

RESOLUTION NO. 2012-218

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE
AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS RETAINED
BY THE FINANCE DEPARTMENT**

WHEREAS, on February 25, 2009, the City Council approved Resolution No. 2009-39 establishing a policy for the retention of records maintained by the Finance Department; and

WHEREAS, at the close of the 2011 calendar year, certain records became eligible for retention review and were audited by the Finance Department; and

WHEREAS, certain records, as indicated on the attached Exhibit A, have been reviewed and determining to hold no administrative or historical value; and

WHEREAS, the Director of Finance and the City Attorney have filed written consent to the destruction of the records indicated on Exhibit A.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Elk Grove that:

- 1) The records heretofore identified are no longer required; and
- 2) The Director of Finance and City Attorney having given written consent to the destruction of the records inventoried in Exhibit A, the destruction of those records is hereby authorized.

PASSED AND ADOPTED by the City Council of the City of Elk Grove this 12th day of December 2012.




GARY DAVIS, MAYOR of the
CITY OF ELK GROVE

ATTEST:



JASON LINDGREN, CITY CLERK

APPROVED AS TO FORM:



JONATHAN P. HOBBS,
CITY ATTORNEY

EXHIBIT A

**2011 LIST OF RECORDS FOR DESTRUCTION
CITY OF ELK GROVE, FINANCE DEPARTMENT**

Request to destroy, the following lists of records pursuant to City of Elk Grove Resolution No. 2009-39:

Audit Documents; Fiscal Year 2006 - 08
Allocation Reports – Interest; Fiscal Years 2005 - 08
Bank Transactions / Wires; Fiscal Years 2003 – 08
Budget Books; Fiscal Years 2006 – 08
Business Licenses – Applications / License / Renewals / Payments; Fiscal Years 2005 - 08
Cancelled / Outstanding / Voided Checks; Fiscal Years 2005 - 08
Cash Receipts / Receipt Books; Fiscal Year 2004-08
Fiscal Agent Statements; Fiscal Years 2003 – 08
Grants – EGPD; Fiscal Years 2002 – 08
Invoices/Accounts Payable; Fiscal Years 2006 - 08
Investment Advertising Documents; Fiscal Years 2006 - 08
Journal Entries; Fiscal Years 2006 - 08
Payroll Check Copies / Garnishments / Registers / Time Sheets; Fiscal Years 2006 – 08
Reconciliation Statements – Bank; Fiscal Years 2004 – 08
Reports – Measure A Papers; Fiscal Years 2004 – 08
Reports – Transit Orders; Fiscal Years 2005 - 08
Utility User Tax Invoices; Fiscal Years 2006 – 08

I certify that I have reviewed the above records and authorize their destruction.



Brad Koehn, Director of Finance and
Administrative Services

11-16-12
Date

APPROVED FOR DESTRUCTION



Jonathan Hobbs, City Attorney

11/16/12
Date

CERTIFICATION
ELK GROVE CITY COUNCIL RESOLUTION NO. 2012-218

STATE OF CALIFORNIA)
COUNTY OF SACRAMENTO) ss
CITY OF ELK GROVE)

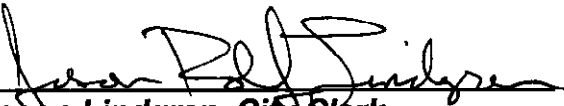
I, Jason Lindgren, City Clerk of the City of Elk Grove, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Elk Grove at a regular meeting of said Council held on December 12, 2012 by the following vote:

AYES : COUNCILMEMBERS: Davis, Detrick, Cooper, Hume

NOES: COUNCILMEMBERS: None

ABSTAIN : COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None



Jason Lindgren, City Clerk
City of Elk Grove, California