 & Prior	Parks	
Purchase Requests	2006 & Prior	Parks	
Unscheduled Leave Report	2006 & Prior	Parks	
Vandalism Report	2006 & Prior	Parks	
Parks Crew Mtg./Safety Training	2006 & Prior	Parks	
Ooh Aah Festival Cost Report	2006 & Prior	Parks	
Pesticide Applicators Workshop	2006 & Prior	Parks	
Probation Department	2006 & Prior	Parks	
Restricted Materials Permit	2006 & Prior	Parks	
CA River Parkways Grant	2006 & Prior	Parks	
Carson Landscape Maxicom	2006 & Prior	Parks	
Personnel Cell Phone Usage	2006 & Prior	<b>Parks</b>	
Copier Bidding Information	2005 & Prior	Parks	
Alamo Alarm	2005 & Prior	Parks	

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  
FEB -7 AM 9:46

**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.

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:	Date:	Total No. of Pages:	Proposed Destruction Date:
HSS	1		TBD
<b>(Same as Retention Schedule)</b>	<b>(From and To)</b>		
Payroll Spreadsheets	2006 prior	upstairs conference room file cabinet	
Employee Leave Slips	2007 - prior		
(Separated/Terminated employee files)	2008 - prior		
Part time cards	2008 - prior		
Alarm logs / schedules	2006 - prior		
Box office sales reports	2005 - prior		
Community Service (failure to appear, work completed)	2006 - prior		
Accounts Payable Invoices	2006 - prior		

Department Head:  Date: 2/2/11

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

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

\*City Attorney:  Date: \_\_\_\_\_

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.

2004, 2008, 07, 06

**AUTHORITY TO DESTROY OBSOLETE RECORDS**

2011 FEB 7 AM 9:46

CITY CLERK

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Department: HSS/Rentals	Date: 1/31/11	Total No. of Pages: 5,000 +	Proposed Destruction Date: TBD
Division:	Prepared By: Crystal Manzo	Signature:	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Rentals contracts agreements for facility room rentals invoices for room rentals	2007 prior	HSS/Under Pool	
Grants for Lodi Arts Project Fund	2004 - prior		

Department Head: [Signature] Date: 2/2/11

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

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

\*City Attorney: [Signature] Date: \_\_\_\_\_

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.*

2/3/11 sent to Randi

RECEIVED

**AUTHORITY TO DESTROY OBSOLETE RECORDS**

REC-7 AM 9:41

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

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Department: Community Center	Date: Feb. 1, 2011	Total No. of Pages:	Proposed Destruction Date: TBD
Division: Division of Arts & Culture	Prepared By: Diane Amaral	Signature: <i>Diane Amaral</i>	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Charter School Invoices	June 2006 - 2009	HSS office	1
Deposits Recap	2006 - 2009	HSS office	2
Agree. Release of Liab.	2008 - 2009	HSS office	3
Activity Reg. Forms	Jan 2010 - June	HSS office	3
Ticket Sales Report	2006 - 2008	HSS office	3
Actera Reports	2006 - 2008	HSS office	3
Registration/City Kids	2007 - 2009	HSS office	4
Returns, Trans. Adjust.	2005 - 2009	HSS office	4
Instructor Cl. Vouchers	2008 - 2009	HSS office	4
Security Invoices	2004 only	HSS office	4
Instructor Files	—	HSS office	5

Department Head: *Sam Rindley* Date: 2/2/11

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

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

\*City Attorney: *[Signature]* Date: \_\_\_\_\_

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

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

Attachment A - Form 4 (Authority to Destroy Records)

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City of Lodi

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

Department: <b>Library</b>	Date: <b>1/31/2011</b>	Total No. of Pages: <b>1</b>	Proposed Destruction Date: <b>TBD</b>
Division:	Prepared By:	Signature:	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	
Payroll Records	112006 - 12/2006	Library business office	
Payroll Records	112007 - 12/2007	Library business office	
Community Room reservation forms	1/2006 - 12/2006	Library business office	
Community Room reservation forms	1/2007 - 12/2007	Library business office	
Community Room reservation forms	1/2008 - 12/2008	Library business office	
Vendor invoices - copies	712007 - 6/12/2008	Library business office	
Vendor invoices - copies	712008 - 6/12/2009	Library business office	
Private Sector Financial Docs	1979 - 2004	Library business office	

Department Head: *Nancy Martinez* Date: 1/31/11  
 City Clerk: I Date: \_\_\_\_\_

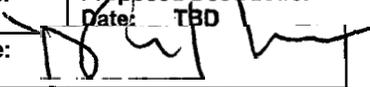
Consent is hereby given to destroy the above-listed records:  
 \*City Attorney: *[Signature]* Date: \_\_\_\_\_

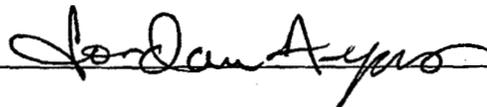
Destruction Completed By: \_\_\_\_\_  
 \_\_\_\_\_  
 Printed Name Signature Date

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<b>Department:</b> Internal Services	<b>Date:</b>	<b>Total No. of Pages:</b> 1	<b>Proposed Destruction Date:</b> TBD
<b>Division:</b> Human Resources	<b>Prepared By:</b> Dean Gualco		<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>
Recruitment Examination Files	All files prior to December 31, 2008	Basement 221 W. Pine St.	
Salary Surveys	All files prior to December 31, 2007	Easement 221 W. Pine St.	
Employment Files (Terminations) - Hourly	All files prior to December 31, 2004	Easement 221 W. Pine St.	
Employment Files (Terminations) - Salary	All files prior to December 31, 2005	Easement 221 W. Pine St.	

Department Head:  Date: 1/21/14

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

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

\*City Attorney:  Date: \_\_\_\_\_

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

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

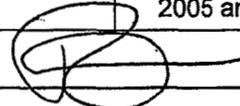
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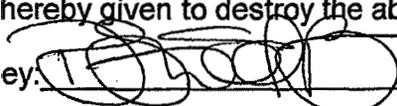
***Note: Documents will be reviewed for historical value and, if applicable, retained in the archives. Documents involved in litigation or pending audit will not be destroyed.***

<b>Department:</b> City Clerk	<b>Date:</b> 1/19/11	<b>Total No. of Pages:</b>	<b>Proposed Destruction Date:</b> TBD
<b>Division:</b> Elections & Operations	<b>Prepared By:</b> Maria Becerra		<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>
City Council Calendars and City Council/City Clerk Travel	2008 and prior	City Clerk's Office	
City Council and City Clerk's Office general correspondence	2008 and prior	City Clerk's Office	
City Council meeting packets (NOTE: These records have been scanned, indexed, and are accessible in the City's e-records system)	2008 and prior	City Clerk Vault	
Shirtsleeve Session meeting packets (NOTE: These records have been scanned, indexed, and are accessible in the City's e-records system)	2008 and prior	City Clerk Vault	
Notice of Public Hearings	2007 and prior	City Clerk's Office	
Legal Advertising/Proof of Publications	2006 and prior	City Clerk's Vault	
Weed Abatement Files	2008 and prior	City Clerk's Office	
City Council Audio & Video Tapes	2008 and prior	City Clerk's Office	
Administration/Campaign Statements and Conflict of Interest	2005 and prior	City Clerk Vault	
Candidate Statements	2006 and prior	City Clerk Vault	
Nomination Papers	2005 and prior	City Clerk Vault	

Department Head:  Date: 2/1/11

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

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

\*City Attorney:  Date: \_\_\_\_\_

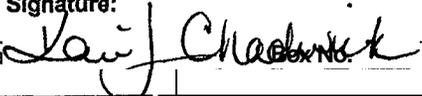
Destruction Completed By: \_\_\_\_\_

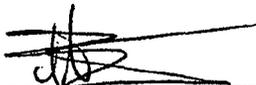
Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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**AUTHORITY TO DESTROY OBSOLETE RECORDS**

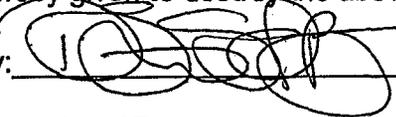
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<b>Department:</b> Community Development	<b>Date:</b> 1/21/11	<b>Total No. of Pages:</b> ?	<b>Proposed Destruction Date:</b> TBD
<b>Division:</b> Building, Neighborhood Services, and Planning	<b>Prepared By:</b> Kari Chadwick		<b>Signature:</b> 
<b>Record Series Title (Same as Retention Schedule)</b>	<b>Dates of Records (From and To)</b>	<b>Storage</b>	<b>Box No.</b>
<b>Copies of:</b>			
Invoices/ Claim Vouchers / Settlements	Prior to July 2008	City Hall - CDD	CDD - 01
General Office Supply Requests	Prior to July 2008	City Hall - CDD	CDD - 01
Deposit Receipts	Prior to July 2008	City Hall - CDD	CDD - 01
Monthly Building Reports	Prior to July 2008	City Hall - CDD	CDD - 01

Department Head:  Date: 1-21-11

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

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

\*City Attorney:  Date: \_\_\_\_\_

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

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

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City of Lodi

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<b>Department:</b> Public Works	<b>Date:</b> 11/20/11	<b>Total No. of Pages:</b> 3	<b>Proposed Destruction Date:</b> 3/31/11
<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>
Minority Business Program (MBE) City of Lodi (January 1994 - December 1999)	1994-1999	City Hall	1
Minority Business Program (MBE) City of Lodi (January 1984 - December 1993)	1984-1993	City Hall	1
Utility Coordinating Committee 1999-2000	1999-2000	City Hall	1
Budget Review 1993-1994	1993-1994	City Hall	1
Operating Budget 1997-1998	1997-1998	City Hall	1
Operating Budget 1996-1997	1996-1997	City Hall	1
Operating Budget 1995-1996	1995-1996	City Hall	1
Special Allocations FY 1999/2000	1999-2000	City Hall	1
Special Allocations FY 1998/99	1998-1999	City Hall	1
Special Allocations FY 1997/98	1997-1998	City Hall	1
Special Allocations FY 1996/97	1996-1997	City Hall	1
Special Allocations FY 1995/96	1995-1996	City Hall	1
Special Allocations 1991-1995	1991-1995	City Hall	1
Claims 2000-2001	2000-2001	City Hall	2
UPS/FedEx Bills 1996-2000	1996-2000	City Hall	2
Finance Department Memos 1994-1997	1994-1997	City Hall	2
Engineering Statements 2001	2001	City Hall	2
General Correspondence (Publications) 1980-2002	1980-2002	City Hall	2
Worker Injury Reports 2000	2000	City Hall	3
First Aid Kits	1990-2001	City Hall	3
Monthly Safety/Housekeeping Inspection Checklists	1994	City Hall	3
Tailgate Meetings 1999-2001	1999-2001	City Hall	3
Education/Training 1999-2001	1999-2001	City Hall	3
Sidewalk Replacement/ Replacement of Damaged Sidewalks FY 1998/1999	1998-1999	City Hall	3
Sidewalk Replacement/ Replacement of Damaged Sidewalks FY 1999/2000	1999-2000	City Hall	3
Street Light Project (Various Arterials and Collectors)	1985-2003	City Hall	4

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

## City of Lodi

Armory Park Ball Diamond Renovation	2004	City Hall	4
Blakely Park Improvements	1989-1995	City Hall	4
Century Park, Salas Park & Hutchins Street Square Playground Improvements	1999-2001	City Hall	4
Katzakian Park Improvements, 2735 W. Turner Road	2000-2002	City Hall	4
Katzakian Park Improvements, 2735 W. Turner Road - Certified Payroll & Preliminary Notices	2001-2002	City Hall	4
Lodi Lake Park Improvements	1988-1995	City Hall	5
Outdoor Skate Park Facility	1999-2003	City Hall	5
Accessibility Retrofit, 125 N. Stockton St.	1999-2000	City Hall	5
Peterson Park Restroom, 199 Evergreen Drive	1999-2001	City Hall	5
2001 Handicap Ramp Retrofit Project - Various Locations	2001-2002	City Hall	5
2000 Handicap Ramp Retrofit Project	2000-2001	City Hall	5
2001 Sidewalk Repair Program & Miscellaneous Concrete Work	2001-2002	City Hall	5
2000 Sidewalk Repair Program & Miscellaneous Concrete Work	2000-2001	City Hall	5
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Mills Avenue, Vine Street & Ham Lane Asphalt Concrete Resurfacing	2001-2002	City Hall	6
Pine Street Overlay Project, Ham Lane - Church Street	2005-2006	City Hall	6
Pine Street Sidewalk Repair Project, School Street - Alley W/Sacramento St.	2003-2005	City Hall	6
Elevated Water Tank Exterior Surface Recoating	2005-2006	City Hall	7
Mills Avenue Crossing at Woodbridge Irrigation Canal (Millsbridge Phase I)	1997-1999	City Hall	7
Well 3R Drilling, 144 S. Rose Street (SW Corner of Hutchins Street Square)	1992-1993	City Hall	7
Well 25 Pump & Motor	1994-1995	City Hall	7
Well 26 Enclosure, 1020 Bridgetowne Dr. (Katzakian Park)	2002-2003	City Hall	7
Well 26 Pump & Motor, 1020 Bridgetowne Dr. (Katzakian Park)	2001	City Hall	7
Asbestos Abatement, Demolition, Clearing & Grading, 214 W. Lockford Street	2001	City Hall	7
Fire Station No. 4, 180 N. Lower Sacramento Road, Certified Payroll & Preliminary Notices (2 files)	2001-2003	City Hall	7
Fire Station No. 4, 180 N. Lower Sacramento Road, Preconstruction Bid Correspondence, Bids, Post Bid Correspondence (Fehr & Peers)	2001-2005	City Hall	8
Fire Station No. 4, 180 N. Lower Sacramento Road, Design & Billings (George Miers)	1999-2002	City Hall	8
Fire Station No. 3 Air Conditioning Replacement	2003	City Hall	9
Fire Station No. 3 Re-Roof, 2141 S. Ham Lane	2002-2003	City Hall	9
Information Technology (for Y2K)	1996-1998	City Hall	9
City Hall Remodel & Expansion Plans & [REDACTED]	1986-1988	City Hall	9
Civic Center Improvements (Phase 2) City Hall Remodel	1994-1996	City Hall	9

### 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

**ORIGINAL DESTROYED AND RETAINED**

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.

Department: Fire	Date: 1/21/2011	Total No. of Pages: <b>2</b> #1 of 2	Proposed Destruction Date: <b>TBD</b>
Division: Administration	Prepared By: Linda Hoover	Signature: <i>Linda Hoover</i>	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Acct's. Payable Invoices/Copies	7/1/07 - 6/30/08	Fire Admin.	1
Claim Vouchers/Copies	7/1/07 - 6/30/08	Fire Admin.	2
Correspondence	7/1/07 - 6/30/08	Fire Admin.	2
Expendable Trust/Copies	7/1/07 - 6/30/08	Fire Admin.	2
Expenditure/Transaction Analysis Reports/Copies	7/1/07 - 6/30/08	Fire Admin.	2
FLSA/Copies	7/1/07 - 6/30/08	Fire Admin.	2
Leave Balances/Copies	7/2/07 - 6/29/08	Fire Admin.	2
Minutes/Copies	7/1/07 - 6/30/08	Fire Admin.	2
Performance Incentive Bonus/Copies	2007	Fire Admin.	2
Release of Care Against Medical Advice/Copies	7/1/02 - 6/30/07	Fire Admin.	2
Strike Team Reimbursements	2007	Fire Admin.	2
Duplicate Subpoena of Records	2008 & Prior	Fire Admin.	2
Supply Order Requests/Copies	7/1/07 - 6/30/08	Fire Admin.	2
Time-Off Requests	2007	Fire Admin.	2
Traffic Safety Grant	4/1/03 - 9/30/03	Fire Admin.	2

*[Signature]*

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

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

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

\*City Attorney: *[Signature]*

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

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**

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: Fire	Date: 1/21/11	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 Invoices/	2002 - 6/30/2008	Fire Admin.	O:\Word\Admin
Claim Vouchers/ Electronic Copies	1998 - 6/30/2008	Fire Admin.	O:\Word\Admin
Correspondence/AFSS (Admin. Fire Service Section) Electronic Copies	2003 - 2004	Fire Admin.	O:\Word\Admin
Communications/ Electronic Copies			
FLSA/Electronic Copies	2001 - 6/30/2008	Fire Admin.	O:\Word\Admin
Minutes/Electronic Copies	1996 - 2008	Fire Admin.	O:\Word\Admin
Payroll Spreadsheets/	2001 - 2007	Fire Admin.	O:\Word\Admin
Uniform Allowance/Electronic Copies	1996 - 2007	Fire Admin.	O:\Word\Admin

Department Head: *[Signature]* Date: 1/24/11

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

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

\*City Attorney: *[Signature]* Date: \_\_\_\_\_

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

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

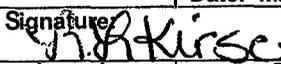
*\*Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation.*



**AUTHORITY TO DESTROY OBSOLETE RECORDS**

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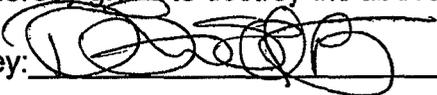
**Note: Documents will be reviewed for historical value and, if applicable, retained in the archives. Documents involved in litigation or oendinu audit will not be destroyed.**

Department: Police	Date: January 31, 2011	Total No. of Pages:	Proposed Destruction Date: March, 2011
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 old '2008'	Records cabinets	
Arrest/Booking Sheets	+6 years from closure date old '2004'	Records cabinets	

Department Head:  Date: 01-24-11

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

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

\*City Attorney:  Date: \_\_\_\_\_

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**

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 31, 2011	Total No. of Pages:	Proposed Destruction Date: March, 2011
Division: Investigations	Prepared By: Lt. Chris Piombo	Signature: <i>C.V. Piombo</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>
Asset Forfeiture Investigations	+2 years from closure date	Special Investigations cabinet	
Informant Files	+10 years from termination date	SIU cabinet	
Registration Files, Arson, Sex, and Narcotics	<del>XXXXXXXXXX</del> <del>XXXXXXXXXX</del> Deceased Registrants	290 P.C. program manager file cabinet - SIU	
Field Interview Cards	+ 2 years from closure date	SIU filing cabinet	

Department Head: *Gary Bussena* Date: 01-24-11

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

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

\*City Attorney: *[Signature]* Date: \_\_\_\_\_

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**

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 31, 2011	Total No. of Pages:	Proposed Destruction Date: March, 2011
Division: Investigations	Prepared By: Lt. Chris Piombo	Signature: <i>C. V. Piombo</i>	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Admin/Internal Investigations	+5 years from closure date	Investigations Lt. filing cabinet	
Background Investigations	+2 year from close	Investigations Lt. filing cabinet	

Department Head: *Bary Benjamin* Date: 01-24-11

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

Consent is hereby given to destroy the above listed records:

\*City Attorney: *[Signature]* Date: \_\_\_\_\_

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**

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 31, 2011	Total No. of Pages:	Proposed Destruction Date: March, 2011
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 Time Cards and related payroll records	+3 years from closure date (prior to 2008)	Investigations Storage Room	

Department Head: *Gary B...* Date: 01-24-11

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

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

\*City Attorney: *[Signature]* Date: \_\_\_\_\_

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**

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 31, 2011	Total No. of Pages:	Proposed Destruction Date: March, 2011
Division: Community Improvement	Prepared By: J. Aldred	Signature: <i>James Aldred</i>	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
ABANDONED VEHICLES	+ 2 YEARS FROM	C114 CABINETS	1, 2, 3, 4
ABATEMENT CASES	CLOSURE DATE OLD 2008 TO 2008		
CLOSED CODE ENFORCEMENT CASES	+ 2 YEARS FROM CLOSURE DATE OLD 1996 - 2009	C114 CABINETS	5, & 6

Department Head: *Gary Benjamin* Date: 01-25-11

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

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

\*City Attorney: *[Signature]* Date: \_\_\_\_\_

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

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

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