

**CITY OF CLOVERDALE
CITY COUNCIL
RESOLUTION NO. 009-2012**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVERDALE
AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS APPROVED BY THE CITY'S RECORD
RETENTION SCHEDULE AND AUTHORIZES THE CITY CLERK TO DESTROY SAID RECORDS LISTED AS
EXHIBIT "A" AND INCORPORATED HERETO**

WHEREAS, City Council, by resolution no 074-2006 adopted a records retention schedule in accordance with the state's record retention schedule and established the procedure for the destruction of records.

WHEREAS, the records designated for destruction have been reviewed and approved by the City Manager/City Clerk for destruction; and

WHEREAS, an Administrative Specialist, the Finance and Accounting Manager and City Attorney have reviewed the attached list of records and find that they can be destroyed pursuant to the established Records Retention Schedule, and are in compliance with Section 34090 of the California Government Code.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Cloverdale does hereby authorize the destruction of the records reflected and attached and incorporated hereto, on the attached Exhibits "A" and directs the City Clerk to make the arrangements for the actual destruction thereof.

It is hereby certified that the foregoing Resolution No.009-2012 was duly introduced and duly adopted by the City Council of the City of Cloverdale at its regular meeting held on this 11th day of April, 2012 by the following Voice vote: (5-ayes, 0-noes)

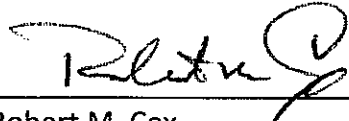
AYES in favor of: Mayor Cox, Vice Mayor Palla, Councilmember Maacks, Councilmember Russell, Councilmember Wolter

NOES: None

ABSENT: None

ABSTAIN: None

APPROVED:



Robert M. Cox

ATTESTED:



Nina D. Regor, City Clerk

**LIST OF PROPOSED RECORDS TO BE DESTROYED
EXHIBIT A**

Box Number	Category	Record Type	Dates of Records	Retention Period
00520 FIN	FINANCE	PAYROLL YEAR END REPORTS	FY 1999/2000	AU + 2
00720 CM	ADMINISTRATION	CORRESPONDENCE	2000	CU + 2
01624 FIN	FINANCE	PAYROLL REGISTER	FY 2000/2001	AU + 2
02407 FIN	FINANCE	BUDGET/SUPPORTING PPWRK	FY 1978/2002	CU + 2
02625 FIN	FINANCE	PAYROLL REGISTER	FY 2001/2002	AU + 2
04405 ADM	ADMINISTRATION	PERSONNEL FILES	1993-2004	T + 3
04443 FIN	FINANCE	BANK STATEMENTS	FY 2003/2004	AU + 5
04585 FIN	FINANCE	BANK RECONCILIATION	FY 2003/2004	AU + 5
04592 FIN	FINANCE	A/R CASH RECEIPTS	2003/2004	AU + 4
04593 FIN	FINANCE	A/R CASH RECEIPTS	2003/2004	AU + 4
04607 FIN	FINANCE	PAYROLL REPORTS	FY 2003/2004	AU + 6
04608 FIN	FINANCE	CHECKS	FY 2003/2004	AU + 5
04718 CM	ADMINISTRATION	WASTE MANAGEMENT	2004	CU + 2
05480 FIN	FINANCE	INACTIVE BUSINESS LICENSES	FY 2004/2005	T + 4
05574 FIN	FINANCE	ACCOUNTS RECEIVABLE	FY 2004/2005	AU + 4
05575 FIN	FINANCE	ACCOUNTS RECEIVABLE	FY 2004/2005	AU + 4
05576 FIN	FINANCE	ACCOUNTS RECEIVABLE	FY 2004/2005	AU + 4
05577 FIN	FINANCE	ACCOUNTS RECEIVABLE	FY 2004/2005	AU + 4
05578 FIN	FINANCE	ACCOUNTS RECEIVABLE	FY 2004/2005	AU + 4
05579 FIN	FINANCE	ACCOUNTS RECEIVABLE	FY 2004/2005	AU + 4
05580 FIN	FINANCE	ACCOUNTS PAYABLE	FY 2004/2005	AU + 4
05587 FIN	FINANCE	BANK RECONCILIATION	FY 2004/2005	AU + 5
05590 FIN	FINANCE	A/R CASH RECEIPTS	FY 2002/2003	AU + 4
05595 FIN	FINANCE	A/R CASH RECEIPTS	2004/2005	AU + 4
05597 FIN	FINANCE	ACCOUNTS RECEIVABLE	FY 2004/2005	AU + 4
05598 FIN	FINANCE	ACCOUNTS RECEIVABLE	FY 2004/2005	AU + 4
05606 FIN	FINANCE	BUSINESS LICENSE	FY 2004/2005	T + 4
05613 FIN	FINANCE	PAYROLL REPORTS	FY 2004/2005	AU + 6
05626 FIN	FINANCE	CHECKS	FY 2004/2005	AU + 5
05713 FIN	FINANCE	PAYROLL FILES	2005	AU + 6
05721 FIN	FINANCE	ACCOUNTS PAYABLE CHECK INVOICES	FY 2004/2005	AU + 4
05722 FIN	FINANCE	ACCOUNTS PAYABLE CHECK INVOICES	FY 2004/2005	AU + 4
05723 FIN	FINANCE	ACCOUNTS PAYABLE CHECK INVOICES	FY 2004/2005	AU + 4
05724 FIN	FINANCE	ACCOUNTS PAYABLE CHECK INVOICES	FY 2004/2005	AU + 4
05725 FIN	FINANCE	ACCOUNTS PAYABLE CHECK INVOICES	FY 2004/2005	AU + 4
05810 FIN	FINANCE	A/P CHECK INVOICES	2004/2005	AU + 4

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EXHIBIT A**

Box Number	Category	Record Type	Dates of Records	Retention Period
05811 FIN	FINANCE	ACCOUNTS PAYABLE CHECK INVOICES	FY 2004/2005	AU +4
06564 FIN	FINANCE	ACCOUNTS RECEIVABLE	FY 2005/2006	AU +4
06565 FIN	FINANCE	ACCOUNTS RECEIVABLE	FY 2005/2006	AU +4
06566 FIN	FINANCE	ACCOUNTS RECEIVABLE	FY 2005/2006	AU +4
06567 FIN	FINANCE	BILLING RECORDS	FY 2005/2006	AU +2
06569 FIN	FINANCE	BILLING RECORDS	FY 2005/2006	AU +2
06570 FIN	FINANCE	A/R CASH RECEIPTS	FY 2005/2006	AU =4
06571 FIN	FINANCE	ACCOUNTS RECEIVABLE	FY 2005/2006	AU +4
06572 FIN	FINANCE	ACCOUNTS RECEIVABLE	FY 2005/2006	AU +4
06573 FIN	FINANCE	ACCOUNTS RECEIVABLE	FY 2005/2006	AU +4
06609 FIN	FINANCE	CHECKS	FY 2005/2006	AU +5
06678 FIN	FINANCE	ACCOUNTS PAYABLE	FY 2005/2006	AU +4
06683 FIN	FINANCE	BANK RECONCILIATION	FY 2005/2006	AU +5
06719 CM	ADMINISTRATION	CORRESPONDENCE	2006	CU + 2
06726 FIN	FINANCE	W AMERICA SWEEP ACCTS W/S PAYMENT ARRNGMENTS UB A/R REPORTS; A/R BY SVC; AGING SUMMARY; OPEN DEPOSIT PW SERVICE REQUEST DAILY CASH DRAWER TAX REFUND CLAIMS ORIGINALS	2005/2006 & 2006/2007	AU = 4
06751 FIN	FINANCE	ACCOUNTS PAYABLE CHECK INVOICES	FY 2005/2006	AU +4
06752 FIN	FINANCE	ACCOUNTS PAYABLE CHECK INVOICES	FY 2005/2006	AU +4
06753 FIN	FINANCE	ACCOUNTS PAYABLE CHECK INVOICES	FY 2005/2006	AU +4
06754 FIN	FINANCE	ACCOUNTS PAYABLE CHECK INVOICES	FY 2005/2006	AU +4
06755 FIN	FINANCE	ACCOUNTS PAYABLE CHECK INVOICES	FY 2005/2006	AU +4
07726 FIN	FINANCE	UTILITY RECORDS	FY 2006/2007	AU +2
07727 FIN	FINANCE	UTILITY BILLING	FY 2006/2007	AU +2
07728 FIN	FINANCE	UTILITY RECORDS	FY 2006/2007	AU +2
07729 FIN	FINANCE	LOGICON REPORTS	FY 2006/2007	AU +2
07730 FIN	FINANCE	WATER & SEWER	FY 2006/2007	AU +2
07731 FIN	FINANCE	UTILITY RECORDS	FY 2006/2007	AU +2
07739 FIN	FINANCE	ACCOUNTS RECEIVABLE	FY 2006/2007	AU +4
07740 FIN	FINANCE	ACCOUNTS RECEIVABLE	FY 2006/2007	AU +4
07741 FIN	FINANCE	ACCOUNTS RECEIVABLE	FY 2006/2007	AU +4
07805 FIN	FINANCE	ACCOUNTS PAYABLE CHECK INVOICES	FY 2006/2007	AU +4
07806 FIN	FINANCE	ACCOUNTS PAYABLE CHECK INVOICES	FY 2006/2007	AU +4
07807 FIN	FINANCE	ACCOUNTS PAYABLE CHECK INVOICES	FY 2006/2007	AU +4
07808 FIN	FINANCE	ACCOUNTS PAYABLE CHECK INVOICES	FY 2006/2007	AU +4

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EXHIBIT A**

Box Number	Category	Record Type	Dates of Records	Retention Period
07809 FIN	FINANCE	ACCOUNTS PAYABLE CHECK INVOICES	FY 2006/2007	AU +4
07822 FIN	FINANCE	ACCOUNTS PAYABLE CHECK INVOICES	FY 2006/2007	AU +4
07823 FIN	FINANCE	ACCOUNTS PAYABLE CHECK INVOICES	FY 2006/2007	AU +4
07824 FIN	FINANCE	ACCOUNTS PAYABLE CHECK INVOICES	FY 2006/2007	AU +4
08756 FIN	FINANCE	BILLING RECORDS	FY 2007/2008	AU +2
08757 FIN	FINANCE	BILLING RECORDS	FY 2007/2008	AU +2
08800 FIN	FINANCE	CASH RECEIPTS	FY 2007/2008	AU +2
08801 FIN	FINANCE	CASH RECEIPTS	FY 2007/2008	AU +2
08802 FIN	FINANCE	W/WSW COUPONS	FY 2008/2009	AU +2
08803 FIN	FINANCE	W/WSW COUPONS	FY 2008/2009	AU +2
08804 FIN	FINANCE	W/WSW COUPONS	FY 2008/2009	AU +2
08812 FIN	FINANCE	BILLING RECORDS	FY 2007/2008	AU +2
08813 FIN	FINANCE	MISC BILLING RECORDS	FY 2007/2008	AU +2
08814 FIN	FINANCE	MISC BILLING RECORDS	FY 2007/2008	AU +2
87836 FIN	FINANCE	INACTIVE BUSINESS LICENSES	1987 & PRIOR	T +4
87837 FIN	FINANCE	INACTIVE BUSINESS LICENSES	1987 & PRIOR	T +4
98337 ADM	ADMINISTRATION	PERSONNEL FILES	1987-1998	T +3
99043 FIN	FINANCE	GENERAL CREDIT LEDGER	1999	10 YRS

CITY OF CLOVERDALE
REQUEST FOR AUTHORIZATION TO DESTROY RECORDS

In accordance with the established City of Cloverdale Records Retention Schedule adopted by Resolution No. 74-2006, authority is requested to destroy the records listed on the attached Exhibit "A". The Finance & Accounting Manager, Diana Edwards personally reviewed the individual records to verify that they are the items eligible for destruction per the City's adopted retention schedule have determined these records are no longer needed for administrative, legal or fiscal purposes and have no historical value. We further certify they are not subject of audit, current or pending litigation, or extended retention period because of revised state, federal, or local regulations.



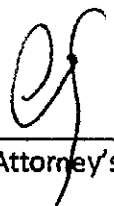
City Manager/City Clerk Signature

3/28/12
Date



Finance & Accounting Manager

3/28/12
Date



City Attorney's Signature

3/28/12
Date