

APPROVAL FOR AND CERTIFICATION OF DESTRUCTION

DEPARTMENT	RESOLUTION
City Manager's Office – Front Desk Drawers	No. <u>256-37</u> Adopted: _____

In accordance with the above-referenced resolution as adopted by the City Council of the City of Arcata at its meeting of _____, 2026, the following records are eligible for final destruction on or before December 31, 2026.


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	
2015, 2016, 2020, 2021,	Travel Records: Cythia Coronado	Administration – General Subject, Travel records CU+2 (2017-2023)
2018, 2020, 2021, 2022	Travel Records: Kristy Siino	Administration – General Subject, Travel records CU+2 (2020-2023)
2009, 2010, 2011, 2013, 2014, 2015, 2016, 2017, 2018, 2019	Travel Records: Michael Winkler	Administration – General Subject, Travel records CU+2 (2011-2022)
2016, 2017, 2018, 2019	Travel Records: Katie Marsolan	Administration – General Subject, Travel records CU+2 (2019-2020)
2016	Travel Records: Lori Taketa	Administration – General Subject, Travel records CU+2 (2018)
2005, 2006, 2007, 2008, 2016, 2015, 2017, 2018, 2019	Travel Records: Paul Pinito	Administration – General Subject, Travel records CU+2 (2006-2021)
2015, 2016, 2017, 2018, 2019	Travel Records: Sofia Pereria	Administration – General Subject, Travel records CU+2 (2017-2021)

DATE	ITEM	RETENTION SCHEDULE
2007, 2008, 2009, 2010, 2011, 2012, 2013, 2016, 2017, 2018, 2019	Travel Records: Bridget Dory	Administration – General Subject, Travel records CU+2 (2009-2021)
2015, 2016, 2017	Travel Records: Kara Newman	Administration – General Subject, Travel records CU+2 (2017-2019)
2009, 2010, 2011, 2012, 2013, 2015, 2017, 2018, 2019, 2020	Travel Records: Susan Ornelas	Administration – General Subject, Travel records CU+2 (2011-2022)
2015, 2016, 2018, 2019, 2020, 2021, 2022	Travel Records: Karen Diemer	Administration – General Subject, Travel records CU+2 (2017-2024)
2015, 2019, 2020, 2022	Travel Records: Danette Demello	Administration – General Subject, Travel records CU+2 (2017-2024)
2017, 2018, 2019, 2021	Travel Records: Dillon Savage	Administration – General Subject, Travel records CU+2 (2019-2023)
2018, 2020	Travel Records: Kayla Johnson	Administration – General Subject, Travel records CU+2 (2020-2022)
2020, 2021, 2022	Travel Records: Danielle Allred	Administration – General Subject, Travel records CU+2 (2022-2024)
2021	Travel Records: Stacy Atkins-Salazar	A Administration – General Subject, Travel records CU+2 (2023)
2010, 2011, 2013, 2014	Management Training Day	Administration – Training Records Non-Safety CU+7 (2017-2021)

APPROVAL

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

City Attorney		Dated: 01/28/2026
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CERTIFICATE OF DELIVERY OF RECORDS FOR DESTRUCTION

I do hereby certify that the above-named physical records were delivered to the City Clerk’s Division for destruction, and that no records in excess of those listed above were included in said delivery.

Manager Responsible for Records - <u>Signature</u>	Name (Printed or Typed)	Title	Date Signed

CERTIFICATE OF DESTRUCTION

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

By: Employee - <u>Signature</u>	Name (Printed or Typed)	Title
By: Witness - <u>Signature</u>	Name (Printed or Typed)	Title

CERTIFICATE OF DESTRUCTION (Electronic Records)

I hereby certify that the above-listed records were disposed of by Deletion on _____, 20__.

By: Employee - <u>Signature</u>	Name (Printed or Typed)	Title
By: Witness - <u>Signature</u>	Name (Printed or Typed)	Title