



POLICE:	9	cu. ft.
POLICE DEPARTMENT:	2	cu. ft.
Public Services:	1	cu. ft.
Public Services/Admin:	4.83	cu. ft.
Public Services/Branigan Library:	1	cu. ft.
Public Works:	8	cu. ft.
UT/Admin Services:	1	cu. ft.
UT/Gas:	5	cu. ft.
UT/Res:	2	cu. ft.
Various Departments/Records Center	26	cu. ft.
<b>Total:</b>	<b>269.31</b>	<b>cu. ft.</b>

This is the equivalent of approximately 44.89 four drawer filing cabinets (179.54 drawers). Approval of the Las Cruces City Council is required to authorize destruction. Acceptable methods of destruction of records are witness incineration, witnessed dump site burial, witnessed shredding and/or recycling through a bonded recycling company.

After the records have been properly destroyed, a Certificate of Destruction will be completed by the Records Designee in each department and filed with the office of the City Clerk.

### **SUPPORT INFORMATION:**

Fund Name / Account Number	Amount of Expenditure	Budget Amount
N/A	N/A	N/A

1. Resolution.
2. Exhibit A – List of records currently held by various departments.
3. Exhibit B – List of records from various departments located at the Records Center.

### **OPTIONS / ALTERNATIVES:**

1. Vote YES and approve the Resolution permitting those records that have met their legal retention to be properly destroyed and therefore make room for newly created records.
2. Vote NO and disapprove the Resolution and not permit records to be destroyed. The Records Center currently is 90% full with records from various departments and no records will be accepted for storage due to space limitations.
3. Modify the Resolution or items from Exhibit "A" and/or Exhibit "B" thereby changing the scope of the destruction.

(Continue on additional sheets as required)

RESOLUTION NO. 10- 275

**A RESOLUTION AUTHORIZING THE DESTRUCTION OF RECORDS THAT HAVE SATISFIED THEIR LEGAL RETENTION PERIOD.**

The City Council is informed that:

**WHEREAS**, an inventory of records was completed to identify custodial records which have satisfied the legal retention period, according to New Mexico State Records Retention and Dispositions Schedules.

**NOW, THEREFORE**, Be it resolved by the governing body of the City of Las Cruces:

**(I)**

**THAT** records identified in Exhibit "A" and Exhibit "B" are authorized to be destroyed by appropriate method as prescribed by the custodian of record. The City Staff is hereby authorized to do all deeds necessary in the accomplishment of the herein above.

**DONE AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

Approved:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

{SEAL}

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

VOTE:

- Mayor Miyagishima: \_\_\_\_\_
- Councillor Silva: \_\_\_\_\_
- Councillor Connor: \_\_\_\_\_
- Councillor Pedroza: \_\_\_\_\_
- Councillor Small: \_\_\_\_\_
- Councillor Sorg: \_\_\_\_\_
- Councillor Thomas: \_\_\_\_\_

APPROVED AS TO FORM:

  
\_\_\_\_\_  
City Attorney

# Records Destruction Report

Department Admin/ACM

Item #	Title of Record	Destroy	Location
1.15.3.109	General Correspondence	2007	Laserfiche
2006	Department Correspondence		
1.15.3.109	General Correspondence	2005	City Clerk Vault
2004	ACM, CD, FAC, Fire, PS, PW, Util		1208 Box
1.15.7.127	Grievance & Complaints	2010	CC Vault 1208
2003	S Modell		Box

Department Admin/CM

Item #	Title of Record	Destroy	Location
1.15.3.132	Telephone Logs	2010	Admin/CH/Overhead Cabinet
2007	SEPT 20 2006 TO APRIL 12 2007		
1.15.3.135	SCHEDULES OF DAILY ACTIVITIES	2010	Admin/CH/Overhead Cabinet
2009	JAN 2006 TO APRIL 2009 - APPT BOOKS		

Department		City Clerk		
Item #	Title of Record		Destroy	Location
1.15.3.108	Administrative Correspondence Files (Exec)		2010	Vault
2007	City Clerk Correspondence Files 2007			
1.15.3.135	Schedules of Daily Activities		2008	Vault
2007	Calendars 1998-2007			
1.15.3.708	Custodian of Record Files		2009	Vault
2008	Request for Public Records - Completed and Deni			
1.15.3.708	Custodian of Record Files		2003	Vault
2002	Request for Public Records - Completed and Deni			
1.15.5.310	Payment Voucher File		2010	Vault
2007	Receipts for supplies Jan.2006-Jun.2007 (C.Card)			
1.15.5.511	Petty Cash Fund Files		2010	Vault
2008	2007-2008 Petty Cash Voucher copy & Check cop			
1.15.7.127	Grievances and Complaint Files		2009	Vault
2002	Grievances-T.Morris(2),D.Parra,L.Weir,K.Varughes			
1.15.7.127	Grievances and Complaint Files		2009	Vault
2001	Grievances- R.Lonsway, K. Clifton			
1.15.7.127	Grievances and Complain Files		2009	Vault
2002	Grievances-T.Austin,J.Hoffman(2),P.Manzanares			
1.19.8.152	Precinct Board Files		2008	Vault
2005	11-8-05 Notices, Accepts, Oaths of Office, Lists			
1.19.8.152	Precinct Board Files		2010	Vault
2007	11-06-07 Notices, Accepts, Oaths of Office, Lists			
1.19.8.152	Precinct Board Files		2010	Vault
2008	1-15-08 Notices, Accepts, Oaths of Office, Lists			
1.19.8.153	Election Files		2010	Vault
2008	1-15-08 Election Files			
1.19.8.153	Election Files		2003	Vault
2001	1-11-01 Election Files			
1.19.8.153	Election Files		2004	Vault
2001	11-6-01 Election Files			
1.19.8.153	Election Files		2010	Vault
2007	11-06-07 Election files			
1.19.8.153	Election Files		2008	Vault
2005	11-8-05 Election Files			

**Department**                      Community Development

<b>Item #</b>	<b>Title of Record</b>	<b>Destroy</b>	<b>Location</b>
1.15.3.102	Subject Files	2007	COC Basement
2002	Administrative records		
1.15.3.109	General Correspondence Files, non-executive	2006	COC Basement
2004	letter, memos		
1.15.3.109	General Correspondence Non Executive Level	2008	COC Basement
2007	letters, memos		
1.15.3.109	General Correspondence Files - Non-Executive	2009	COC Basement
2007	letters, agendas,		
1.15.3.112	Governing Board File	2009	COC Basement
2004	Administrative records		
1.15.3.119	Minutes of Meetings	2001	COC Basement
1996	TAC & BPAC minutes		
1.15.5.202	Invoices	2009	COC Basement
2006	invoices		
1.15.5.205	DEPOSIT SLIPS	2009	COC Basement
2007	TREASURERS DEPOSIT SLIPS		
1.15.5.301	Vendor Files	2008	COC Basement
2006	Farmers Market Vendors		
1.15.5.402	Time Sheets	2010	COC Basement
2007	Time Sheets		
1.19.8.104	Liquor License Files	2005	COC Basement
2001	Liquor Licenses		
1.19.8.106	Business Registration Files	2008	COC Basement
2004	Business registration renewals		
1.19.8.106	Business Registration Files	2010	COC Basement
2006	business registrations		
1.19.8.106	Business Registration Files	2009	COC Basement
2005	Business Registration Renewals		
1.19.8.106	Business Registration Files	2007	COC Basement
2003	business registrations		
1.19.8.106	Business Registrations	2009	COC Basement
2006	special business registrations		
1.19.8.201	zoning case files	2009	COC Basement
2005	etz subdivision files		

1.19.8.201 Zoning Case Files  
2003 UAC, planning related files  
1.19.8.201 Zoning Case Files  
2006 Certified Return Receipts

2008 COC Basement

2009 COC Basement

Department Finance/Accounting

Item #	Title of Record	Destroy	Location
1.15.3.101 2008	Non Record Materials Copies Rgnga cashier receipts fy08	2010	Accounting Storage
1.15.3.101 2006	Non Record Materials Copies Accounting information	2010	Storage Rm Old City Hall
1.15.3.101 2007	Non Record Materials Munis Implementation Information	2010	Storage Rm Old City Hall
1.15.3.101 2006	Non Record Materials Copies CLC rev sum JEs, water bulk sales, dvlp fe	2010	Storage Rm Old City Hall
1.15.3.101 2007	Non Record Materials Copies various audit report & other	2010	Accounting Storage
1.15.3.101 2006	Non Record Materials FY06 audit copies, research,draft review, etc	2010	Accounting Storage
1.15.3.101 2006	Non Record Materials Copies various capital prjts info Resol RFPs etc	2010	Accounting Storage
1.15.3.101 2008	Non-Record Material Unaudited Fin Stmt, Metro/MRVDA	2010	Storage Rm Old City Hall
1.15.3.101 2008	Non Record Materials Copies various Agency GRT's, JE's, RFP's	2010	Accounting Storage
1.15.3.101 2007	Non Record Materials Copies Accounting information	2010	Storage Rm Old City Hall
1.15.3.101 2007	Non Record Materials Copies various GRT, revenue smmry, dvlpt fee rat	2010	Accounting Storage
1.15.3.101 2006	Non-Records HOME,CDBG,SWSWA,Copies, reprts, EOY chang	2010	Storage Rm Old City Hall
1.15.3.101 2007	Non-Records Copies RGNGA stmts, verific, wrkpapers, various	2010	Storage Rm Old City Hall
1.15.3.101 2008	Non Record Materials Munis Account Request- General Ledger	2010	Storage Rm Old City Hall
1.15.3.101 2005	Non Record Materials Copies various capital prjts info resol, rfps, etc	2010	Accounting Storage
1.15.3.101 2008	Non Records Copies:Jes,RFPs,recons,vendr inv,screen prints	2010	Storage Rm OCH
1.15.3.101 2007	Non Record Materials Copies RGNGA cashier receipts FY07	2010	Storage Rm Old City Hall

1.15.3.102	Subject Files	2010	Storage Rm Old City Hall
2006	GRT Rev Bonds Expenditures Reports		
1.15.3.102	Subject Files	2010	Storage Rm Old City Hall
2005	FY05 Audit Workpapers		
1.15.3.107	Administrative Reference Files (Non-Executive)	2010	Storage Rm OCH
2007	FY05 - 07 JE Log Reference Book		
1.15.3.109	General Correspondence Files	2010	Storage Rm Old City hall
2007	Accounting correspondence		
1.15.3.115	Policies and Procedures Files	2010	Storage Rm Old City Hall
	Obsolete accounting policies/procedures		
1.15.3.117	Reports	2010	Storage Rm Old City Hall
2003	Ad Hoc Rprts Council/Spprt Srvc/SrProg onsite re		
1.15.3.125	Property Files	2010	Storage Rm OCH
2002	FY02 BOMAG, 1st Captl lease&FY01 SCSWA Volv		
1.15.3.125	Property Files	2010	Storage Rm Old City Hall
2002	Fixed assets (land)		
1.15.3.125	Property Files	2010	Storage Rm Old City Hall
2000	Fixed Assets Files		
1.15.3.130	Surplus Property Files	2010	Storage Rm Old City Hall
2001	FAO reports - fixed assets		
1.15.3.133	Work Orders File	2010	Storage Rm Old City Hall
2002	work orders		
1.15.5.206	Revenue Status Report, Monthly	2010	Storage Rm Old City Hall
2006	CSB090, CSB085, CSBCAD, CSBRAD FY06		
1.15.5.206	Revenue Status Report, Monthly	2010	Storage Rm Old City Hall
2002	Revenue Status reports		
1.15.5.207	Cash Reports, Daily	2010	Storage Rm Old City Hall
2002	Daily ledgers (prog inc/exp)		
1.15.5.208	Revenue Contracts and Grants	2010	Storage Rm Old City Hall
2003	HOME recaptured fnds recpts, wrksht, copies FY03		
1.15.5.208	Revenue Contracts and Grants	2010	Storage Rm Old City Hall
2002	Weed & Seed reimbrsmnt rqts, copies supprtg invo		
1.15.5.301	Vendor Files	2010	Storage Rm Old City Hall
2002	Vendor listing		
1.15.5.302	Requisition for Purchase	2010	Storage Rm OCH
2002	FY02 Metro Narc RFP		

1.15.5.305	Contract/Agreement Files	2010	Storage Rm OCH
2001	FY01 COPS GRT		
1.15.5.305	Contract/Agreement Files	2010	Storage Rm Old City Hall
1996	Lease for Compactor, caterpllr, financials 95 - 96		
1.15.5.305	Contract/Agreement Files	2010	Storage Rm Old City Hall
2003	SCSWA leases fy02-fy03		
1.15.5.309	Vouchers (Payment Vouchers)	2010	Storage Rm Old City Hall
2002	Payment vouchers		
1.15.5.503	Transaction Register, Monthly	2010	Storage Rm Old City Hall
1982	General Ledgers		
1.15.5.503	Transaction Register, Monthly	2010	Storage Rm Old City Hall
2000	JE's		
1.15.5.506	Reconciliation of Cash Transactions	2010	Storage Rm Old City Hall
2002	CAFR work papers (Jes Fin Rpts, AP Rec's)		
1.15.7.113	Employee Listing (personnel roster)	2010	Storage Rm Old City Hall
2002	Personnel Position/Salary		
1.15.7.113	Employee Listing (Personnel Roster)	2010	Storage Rm Old City Hall
2000	Employee info listing		
1.19.8.109	Capital Project Files	2010	Storage Rm Old City Hall
2000	Financial reports, etc		
1.19.8.109	Capital Project Files	2010	Storage Rm Old City Hall
2002	Capital project files		
1.19.8.307	HUD Reporting File	2010	Storage Rm Old City Hall
1999	Daily transaction report HUD		
1.19.8.307	HUD Reporting File	2010	Storage Rm Old City Hall
1997	CDBG status reports		

Department		Finance/Admin	
Item #	Title of Record	Destroy	Location
1.15.3.102	Subject Files	2008	Finance Admin
	2008 GRT mnth detal HR forms,Acct Mthly GFOA CIAC		
1.15.3.102	Subject Files	2010	Fin Storage Rm/OCH
	2008 GRT-Acctg mnthly, HR forms, Cst Alloc Bx L10, C		
1.15.3.102	Subject Files	2010	Fin Storage Rm/OCH
	2008 Variou,WlsFrgo, RcktRcg,RskAssmt, Bx L,M,O-Z,C		
1.15.3.114	Manual of Procedures	2010	Fin Storage Rm/OCH
	2003 Safety manual, Various Bx L10, M10		
1.15.3.118	Accident Report	2010	Fin Storage Rm/OCH
	1997 Copies Notice of Accident		
1.15.3.119	Minutes of Meetings	2010	Fin Storage Rm OCH
	1993 Back up tapes 1993 MC (Bx BB10)		
1.15.3.131	Telephone Billing File	2010	Fin Storage Rm/OCH
	2009 Long distance thru 2009 Box K, Q10		
1.15.3.138	Conference or Workshop Attended File	2010	Fin Storage Rm/OCH
	2009 EMI-NIMS Various Wrkshps smnr materia L,N,O,T		
1.15.3.702	Storage Ticket	2010	Fin Storage Rm OCH
	2001 Record Inventory forms (Box L10, O10)		
1.15.5.101	Budget Work Papers	2010	Fin Storage Rm OCH
	2006 Stmt,rltd pprwrk,corres, rpts Bx L,N,O,P,T,U,CC10		
1.15.5.305	Contract/Agreement Files	2010	Fin Storage Rm OCH
	2001 Audit Services copies 01-03 (Bx W10)		
1.15.5.310	Payment Voucher File	2010	Fin Storage Rm/OCH
	2006 Copies Rqst for Pymt var, thru 6/06 Bx R,W,CC10		
1.15.5.508	Bank Statements	2010	Fin Storage Rm OCH
	2002 AmerNtnl,Chase,BNY,Harris various 98-02 Bx W,X		
1.15.7.104	Personnel Evaluations	2010	Finance Admin
	2006 Copies evals Trsr, Purch, Bdgt, Acctg 2007 BxB10		
1.18.308.103	Agency Audit Files	2010	Fin Storage Rm OCH
	2003 FY 00-03 clc/pd, copies fin rpt, Bx N-P,V-W10		

Department            Finance/Purchasing

Item #	Title of Record	Destroy	Location
1.15.5.203	Receipts	2010	Purchasing
2006	Bidder's list fee/plans receipts fy02/03 - fy05/06		
1.15.5.204	Payment Invoice Files	2010	Purchasing
2006	Request for payment - plans and specs		
1.15.5.205	Deposit Slips	2010	Purchasing
2006	Deposit Slips for Plans and Bidder's list		
1.15.5.301	Vendor Files	2010	Purchasing
2008	Bidder's list applications - expired		
1.15.5.303	Purchase Orders	2010	Purchasing
2003	Purchase Orders (43 POs random)		
1.15.5.310	Payment Voucher File	2010	Purchasing
2006	Credit Card Reconciliation		
1.15.5.402	Timesheets	2010	Purchasing
2006	Timesheets for Purchasing staff		
1.15.5.506	Reconciliation of Cash Transactions, Monthly	2010	Purchasing
2003	Purchasing Petty Cash Reconciliation		

Department Finance/Treasurer

Item #	Title of Record	Destroy	Location
1.15.3.101	Non-Record Materials	2010	Customer Service
2006	Gas rates		
1.15.5.310	Payment Voucher File	2010	Customer Service
2006	CC reconciliations		
1.15.5.402	Time Sheets	2010	Customer Service
2006	Payroll timesheets, employee files		
1.19.8.305	Development Cost Files	2010	Customer Service
2001	Water & Wastewater Development Fees		
1.19.8.402	Time Sheets	2010	Customer Service
2006	Time sheets		
1.19.8.554	Public Utility Customer Service Files	2010	Customer Service
2006	Acct info, Utility Aps, permits		
1.19.8.554	Public Utility Customer Service Files	2010	Customer Service
2006	Deposits applied, posted		
1.19.8.554	Public Utility Customer Service Files	2010	Customer Service
2005	Customer Refunds		
1.19.8.554	Public Utility Customer Service Files	2010	Customer Service
2005	City deposit cards		
1.19.8.554	Public Utility Customer Service Files	2010	Customer Service
2004	Utility applications		
1.19.8.554	Public Utility Customer Service Files	2010	Customer Service
2003	Service applications		
1.19.8.554	Public Utility Customer Service Files	2010	Customer Service
2004	City deposit cards		
1.19.8.554	Public Utility Customer Service Files	2010	Customer Service
2006	Solid Waste Applications		
1.19.8.554	Public Utility Customer Service Files	2010	Customer Service
2003	City deposit cards, utility appl.		
1.19.8.554	Public Utility Customer Service Files	2010	Customer Service
2006	Utility applications		
1.19.8.554	Public Utility Customer Service Files	2010	Customer Service
2006	Deleted accounts adjustments applications		
1.19.8.554	Public Utility Customer Service Files	2010	Customer Service
2002	Deposit cards		

1.19.8.555	Public Utility Service File	2010	Customer Service
2006	Statistics Reports		
1.19.8.555	Public Utility Service File	2010	Customer Service
2006	Month stats report		
1.19.8.555	Public Utility Service File	2010	Customer Service
2002	Account, ADJ's, Acct set up info		
1.19.8.555	Public Utility Service File	2010	Customer Service
2006	Field checks		
1.19.8.555	Public Utility Service File	2010	Customer Service
2006	Mis- Rio deposit applied cards		
1.19.8.555	Public Utility Service File	2010	Customer Service
2003	Inspection reports		
1.19.8.555	Public Utility Service File	2010	Customer Service
2006	Unknowns, field checks		
1.19.8.556	Meter Reading Files	2010	Customer Service
2003	Meter cards		
1.19.8.556	Meter Reading Files	2010	Customer Service
2006	Water, Gas Meter cards		
1.19.8.556	Meter Reading Files	2010	Customer Service
2005	Gas Cards, Water Meter Cards		
1.19.8.556	Meter Reading Files	2010	Customer Service
2004	Meter cards		
1.19.8.556	Meter Reading Files	2010	Customer Service
1994	Accts w/ electr corrections listing		
1.19.8.557	Public Utility Service File	2010	Customer Service
2006	Billing Registers		
1.19.8.557	Utility Billing Register	2010	Customer Service
2006	Billing Registers, cycles 1-15, City		
1.19.8.557	Public Utility Service Files	2010	Customer Service
1996	Developmental Fees		
1.19.8.558	Utility Turnoff Notice & Delinquent Report	2010	Customer Service
2006	ARS collection reports		

**Department** IT/Admin

Item #	Title of Record	Destroy	Location
1.15.3.303	Electronic Mail	2010	Email Server
2010	all e-mail messages over 30 days(to Res. Approval		

**Department**            Legal/City Attorney

<b>Item #</b>	<b>Title of Record</b>	<b>Destroy</b>	<b>Location</b>
1.15.3.106	Admin Files-Executive Level 2005 Reference Files	2010	City Attorney's Office
1.15.3.107	Admin Files-Non Executive 2005 Liquor Licenses-2005	2010	Ops Analyst Office
1.15.3.135	Calendars 2008 2008 Calendars	2010	City Attorney's Office
1.15.3.149	Finding Aids (Indexes) 2007 Index cards case file location 1996-2007	2010	City Attorney's Office
1.15.3.401	Legal Case Files 2000 High profile cases-Municipal Court	2010	Ops Analyst Office
1.15.3.401	Legal case files 1999 Tort Claim Notices	2010	City Attorney's Office
1.15.3.401	Legal Case Files 2000 Tort Claim Notices-2000	2010	Ops Analyst Office
1.15.3.401	Legal Case Files 1997 Media for legal case files; Muni Ct pros.	2010	City Attorney's Office
1.15.5.302	Requisition for Purchase 2007 Vehicle forfeiture hearing fees	2010	City Attorney's Office
1.15.5.303	Purchase Documents 2007 Vehicle hearing officers	2010	City Attorney's Office

**Department**            Library

<b>Item #</b>	<b>Title of Record</b>	<b>Destroy</b>	<b>Location</b>
1.15.5.402	Time Sheets 2006 Time sheets including employee names and hrs. w	2010	Library Admin. Ofc.

**Department**            Museum/Admin

<b>Item #</b>	<b>Title of Record</b>	<b>Destroy</b>	<b>Location</b>
1.15.3.131	Telephone Billings File 2008 Verizon and Qwest Invoices	2010	Museums Admin.
1.15.7.105	Leave Records 2008 Request for Leave Forms	2010	Museums Admin

**Department** POLICE

<b>Item #</b>	<b>Title of Record</b>	<b>Destroy</b>	<b>Location</b>
1.15.3.708	CUSTODIAN OF RECORD FILE	2010	RECORDS
2009	REQUEST FOR SERVICE FORMS JAN - DEC 20		
1-.15.3.708	CUSTODIAN OF RECORD FILE	2010	RECORDS
2008	REQUEST FOR SERVICE FORMS JAN-DEC,200		
1.15.5.205	DEPOSIT SLIPS	2010	RECORDS
2005	DEPOSIT SLIPS JAN-DEC 2005		

**Department** POLICE DEPARTMENT

<b>Item #</b>	<b>Title of Record</b>	<b>Destroy</b>	<b>Location</b>
1.15.5.205	DEPOSITS SLIPS	2010	RECORDS
2004	DEPOSIT SLIPS JAN-DEC-2004		

**Department** Public Services

<b>Item #</b>	<b>Title of Record</b>	<b>Destroy</b>	<b>Location</b>
1.15.7.105	Leave Records	2010	Museums
2006	Request for Leave Forms		Administration

**Department** Public Services/Admin

<b>Item #</b>	<b>Title of Record</b>	<b>Destroy</b>	<b>Location</b>
1.15.3.106	Administrative Correspondence (Executive)	2010	Director's Office
2004	Personnel Memos and letters originated by Directo		
1.15.3.108	Administrative Correspondence Files (Executive)	2010	PS Director's
2007	Director's memos and letters originated by Dir.		Ofc.
1.15.3.131	Telephone Billings File	2007	Director's Office
2006	Qwest Invoices and corrspondence		
1.15.3.131	Telephone Billing File	2006	Directors Office
2005	Qwest invoices and correspondence for PS		
1.15.3.131	Telephone Billings File	2009	Directors Office
2008	Qwest Invoice and Correspondence		
1.15.3.131	Telephone Billings File	2010	Director's Ofc.
2007	PS Verizon Invoices.		
1.15.5.203	Receipts	2009	Director's Office
2006	Credit Card Receipts and Invoices for PS.		
1.15.5.204(2)	Payment Invoice Files	2010	COC Director's
2006	Verizon Invoices for Public Services		Ofc.

**Department** Public Services/Branigan Library

<b>Item #</b>	<b>Title of Record</b>	<b>Destroy</b>	<b>Location</b>
1.15.5.402	Time Sheets	2010	Branigan Library
2006	Time sheets including employees, hrs. worked.		Admin. Ofc.

**Department** Public Works

<b>Item #</b>	<b>Title of Record</b>	<b>Destroy</b>	<b>Location</b>
1.15.3.132	Phone Bills	2009	Room 2137
2006	2009-001 Verizon - November 2004 thru May 2006		
1.19.8.109	Capital Projects	2010	Room 2137
2000	2010-003 (Box 61) N. Alameda Ph. IIA 98-99-142		
1.19.8.109	Capital Projects	2010	Room 2137
2000	2010-005 (Box 81) Lohman Ave Extension Ph. III,		
1.19.8.109	Capital Projects	2010	Room 2137
2000	2010-004 (Box 74) El Molino, Ph. 1. Project 99-00-		
1.19.8.109	Capital Projects	2010	Room 2137
2000	2010-007 (023-06-09) Bonita Cir, N Alameda Ph 2,		
1.19.8.109	Capital Projects	2010	Room 2137
2000	2010-002 (Box 57) Acrylic Seal of City Streets, Bo		
1.19.8.109	Capital Projects	2010	Room 2137
2000	2010-001 (Box 51) Materials Testing, N. Alameda		
1.19.8.109	Capital Projects	2008	Room 2137
1998	2008-001 (018-06-09) Parker Rd, Kathy Watson fil		

**Department** UT/Admin Services

<b>Item #</b>	<b>Title of Record</b>	<b>Destroy</b>	<b>Location</b>
1.15.5.305	Contract/agreement files	2010	rm 135
2004	2004 rgng contracts		

Department UT/Gas

Item #	Title of Record	Destroy	Location
1.15.5.304	Invoices	2006	storage unit
2001	epng transportation services		
1.15.5.304	Invoices	2006	storage unit
2002	mercado gas services		
1.15.5.310	Payment voucher file	2009	storage unit
2006	requ for payments		
1.15.5.402	Timesheets	2010	storage unit
2008	7/08 - 12/08		
1.15.5.402	Timesheets	2010	storage unit
2008	1/08 - 6/08		

Department UT/Res

Item #	Title of Record	Destroy	Location
1.15.5.310	payment voucher files	2010	rm 216
2006	for cas and ensr		
1.15.5.402	timesheets	2010	rm 216
2008	3/07 - 6/08		

City Dept	Location	Item Number	Title of Record	Description	Dates	Retention Period	Destruction Date
LEGAL - CITY CLERK	FLOOR	1.19.8.557	UTILITY BILLING REGISTER	1978 BACKUP DISK CARTRIDGE FOR UTILITY BILLING	1978	3YRS	2010
LEGAL - RISK MANAGEMENT	FLOOR	1.15.8.101	MEDICAL RECORDS	CLINIC MEDICAL RECORDS	1979 - 1997	10YRS	2010
COMMUNITY DEVELOPMENT - PERMITS & INSPECTIONS	FLOOR	1.15.5.205	DEPOSIT SLIPS	2006 DEPOSIT RECEIPTS AND ALL RELATED DOCUMENTATION	2006	3YRS	2010
FINANCE - COLLECTIONS	FLOOR	1.19.8.558	UTILITY TURNOFF NOTICE AND DELINQUENT REPORT	ARS PAYMENTS & RESEARCH, LIHEAP VOUCHERS & SOLID WASTE	2006	3YRS	2010
COMMUNITY DEVELOPMENT - DEVELOPMENT SERVICES	FLOOR	1.15.5.402	TIMESHEETS	DEV SVS, MPO, PLANNING TIMESHEETS	FY07	3YRS	2010
LEGAL - RISK MANAGEMENT	FLOOR	1.15.3.401	LIABILITY CLAIMS	LIABILITY CLAIM FILES	01/1995 - 12/1995	10YRS	2010
FINANCE - COLLECTIONS	FLOOR	1.19.8.558	UTILITY TURNOFF NOTICE & DELINQUENT REPORT	LIHEAP PAYMENTS FINALS & BACK ONS	2006	3 YRS	2010
COMMUNITY DEVELOPMENT - ADMINISTRATION	FLOOR	1.15.7.101	PERSONNEL FOLDERS	PANS, MEMOS/LETTERS FOR TERMINATED EMPLOYEES	2006 - 2007	3YRS	2010
ADMINISTRATION - HUMAN RESOURCES	FLOOR	1.15.7.107	INSURANCE RECORDS	DISABILITY RECORDS	1995 - 2005	3 YRS	2010
FINANCE - ACCOUNTS RECEIVABLE	FLOOR	1.15.3.101	NON-RECORD MATERIALS	GENERAL BILLING DAILY CASH REPORTS	2008 - 2009	NONE	2010
ADMINISTRATION - HUMAN RESOURCES	FLOOR	1.15.7.128	EDUCATION AND TRAINING FILES	CLIMATE SURVEYS	2002 - 2007	3 YRS	2010
ADMINISTRATION - HUMAN RESOURCES	FLOOR	1.15.7.107	INSURANCE RECORDS	INSURANCE RECORDS FOR TERMINATED EMPLOYEES	2006	3 YRS	2010

EXHIBIT "B"

City Dept	Location	Item Number	Title of Record	Description	Dates	Retention Period	Destruction Date
ADMINISTRATION - HUMAN RESOURCES	FLOOR	1.15.7.128	EDUCATION AND TRAINING FILES	CLIMATE SURVEYS	2002 - 2007	3 YRS	2010
FINANCE - TREASURER	FLOOR	1.15.5.203	BANK RECONCILIATIONS	CSB181, CSB515 - FY07 REPORTS OF E-BILL AND WEB RECEIPTS	FY 07	3 YRS	2010
LEGAL - RISK MANAGEMENT	FLOOR	1.15.3.141	ALCOHOL AND DRUG ABUSE PROGRAM FILE	DRUG TESTING RESULTS	1993 - 1996	3YRS	2010
FINANCE - COLLECTIONS	FLOOR	MULTIPLE	MULTIPLE	NSF CHECKS, VOUCHERS, REPORTS, PLUMBER REQUISITION	2006	3YRS	2010
LEGAL - CITY ATTORNEY	FLOOR	1.15.3.401	LEGAL CASE FILE	R. KELLY	1997	10YRS	2010
LEGAL - CITY ATTORNEY	FLOOR	1.15.3.401	LEGAL CASE FILE	T. ENRIQUEZ	1997	10YRS	2010
FINANCE - TREASURER	FLOOR	1.15.5.203	BANK RECONCILIATIONS	CSB181, CSB515 - FY07 REPORTS OF E-BILL AND WEB RECEIPTS	FY 07	3 YRS	2010
FINANCE - CUSTOMER SERVICES	FLOOR	1.15.5.203	RECEIPTS	DEVELOPMENT FEES	2003	3YRS	2010