

RESOLUTION NO. 234-12

**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 G,” 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 G.”

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 Exhibits A through G, attached hereto and made a part hereof.

DATED: October 18, 2023

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. 234-12 passed and adopted at a regular meeting of the City Council of the City of Arcata, Humboldt County, California, held on the 18th day of October, 2023, 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 _____, 2023, the following records are eligible for final destruction on or before _____, 2023.

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
2008, 2009, 2010, 2011, 2012	Forms 700— City Council: Shane Brinton	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; 7 years after leaving office
2012	Forms 700 and related correspondence— Economic Development Committee: Margaret Gainer, Josh Mohland, Garry Nelson, Fawn Scheer, Brett Watson, Stephanie Witzel, Jane Woodward	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; GC34090(d); 7 years
2012	Forms 700— Successor Agency: Michael Winkler, Shane Brinton, Susan Ornelas, Alex Stillman, Mark Wheatley, David Loya (staff)	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; 7 years
2012	Forms 700 and related correspondence— Design Review Commission: John Barstow, Renee Chappelle, Jeanette Heartwood, James Lowry, Genevieve Schmidt, Jim Kelley	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; GC34090(d); 7 years
2012	Forms 700 and related correspondence— City Officials: Randy Mendosa, Nancy Diamond, Janet Luzzi	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; GC34090(d) 7 years

Continuation Sheet (Page No. 2)
 Approval for and Certification of Destruction
 Resolution No. _____
 Adopted: _____

DATE	ITEM	RETENTION SCHEDULE
2012	Forms 700 and related correspondence— Oversight Board of the Successor Agency: Mark Wheatley, Desmond Cowan, Richard hanger, Dan Hauser, Lee Lindsey, Mark Lovelace, Larry Oetker, Doby Class	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; GC34090(d); 7 years
2012	Forms 700 and related correspondence— Designated Employees: Larry Oetker, Mark André, Doby Class, David Loya, Karen Diemer, Tom Chapman, Danette Demello, Dillon Savage, Morgan Kessler, Dean Renfer, Dan Diemer, Cliff Poulton, Larry Pardi, Erik Lust	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; GC34090(d); 7 years
2012	Forms 700 and related correspondence— Planning Commission: Robert Flint, Jason Akana, Charles Giannini, Paul Hagen, Judith Mayer, Dan Tangney, Julie Vaissade-Elcock	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; GC34090(d); 7 years
2013	Forms 700 and related correspondence— Economic Development Committee: Brett Watson, Jane Woodward, Garry Nelson, Fawn Scheer, Stephanie Witzel, Maureen Hart, Darrell Burlison, Craig Wruck	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; GC34090(d); 7 years
2013	Forms 700 and related correspondence— Successor Agency: Michael Winkler, Shane Brinton, Susan Ornelas, Alex Stillman, Mark Wheatley	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; GC34090(d); 7 years
2013	Forms 700 and related correspondence— Design Review Commission: John Barstow, Renee Chappelle, Janette Heartwood, James Lowry, Jim Kelley	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; GC34090(d); 7 years

Continuation Sheet (Page No. 3)
 Approval for and Certification of Destruction
 Resolution No. _____
 Adopted: _____

2013	Forms 700 and related correspondence— City Officials: Randy Mendosa, Nancy Diamond, Janet Luzzi	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; GC34090(d); 7 years
2013	Forms 700 and related correspondence— Oversight Board: Mark Wheatley, Desmond Cowan, Richard Hanger, Dan Hauser, Lee Lindsey, Mark Lovelace, Doby Class, Garry Eagles	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; GC34090(d); 7 years
2013	Forms 700 and related correspondence— Designated Employees: Larry Oetker, Mark André, Doby Class, David Loya, Karen Diemer, Tom Chapman, Danette Demello, Dillon Savage, Netra Khatri, Dean Renfer, Dan Diemer, Cliff Poulton, Larry Pardi, Erik Lust	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; GC34090(d); 7 years
2013	Forms 700 and related correspondence— Planning Commission: Julie Vaissade-Elcock, Jason Akana, Charles Giannini, Paul Hagen, Judith Mayer, Dan Tangney, Rob Flint	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; GC34090(d); 7 years
2014	Forms 700 and related correspondence— Economic Development Committee: Darrell Burlison, Maureen Hart, Garry Nelson, Fawn Scheer, Brett Watson, Jane Woodward, Craig Wruck, David Rosen, Garry Nelson	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; GC34090(d); 7 years
2014	Forms 700 and related correspondence— Successor Agency: Michael Winkler, Paul Pitino, Susan Ornelas, Sofia Pereira, Mark Wheatley	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; GC34090(d); 7 years
2014	Forms 700 and related correspondence— Design Review Commission: John Barstow, Renee Chappelle, Janette Heartwood, James Lowry	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; GC34090(d); 7 years

Continuation Sheet (Page No. 4)
 Approval for and Certification of Destruction
 Resolution No. _____
 Adopted: _____

2014	Forms 700 and related correspondence— City Officials: Karen Diemer, Nancy Diamond, Janet Luzzi	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; GC34090(d); 7 years
2014	Forms 700 and related correspondence— Oversight Board: Mark Wheatley, Doby Class, Desmond Cowan, Garry Eagles, Dan Hauser, Lee Lindsey, Mark Lovelace	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; GC34090(d); 7 years
2014	Forms 700 and related correspondence— Designated Employees: Larry Oetker, Mark André, Doby Class, David Loya, Julie Neander, Tom Chapman, Danette Demello, Dillon Savage, Netra Khatri, Dean Renfer, Chad Pasquini, Dan Diemer, Cliff Poulton, Larry Pardi, Erik Lust	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; GC34090(d); 7 years
2014	Forms 700 and related correspondence— Planning Commission: Jason Akana, Robert Flint, Charles Giannini, Paul Hagen, Judith Mayer, Dan Tangney, Julie Vaissade-Elcock	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; GC34090(d); 7 years
2015	Forms 700 and related correspondence— Economic Development Committee: Darrell Burlison, Maureen Hart, Fawn Scheer, Brett Watson, Jane Woodward, Craig Wruck, David Rosen, Bryan Wilkomm, Rattnak Sokhom	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; GC34090(d); 7 years
2015	Forms 700 and related correspondence— Successor Agency: Paul Pitino, Susan Ornelas, Sofia Pereira, Mark Wheatley, Michael Winkler	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; GC34090(d); 7 years
2015	Forms 700 and related correspondence— Design Review Commission: John Barstow, Janette Heartwood, James Lowry	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; GC34090(d); 7 years

Continuation Sheet (Page No. 5)
 Approval for and Certification of Destruction
 Resolution No. _____
 Adopted: _____

2015	Forms 700 and related correspondence— City Officials: Karen Diemer, Nancy Diamond, Janet Luzzi	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; GC34090(d); 7 years
2015	Forms 700 and related correspondence— Oversight Board: Mark Wheatley, Doby Class Desmond Cowan, Garry eagles, Dan Hauser, Lee Lindsey, Mark Lovelace, Justin McDonald, Mike Wilson	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; GC34090(d); 7 years
2015	Forms 700 and related correspondence— Designated Employees: Larry Oetker, Mark André, Doby Class, David Loya, Julie Neander Erik Lust, Tom Chapman, Danette Demello, Dillon Savage, Netra Khatri, Chad Pasquini, Cliff Poulton, Larry Pardi, David Loya	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; GC34090(d); 7 years
2015	Forms 700 and related correspondence— Planning Commission: Jason Akana, Robert Flint, Charles Giannini, Paul Hagen, Judith Mayer, Dan Tangney, John Barstow, Robin Baker	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; GC34090(d); 7 years
2015	Forms 700 (COPIES) and related correspondence— Redwood Region Economic Development Commission: Mark Wheatley, Sofia Pereira	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; GC34090(d); 4 years
2015	Forms 700 (COPIES) and related correspondence— Humboldt Bay Municipal Water District: Susan Ornelas, Michael Winkler, Paul Pitino	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; 4 years
2015	Forms 700 (COPIES) and related correspondence— Redwood Coast Energy Authority: Susan Ornelas, Paul Pitino	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; GC34090(d); 4 years

Continuation Sheet (Page No. 6)
 Approval for and Certification of Destruction
 Resolution No. _____
 Adopted: _____


2015	Forms 700 (COPIES) and related correspondence— Humboldt County Indian Gaming Local Community Benefit Committee: Susan Ornelas, Sofia Pereira	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; GC34090(d); 4 years
2015	Forms 700 (COPIES) and related correspondence— Humboldt/Del Norte Hazardous Materials Response JPA: Susan Ornelas, Paul Pitino	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; GC34090(d); 4 years
2015	Forms 700 (COPIES) and related correspondence— Humboldt County Association of Governments: Susan Ornelas, Paul Pitino, Sofia Pereira	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; GC34090(d); 4 years
2015	Forms 700 (COPIES) and related correspondence— Humboldt Transit Authority: Michel Winkler, Paul Pitino	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; GC34090(d); 4 years
2015	Forms 700 (COPIES) and related correspondence— Humboldt Waste Management Authority: Michael Winkler, Sofia Pereira	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; GC34090(d); 4 years
2014	Forms 700 (COPIES)— Alfred E. Alquist Seismic Safety Commission: Mark Wheatley	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; 4 years
2012, 2014, 2015	Forms 700-related correspondence— City Council	GC34090(d); CL + 2
July 2020–June 2021	Public Records Request and Response Thereto	Administration—Municipal Clerk, CL+2, GC34090
2010	Form 470 and Amended Form 470 Officeholder and Candidate Campaign Statement—Short Form: Robert Benson; Mark Sailors; Geronimo Garcia;	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; 5 years

Continuation Sheet (Page No. 7)
Approval for and Certification of Destruction
Resolution No. _____
Adopted: _____

2010	Forms 460 Recipient Committee Campaign Statement 1 st Period, 2 nd Period, Semi-Annual: Dave Meserve	Government Code Section 81009 and 84615; FPPC Regulations 18944 and 18944.1; 5 years
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APPROVAL

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

City Attorney		Dated: 10/4/23
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CERTIFICATE OF DESTRUCTION

I hereby certify that the above-listed records were disposed of by shredding/recycling on _____, 2023.

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 _____, 2023, the following records are eligible for final destruction on or before _____, 2023.

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	
2004-2011	Mayor's Signature Files Correspondence/Originating Department	<i>Administration—General Subject Current Year + 2 years</i>
2006-2009	Correspondence to City Manager Correspondence/Originating Department	<i>Administration—General Subject Current Year + 2 years</i>
2004-2013	City Manager's Signature Files Correspondence/Originating Department	<i>Administration—General Subject Current Year + 2 years</i>

APPROVAL

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

City Attorney		Dated: 10/4/23
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CERTIFICATE OF DESTRUCTION

I hereby certify that the above-listed records were disposed of by shredding/recycling on _____, 2023.

CITY OF ARCATA
Bridget Dory, City Clerk

WITNESS:

By: _____

By _____

APPROVAL FOR AND CERTIFICATION OF DESTRUCTION

DEPARTMENT	RESOLUTION
City Manager's Office Contracts and Special Projects	No. _____ Adopted: _____


In accordance with the above-referenced resolution as adopted by the City Council of the City of Arcata at its meeting of _____, 2023, the following records are eligible for final destruction on or before _____, 2023.

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
2017 and older	Contracts and Agreements (excluding Capital Improvements.)	<i>Administration – Legal/Legislative: Termination + 5 years</i>
2015 and older	Accident Reports- City Assets	<i>Administration – Risk Management: Closed/Completed + 7 years</i>
2017 and older	Claims for Damages, Paid/Denied	<i>Administration – Risk Management: Closed/Completed + 5 years;</i>
2016 and older	Claims Files Involving Police Department, filed by Citizens	<i>Public Safety – Law Enforcement: Closed/Completed + 6 years</i>
2015 and older	Incident Reports	<i>Administration – Risk Management: Closed/Completed + 7 years</i>
2012 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>
2016 and older	Auction / Disposal	<i>Finance – Fixed Assets: Audit + 4 years</i>
2015 and older	Bids, RFQs, RFPs: Goods & Services only, <i>non-Capital – Successfully Awarded</i>	<i>Finance - Purchasing: Audit + 5 years</i>
2020 and older	Bids, RFQs, RFPs: Goods & Services only, <i>non-Capital - Unsuccessful</i>	<i>Finance - Purchasing: Current Year + 2 years</i>

APPROVAL

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

City Attorney		Dated: 10/4/23
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CERTIFICATE OF DESTRUCTION

I hereby certify that the above-listed records were disposed of by shredding/recycling on _____, 2023.

CITY OF ARCATA
Bridget Dory, City Clerk

WITNESS:

By: _____

By _____

APPROVAL FOR AND CERTIFICATION OF DESTRUCTION

DEPARTMENT	RESOLUTION
Community Development	No. _____ Adopted: _____

In accordance with the above-referenced resolution as adopted by the City Council of the City of Arcata at its meeting of _____, 2023, the following records are eligible for final destruction on or before _____, 2023.

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)]
2013-2017	Arcata Mainstreet Reports	Reports, AU+4
1996-2003	Paid Housing Rehab Loan Files (Income verifications, Mortgage payment info, Loan Statements, Bid Forms, Notice of Completion)	Development/Grants, Community/Urban Development: CL+4
2013	Headwaters Grant Application (unsuccessful)	Grants/Unsuccessful/CL+2
1993	Arcata Retail Strategy Phase II: Market Assessment	Development/Grants, Community/Urban Development: CL+4
1994	Arcata Retail Business Development Strategy	Development/Grants, Community/Urban Development: CL+4
2012	Certified Payroll Records for Plaza Point Project (2010 HOME Grant closed 7/31/2013)	Grants/Federal and State: CL+5
1993	93-HOME-0046 Set-up and completion reports	Grants/Federal and State: CL+5
2009	TBRA notices and applicant files	Grants/Federal and State: CL+5
1997-2000	HOME and CDBG Budgets	Grants/Federal and State: CL+5
2011-2012	AEDC Reports (Business and Housing Loan Servicing)	Reports, AU+4
2007	Sandpiper HOME Program Income Set-Up Documents	Grants/Federal and State: CL+5
2005	Humboldt State University Homeless Shelter and Services Plan	Development/Grants, Community/Urban Development: CL+4

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
2010	Sandpiper Mobile Home Park Project-Homebuyer Application	Development/Grants, Community/Urban Development: CL+4
2007-2008	Neighborhood Improvement Small Grant Program application (unsuccessful)	Grants/Unsuccessful/CL+2
2010	Plaza Point HOME Labor standards, wage monitoring, and payroll documentation	Development/Grants, Community/Urban Development: CL+4
2001	Community Land Trust Homeownership Program Manual	Development/Grants, Community/Urban Development: CL+4
2003	Humboldt Community Land Trust Strategic Plan	Development/Grants, Community/Urban Development: CL+4
2001	2001 HOME Grant Set-Up Windsong	Development/Grants, Community/Urban Development: CL+4
2003	Community Land Trust Start Up Document Binder	Development/Grants, Community/Urban Development: CL+4
2005-2011	Windsong Community Land Trust Monitoring	Grants/Federal and State: CL+5
2005-2018	Courtyard Phase I HOME project monitoring files	Grants/Federal and State: CL+5
2008-2018	Courtyard Phase II HOME project monitoring files	Grants/Federal and State: CL+5
2013-2016	Bayview Courtyard HOME project monitoring files	Grants/Federal and State: CL+5
2013-2018	Plaza Point HOME project monitoring files	Grants/Federal and State: CL+5
2007-2008	Arcata Gardens HOME project monitoring files	Grants/Federal and State: CL+5
2001	Appraisal-Vacant Commercial Parcels North East Corner 8 th and I Streets	Property/Appraisals/CL+2
2001	Appraisal-Sandpiper Trailer Park 115 G Street	Property/Appraisals/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
2013	Foodworks (FW) Application Sergio Lopez Ortiz 2013-2020	Development/Facility Rentals/Use CU+2
2013	FW Application Humberto Lopez 2013-2020	Development/Facility Rentals/Use CU+2
2018	FW Application Northern Emeralds 2018-2019	Development/Facility Rentals/Use CU+2
2018	FW Application Natty Dog Hot Dogs 2018-2019	Development/Facility Rentals/Use CU+2
2017	FW Lease Agreement Melissa's Mexican Food 2017-2018	Development/Facility Rentals/Use CU+2
2018	FW Lease Agreement Natty Dog Hot Dogs 2018-2019	Development/Facility Rentals/Use CU+2
2019	FW Lease Agreement Northern Emeralds 2019-2020	Development/Facility Rentals/Use CU+2
2015	FW Lease Agreement Panaderia Ortiz 2015-2016	Development/Facility Rentals/Use CU+2
2017	FW Application Kavanaugh Kitchen 2017-2019	Development/Facility Rentals/Use CU+2
2017	FW Lease Agreement Kavanaugh Kitchen 2017-2018	Development/Facility Rentals/Use CU+2
2016	FW Lease Agreement Melissa's Mexican Food 2016-2017	Development/Facility Rentals/Use CU+2
2017	FW Application Melissa's Mexican Food 2017-2020	Development/Facility Rentals/Use CU+2
2019	FW Covid Waiver Drake's Glen Creation 2019-2020	Development/Facility Rentals/Use CU+2
2019	FW Application Drake's Glen Creation 2019-2020	Development/Facility Rentals/Use CU+2
2020	FW Application Best Herbals 2020-2020	Development/Facility Rentals/Use CU+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
2010	Sandpiper Mobile Home Park Project-Homebuyer Application	Development/Grants, Community/Urban Development: CL+4
2007-2008	Neighborhood Improvement Small Grant Program application (unsuccessful)	Grants/Unsuccessful/CL+2
2010	Plaza Point HOME Labor standards, wage monitoring, and payroll documentation	Development/Grants, Community/Urban Development: CL+4
2001	Community Land Trust Homeownership Program Manual	Development/Grants, Community/Urban Development: CL+4
2003	Humboldt Community Land Trust Strategic Plan	Development/Grants, Community/Urban Development: CL+4
2001	2001 HOME Grant Set-Up Windsong	Development/Grants, Community/Urban Development: CL+4
2003	Community Land Trust Start Up Document Binder	Development/Grants, Community/Urban Development: CL+4
1995-1998	DANCO Builders Alder Grove Industrial Park Employee Credits	Development/Grants, Community/Urban Development: CL+4
2007	Workforce Housing Reward Program Application	Development/Grants, Community/Urban Development: CL+4
2010	Plaza Point Tax Credit Allocation Committee 9% Tax Credit Application (hardcopy binder)	Development/Grants, Community/Urban Development: CL+4

APPROVAL

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

City Attorney		Dated: 10/4/23
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CERTIFICATE OF DESTRUCTION

I hereby certify that the above-listed records were disposed of by shredding/recycling on _____, 2023.

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 _____, 2023, the following records are eligible for final destruction on or before _____, 2023.

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)]
1992	ES Monthly Safety Meetings	Administration – Training Records Non-Safety CU +7 (1999)
1993	ES Monthly Safety Meetings	Administration – Training Records Non-Safety CU +7 (2000)
1994	ES Monthly Safety Meetings, ES & PW Quarterly Safety Meetings	Administration – Training Records Non-Safety CU +7 (2001)
1995	ES Monthly Safety Meetings, ES & PW Quarterly Safety Meetings	Administration – Training Records Non-Safety CU +7 (2002)
1996	ES Monthly Safety Meetings, ES & PW Quarterly Safety Meetings	Administration – Training Records Non-Safety CU +7 (2003)
1997	ES Monthly Safety Meetings	Administration – Training Records Non-Safety CU +7 (2004)
1998	ES Monthly Safety Meetings	Administration – Training Records Non-Safety CU +7 (2005)

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
2001	ES Monthly Safety Meetings, & Defensive Driver Safety Course Certifications	Administration – Training Records Non-Safety CU +7 (2008)
2002	ES Monthly Safety Meetings, Back Safety Course Certifications, and CRWA Continued Education Certifications	Administration – Training Records Non-Safety CU +7 (2009)
2003	ES Monthly Safety Meetings, Work Zone Safety Training Course Certifications, & Xylem Flygt Production Education Training Course Certifications	Administration – Training Records Non-Safety CU +7 (2010)
2004	ES Monthly Safety Meetings, ES Weekly Safety Meetings	Administration – Training Records Non-Safety CU +7 (2011)
2005	ES Monthly Safety Meetings, ES Weekly Safety Meetings, SSO Training, CRWA Continued Education Certifications	Administration – Training Records Non-Safety CU +7 (2012)
2006	ES Monthly Safety Meetings, ES Weekly Safety Meetings, CRWA Water Sampling Certifications, Disinfection and Basic Water Treatment Certifications, CSU Sac Continued Education Certifications, Cal OES Exercise Design Workshop Certification, HACH W/WW Training Classes	Administration – Training Records Non-Safety CU +7 (2013)
2007	ES Monthly Safety Meetings, ES Weekly Safety Meetings, CWEA SSO Workshop Certifications, Embracing Diversity Training, CSU Sac Continued Education Certification	Administration – Training Records Non-Safety CU +7 (2014)
2008	ES Monthly Safety Meetings, ES Weekly Safety Meetings, AWWA Continued Education Certifications	Administration – Training Records Non-Safety CU +7 (2015)
2009	ES Monthly Safety Meetings, ES Weekly Safety Meetings, Traffic Control & Flagging Safety Certification, CRWA Continued Education Certifications	Administration – Training Records Non-Safety CU +7 (2016)

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
2010	ES Monthly Safety Training, Defensive Driver Certification	Administration – Training Records Non-Safety CU +7 (2017)
2012	Industrial Lift Truck Operation Certifications	Administration – Training Records Non-Safety CU +7 (2019)
2013	CRWA Continued Education Certifications	Administration – Training Records Non-Safety CU +7 (2020)
2014	ES Monthly Safety Training Meetings, Fall Protection Certifications	Administration – Training Records Non-Safety CU +7 (2021)
February - March 2018	Seasonal Maintenance Trainee – Parks/Facilities/NR Applications	Administration— Recruitment CL+3 (2021)
February 2018	Maintenance Worker - Parks/Facilities/NR Applications	Administration— Recruitment CL+3 (2021)
June 2018	PT Water Meter Reader – Streets & Utilities Applications	Administration— Recruitment CL+3 (2021)
July 2018	PT Resources Aide Applications – Environmental Services Department	Administration— Recruitment CL+3 (2021)
October 2018	PT Water-Wastewater Mechanic I/II – Streets & Utilities Applications	Administration— Recruitment CL+3 (2021)
February – March 2019	Seasonal Maintenance Trainee – Parks/Facilities/NR Applications	Administration— Recruitment CL+3 (2022)
May 2019	Maintenance Worker - Parks/Facilities/NR Applications	Administration— Recruitment CL+3 (2022)
May 2019	Maintenance Worker - Parks/Facilities/NR Applications	Administration— Recruitment CL+3 (2022)

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
May 2019	Maintenance Worker - Parks/Facilities/NR Applications	Administration— Recruitment CL+3 (2022)
June 2019	PT Resources Aide Applications – Environmental Services Department	Administration— Recruitment CL+3 (2022)
September – October 2019	PT Street Sweeper Operator – Streets & Utilities Applications	Administration— Recruitment CL+3 (2022)
September – October 2019	Seasonal Maintenance Trainee – Parks/Facilities/NR Applications	Administration— Recruitment CL+3 (2022)
November 2019	PT Water Meter Reader – Streets & Utilities Applications	Administration— Recruitment CL+3 (2022)

APPROVAL

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

City Attorney		Dated: 10/4/23
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CERTIFICATE OF DESTRUCTION

I hereby certify that the above-listed records were disposed of by shredding/recycling on _____, 2023.

CITY OF ARCATA
 Bridget Dory, City Clerk

WITNESS:

By: _____

By _____

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 ___ October 4, 2023, the following records are eligible for final destruction on or before ___ December 31, 2023.


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
<i>(ex: 2006)</i>	<i>(ex: Job Applications)</i>	<i>[ex: Administration— Recruitment CL+3 (2009)]</i>
FY 18	Accounts Payable Invoices	Finance-Accounting Payable AU+4
FY 18	Accounts Payable Register	Finance-Accounting Payable AU+4
FY 18	Cash Receipts	Finance-Accounting Payable AU+4
FY 18	Purchase Orders	Finance Purchasing Requisitions Purchase orders AU+4
FY 16	Closed Utility Billing Service Agreements	Finance Accounting Billing Records CL+2
FY 20	Utility Billing Payment Coupons	Finance Accounting Billing Records AU+2
FY 17	Bank Statements	Finance Accounting Bank Reconciliations AU+ 4
FY 20	Journal Entries	Finance Accounting Budget Adj, Journal Entries AU+2
FY 20	Budget Workbooks	Finance Accounting Budget Adjs AU+2
FY 16	Copies of Cash Receipts	Finane Accounting Deposits, Receipts AU+4
FY 14	Transient Occupancy Tax Certificates	Finance Accounting Taxes Receivable AU+3
FY 17	Transient Occupancy Tax Certificates	Finance Accounting Taxes Receivable AU+3

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

APPROVAL

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

City Attorney		Dated: 10/4/23
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CERTIFICATE OF DESTRUCTION

I hereby certify that the above-listed records were disposed of by shredding/recycling on _____, 2023.

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_____.


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

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>
2016 or earlier	<i>Hourly Employee Personnel Files (including City Councilmembers)</i>	<i>Administration—Hourly Employees T+6 (2016)</i>	<i>T+6 (2016)</i>
2016 or earlier	<i>Non-Sworn Employee Personnel Files</i>	<i>Administration—Non-Safety Employees T+3 (2019)</i>	<i>T+6 (2016)</i>
2016 or earlier	<i>Sworn Employee Personnel Files</i>	<i>Administration—Safety Employees T+5 (2017)</i>	<i>T+6 (2016)</i>
2016 or earlier	<i>Non-Sworn Retiree Employee Files</i>	<i>Administration—Non-Safety Employees T+3 (2019)</i>	<i>T+6 (2016)</i>
2016 or earlier	<i>Sworn Retiree Employee Files</i>	<i>Administration—Safety Employees T+5 (2017)</i>	<i>T+6 (2016)</i>
2019 or earlier	<i>Volunteer Employee Files</i>	<i>Administration—Non-Safety Employees T+3 (2019)</i>	<i>T+3 (2019)</i>
2019 or earlier	<i>Recruitment Files</i>	<i>Administration—Recruitment CL+3 (2019)</i>	<i>CL+3 (2019)</i>
2017 or earlier	<i>DOT Commercial Driver Files</i>	<i>Department of Transport (DOT) FMCSA CL+5 (2017)</i>	<i>CL+5 (2017)</i>
2014 or earlier	<i>City-wide Training Records</i>	<i>Administration—Training Records – Non-Safety CU+7 (2014)</i>	<i>T+7 (2014)</i>
2020 or earlier	<i>Employee Recognition Ceremony Files</i>	<i>Administration—Employee Programs CL+2 (2020)</i>	<i>CL+2 (2020)</i>
2016	<i>Employee Time Sheets</i>	<i>Finance-Payroll-Employee Timesheets AU+6</i>	<i>AU+6 (2016)</i>

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

APPROVAL

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

City Attorney		Dated: 10/4/23
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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 _____