

RESOLUTION NO. 223-26

**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 “Exhibits A through E,” 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 “Exhibits A through E.”

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 “Exhibit A, Exhibit B, Exhibit C, Exhibit D and Exhibit E” attached hereto and made a part hereof.

DATED:

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. 223-26 passed and adopted at a regular meeting of the City Council of the City of Arcata, Humboldt County, California, held on the _____ day of December, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

City Clerk, City of Arcata

APPROVAL FOR AND CERTIFICATION OF DESTRUCTION

DEPARTMENT	RESOLUTION
City Clerk	No. _____ Adopted: _____

In accordance with the above-referenced resolution as adopted by the City Council of the City of Arcata at its meeting of _____, 2022, the following records are eligible for final destruction on or before December 31, 2022.


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
2/24/2014	Form 700—Alexandra Stillman	Government Code Section 81009 and 84615' FPPC Regulations 18944 and 18944.1; 7 years after leaving office
FY 2019/2020	Public Records Requests	Administration—Municipal Clerk, CL+2, GC34090
7/12/2018–8/14/2020	Posting Logs and Corresponding Documents	Legal/Legislative—Agendas, CU+2, GC34090

Continuation Sheet
Approval for and Certification of Destruction
Resolution No. _____
Adopted: _____

DATE	ITEM	RETENTION SCHEDULE
Date of File	File Description	This comes from the Secretary of State's Local Government Records Management Guidelines

APPROVAL
I do hereby approve the final disposition of the records listed above and attached on continuation sheets.

City Attorney, Nancy Diamond		Dated: 11/28/22
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CERTIFICATE OF DESTRUCTION
I hereby certify that the above-listed records were disposed of by shredding/recycling on _____, 2022.

CITY OF ARCATA
Bridget Dory, City Clerk

WITNESS:

By: _____

By _____

APPROVAL FOR AND CERTIFICATION OF DESTRUCTION

DEPARTMENT	RESOLUTION
City Manager's Office	No. _____ Adopted: _____

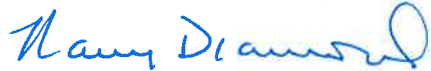
In accordance with the above-referenced resolution as adopted by the City Council of the City of Arcata at its meeting of _____, 2022, the following records are eligible for final destruction on or before _____, 2022.

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

DATE	ITEM	RETENTION SCHEDULE
		This comes from the Secretary of State's Local Government Records Management Guidelines
Date of File	File Description	
2016 and older	Contracts and Agreements (excluding Capital Improvements.)	<i>Administration – Legal/Legislative: Termination + 5 years</i>
2014 and older	Accident Reports- City Assets	<i>Administration – Risk Management: Closed/Completed + 7 years</i>
2016 and older	Claims for Damages, Paid/Denied	<i>Administration – Risk Management: Closed/Completed + 5 years;</i>
2015 and older	Claims Files Involving Police Department, filed by Citizens	<i>Public Safety – Law Enforcement: Closed/Completed + 6 years</i>
2014 and older	Incident Reports	<i>Administration – Risk Management: Closed/Completed + 7 years</i>
2011 and older	Capital Improvement Projects: plans/specs, bidders list, reports, schedule, etc. - NOT incl. municipal facility or major construction	<i>Development – Engineering: Closed/Completed +10 years</i>
2015 and older	Auction / Disposal	<i>Finance – Fixed Assets: Audit + 4 years</i>
2014 and older	Bids, RFQs, RFPs: Goods & Services only, <i>non-Capital – Successfully Awarded</i>	<i>Finance - Purchasing: Audit + 5 years</i>
2019 and older	Bids, RFQs, RFPs: Goods & Services only, <i>non-Capital - Unsuccessful</i>	<i>Finance - Purchasing: Current Year + 2 years</i>

APPROVAL

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City Attorney, Nancy Diamond		Dated: 11/28/22
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CERTIFICATE OF DESTRUCTION

I hereby certify that the above-listed records were disposed of by shredding/recycling on _____, 20____.

CITY OF ARCATA
Bridget Dory, City Clerk

WITNESS:

By: _____

By _____

APPROVAL FOR AND CERTIFICATION OF DESTRUCTION

DEPARTMENT	RESOLUTION
Environmental Services	No. _____ Adopted: _____


In accordance with the above-referenced resolution as adopted by the City Council of the City of Arcata at its meeting of October __, 2022, the following records are eligible for final destruction on or before December 31, 2022.

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
(ex: 2006)	(ex: Job Applications)	[ex: Administration— Recruitment CL+3 (2009)]
03/2018	PT Maintenance Trainee – Parks/Facilities/NR Applications	Administration – Personnel – 3 (2021)
03/2018	PT Maintenance Trainee – Streets & Utilities Applications	Administration – Personnel – 3 (2021)
11/2018	PT Maintenance Trainee – Utilities & Streets Interview Notes	Administration – Personnel – 3 (2021)

APPROVAL

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City Attorney, Nancy Diamond		Dated: 11/28/22
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CERTIFICATE OF DESTRUCTION

I hereby certify that the above-listed records were disposed of by shredding/recycling on _____, 20____.

CITY OF ARCATA
Bridget Dory, City Clerk

WITNESS:

By: _____

By _____

Continuation Sheet
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Resolution No. _____
Adopted: _____

DATE	ITEM	RETENTION SCHEDULE
Date of File	File Description	This comes from the Secretary of State's Local Government Records Management Guidelines
07/2018	PT Environmental Resource Aid Applications, hiring notes	Administration – Personnel – 3 (2021)
06/2018	PT Water Meter Reader Applications	Administration – Personnel – 3 (2021)
04/2018	PT Maintenance Trainee – Parks/Facilities/NR Interview Notes	Administration – Personnel – 3 (2021)

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 _____, 2022, the following records are eligible for final destruction on or before _____, 2022.

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


DATE	ITEM	RETENTION SCHEDULE
		This comes from the Secretary of State's Local Government Records Management Guidelines
Date of File	File Description	
<i>(ex: 2006)</i>	<i>(ex: Job Applications)</i>	<i>[ex: Administration— Recruitment CL+3 (2009)]</i>
FY 17	Accounts Payable Invoices	Finance-Accounting- Accounts Payable AU+4
FY 17	Accounts Payable Register	Finance-Accounting- Accounts Payable AU+4
FY 17	Cash Receipts	Finance-Accounting- Accounts Receivable AU+4
2013	Timesheets	Finance-Payroll- Employee Timesheets AU+6
FY 17	Purchase Orders	Finance-Purchasing- Requisitions-Purchase Orders AU+4
FY 15	Closed Utility Billing Service Agreements	Finance- Accounting- Applications CL+2
FY 18	Utility Billing Payment Coupons	Finance- Accounting- Billing Records AU+2
FY 19	Utility Billing Payment Coupons	Finance- Accounting- Billing Records AU+2
FY 16	Bank Statements	Finance- Accounting- Bank Reconciliations CL+2

Continuation Sheet
 Approval for and Certification of Destruction
 Resolution No. _____
 Adopted: _____

DATE	ITEM	RETENTION SCHEDULE
Date of File	File Description	This comes from the Secretary of State's Local Government Records Management Guidelines
FY 17	Journal Entries	Finance- Accounting- Budget Ads, Journal Entries AU+2
FY 19	Journal Entries	Finance- Accounting- Budget Ads, Journal Entries AU+2
FY 19	Budget Workbooks	Finance-Accounting- Budget Adjs AU+2
FY 19	Budget Adjustments	Finance-Accounting- Budget Adjs AU+2
FY 15	Copies of Cash Receipts	Finance-Accounting- Deposits, Receipts AU+4
MISC	Copies of Personnel Action Forms	All terminated (originals retained)

APPROVAL

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City Attorney, Nancy Diamond		Dated: 11/28/22
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CERTIFICATE OF DESTRUCTION

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CITY OF ARCATA
 Bridget Dory, City Clerk

WITNESS:

By: _____

By _____

APPROVAL FOR AND CERTIFICATION OF DESTRUCTION

DEPARTMENT	RESOLUTION
Personnel	No. _____ Adopted: _____


In accordance with the above-referenced resolution as adopted by the City Council of the City of Arcata at its meeting of _____, 20__, the following records are eligible for final destruction on or before _____, 20_____.

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DATE	ITEM	RETENTION SCHEDULE	PERSONNEL DIVISION RETENTION SCHEDULE
<i>Date of File</i>	<i>File Description</i>	<i>This comes from the Secretary of State's Local Government Records Management Guidelines</i>	<i>Retention guidelines beyond that required of State Guidelines</i>
<i>2015 or earlier</i>	<i>Hourly Employee Personnel Files (including City Councilmembers)</i>	<i>Administration—Hourly Employees T+6 (2015)</i>	<i>T+6 (2015)</i>
<i>2015 or earlier</i>	<i>Non-Sworn Employee Personnel Files</i>	<i>Administration—Non-Safety Employees T+3 (2018)</i>	<i>T+6 (2015)</i>
<i>2015 or earlier</i>	<i>Sworn Employee Personnel Files</i>	<i>Administration—Safety Employees T+5 (2016)</i>	<i>T+6 (2015)</i>
<i>2015 or earlier</i>	<i>Non-Sworn Retiree Employee Files</i>	<i>Administration—Non-Safety Employees T+3 (2018)</i>	<i>T+6 (2015)</i>
<i>2015 or earlier</i>	<i>Sworn Retiree Employee Files</i>	<i>Administration—Safety Employees T+5 (2016)</i>	<i>T+6 (2015)</i>
<i>2018 or earlier</i>	<i>Volunteer Employee Files</i>	<i>Administration—Non-Safety Employees T+3 (2018)</i>	<i>T+3 (2018)</i>
<i>2018 or earlier</i>	<i>Recruitment Files</i>	<i>Administration—Recruitment CL+3 (2018)</i>	<i>CL+3 (2018)</i>
<i>2016 or earlier</i>	<i>DOT Commercial Driver Files</i>	<i>Department of Transport (DOT) FMCSA CL+5 (2016)</i>	<i>CL+5 (2016)</i>
<i>2014 or earlier</i>	<i>City-wide Training Records</i>	<i>Administration—Training Records – Non-Safety CU+7 (2014)</i>	<i>T+7 (2014)</i>
<i>2019 or earlier</i>	<i>Employee Recognition Ceremony Files</i>	<i>Administration—Employee Programs CL+2 (2019)</i>	<i>CL+2 (2019)</i>

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City Attorney, Nancy Diamond		Dated: 11/28/22
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CITY OF ARCATA
Bridget Dory, City Clerk

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