

RESOLUTION NO. 234-37

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCATA
AUTHORIZING THE DESTRUCTION OF CERTAIN CITY RECORDS**

WHEREAS, the City Manager of the City of Arcata has requested permission to destroy certain records, the exact nature and extent of which are set forth in “Exhibit A” and by this reference made a part hereof; and

WHEREAS, the City Attorney of the City of Arcata has reviewed and approved the list of records requested to be destroyed as outlined in “Exhibit A.”

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Arcata that the City Clerk is hereby authorized and directed, in accordance with Section 34090 of the Government Code of the State of California, to destroy the records described on the documents marked as "Exhibit A," attached hereto and made a part hereof.

DATED: March 6, 2024

ATTEST:

APPROVED:

City Clerk, City of Arcata

Mayor, City of Arcata

CLERK’S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Resolution No. 234-37 passed and adopted at a regular meeting of the City Council of the City of Arcata, Humboldt County, California, held on the 6th day of March, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

City Clerk, City of Arcata

APPROVAL FOR AND CERTIFICATION OF DESTRUCTION

DEPARTMENT	RESOLUTION
Finance	No. _____ Adopted: _____

In accordance with the above-referenced resolution as adopted by the City Council of the City of Arcata at its meeting of March 6, 2024, the following records are eligible for final destruction on or before April 1, 2024.

These records are not the subject of any pending litigation, complaints, claims, public records act requests, audits and/or investigations

DATE	ITEM	RETENTION SCHEDULE
Date of File	File Description	This comes from the Secretary of State's Local Government Records Management Guidelines
2005-2009	Employer copies of W-2s	Finance-Federal and State Tax AU+4 (2019)
2005-2018	Voided Checks	Finance-Accounting, checks AU+5(2018)

APPROVAL

I do hereby approve the final disposition of the records listed above.

City Attorney	<i>Heidi Goldstein (Deputy City Attorney)</i>	Dated: <i>2/9/24</i>
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CERTIFICATE OF DESTRUCTION

I hereby certify that the above-listed records were disposed of by shredding/recycling on _____, 2024.

CITY OF ARCATA
Bridget Dory, City Clerk

WITNESS:

By: _____

By _____