

RESOLUTION NO. 2002-2612

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VILLA PARK
AUTHORIZING THE DESTRUCTION OF CERTAIN CITY RECORDS AS PROVIDED
BY SECTION 34090 OF THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA**

WHEREAS, the keeping of numerous records is not necessary after a certain period of time for the effective and efficient operation of the government of the City of Villa Park; and

WHEREAS, Section 34090 of the Government Code of the State of California provides a procedure whereby any City record which has served its purpose and is no longer required may be destroyed, and the destruction of said records will not interfere with the services and functions of the City.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Villa Park as follows:

SECTION 1. The records of the City of Villa Park as set forth in Exhibit "A", which is incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 34090 of the Government Code of the State of California, and in accordance with the provisions of the report entitled Report on Villa Park Administrative Inventory upon the request of the department head and with the consent in writing of the City Attorney, without further action by the City Council of the City of Villa Park.

SECTION 2. The provisions of Section 1 above do not authorize the destruction of:

- A. Records affecting the title to real property or liens thereon.
- B. Court records.
- C. Records required to be kept by statute.
- D. Records less than two (2) years old.
- E. The minutes, ordinances, or resolutions of the City Council of the City of Villa Park or any City board, committee or commission.

SECTION 3. Notwithstanding the provisions of Section 2, the duplicates of records not less than two (2) years old that are no longer required are hereby authorized to be destroyed as set forth in the attached report.

SECTION 4. The destruction of any record as provided for herein shall be by burning, shredding or other effective method of destruction and said destruction shall be witnessed by the City Clerk or authorized representative.

SECTION 5. The term "records" as used herein shall include document instruments, books, microfilm or papers.

SECTION 6. This Resolution shall be in full force and effect immediately upon the passage and adoption thereof.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Villa Park City Council does hereby adopt Resolution No. 2002-2612 Authorizing The Destruction Of Certain City Records As Provided By Section 34090 Of The Government Code Of The State Of California.

REPORT ON VILLA PARK ADMINISTRATIVE INVENTORY

DESCRIPTION OF PERMANENT RECORDS

GROUP I

Records Affecting Property Title or Liens:

<i>Building Permits</i>	<i>Maps</i>	<i>Plans</i>
<i>Drawings</i>	<i>Checks & Inspections</i>	<i>Easements</i>
<i>Deeds</i>	<i>Liens</i>	<i>Condemnations</i>
<i>Assessment Districts</i>	<i>Utility Undergrounding</i>	<i>Cablevision</i>
<i>Capital Improvements</i>	<i>Streets</i>	<i>Lights</i>
<i>Trees</i>	<i>Signals</i>	<i>Signs</i>
<i>Curbs</i>	<i>Gutters</i>	<i>Bikeways</i>
<i>Drainage</i>	<i>Soil Erosion</i>	<i>Hydrology</i>
<i>Parks</i>	<i>Landscaping</i>	<i>Right-of-Way</i>
<i>Parking</i>	<i>Weed Abatement</i>	<i>Street Names/Numbers</i>
<i>Housing</i>	<i>General Plan Amendment</i>	<i>Flood Control</i>

GROUP II

Records Required by Statute, such as Articles of Incorporation, annexations, final audits, certain contracts and leases, etc.

GROUP III

Minutes, Ordinances and Resolutions of City Council or Boards and Commissions

Notices of special meetings, Affidavits, Supporting Exhibits

GROUP IV

Documents with lasting administrative, legal, fiscal, historical or research value

Personnel cumulative records, Reviews, Promotions, Time Records, Leave, CETA, Policy and Procedures, OSHA Inspections, Affirmative Action Program, and like above

Fiscal: Audit – Annual and Semi-annual, Budget Allocations, Appropriations, Expenditures, Encumbrances, Journals and Ledgers, Inventory, Payroll, Check Register, Capital Property, Schedules, Grants, Bonds, Trust Funds, Revenue Sharing, Treasurer's Register

Historical – City Organization Charts, City Flower/Tree/Motto, Bicentennial Year, Recreation Centers, Press Releases, Report and Statistical Analyses

OTHER RECORDS

GROUPS V through XIII

Pertain to duplicate copies of the above listings, reference files, transitory files and fiscal daily transaction documents: i.e., Receipts, Collections, Cash, Business Licenses, Fees.

GROUPS XIV, XV & XVI

Include items which can be destroyed departmentally upon supersession or obsolescence.

EXHIBIT "A"

<u>Records</u>	<u>Dates</u>	<u>Retention Period</u>
Accounts Payable and Accounts Receivable	1978 – 1991	AU + 4
List of Demands	1979 – 1991	AU + 2
Purchase Orders	1979 - 1980	AU + 2
Budgets – Annual Preliminary Budget and working papers	1981 - 1991	CU + 2
Chronological Files	- 1997	CU + 2
Zoning Violations	1978 - 1985	CL + 2
Statement of Expenditures (City Clerk Reports)	1970 - 1992	