RESOLUTION NO. 13-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA, AUTHORIZING RECORDS DESTRUCTION FOR THE FINANCE DEPARTMENT OF THE CITY OF COSTA MESA PURSUANT TO ORDINANCE NO. 75-60.

THE CITY COUNCIL OF THE CITY OF COSTA MESA HEREBY RESOLVES AS FOLLOWS:

WHEREAS, the City Council adopted Ordinance No. 75-60 on the 15th day of January, 1975, which said ordinance requires the approval of the City Council by resolution for destruction of certain records; and

WHEREAS, the City Attorney's Office, pursuant to requirements of the Government Code, has examined said records to ascertain whether or not retention is legally necessary; and

WHEREAS, the City Attorney's Office has determined that destruction of said records will not adversely affect the functions of government nor impair the legal rights of the City;

NOW, THEREFORE, BE IT RESOLVED that the records listed in the attached request for records destruction for the Finance Department, are hereby authorized to be destroyed in such a manner that will not allow them to be restored or reconstituted.

PASSED AND ADOPTED this 21st day of May, 2013.

_____
James M. Righeimer, Mayor

ATTEST:

_____
Brenda Green, City Clerk

APPROVED AS TO FORM:

_____
Thomas Duarte, City Attorney

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF COSTA MESA)

I, BRENDA GREEN, City Clerk of the City of Costa Mesa, DO HEREBY CERTIFY that the above and foregoing is the original of Resolution No. 13-____ and was duly passed and adopted by the City Council of the City of Costa Mesa at a regular meeting held on the 21st day of May, 2013, by the following roll call vote, to wit:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

IN WITNESS WHEREOF, I have hereby set my hand and affixed the seal of the City of Costa Mesa this 22nd day of May, 2013.

_____
BRENDA GREEN, CITY CLERK

(SEAL)

CITY OF COSTA MESA
Records Retention Schedules

DEPT/DIV	DESCRIPTION	IMAGE	RETENTION	CODE CITATION	EXPLANATION/COMMENTS
Finance/Accounting	Warrants/Check Copies for all Bank Accounts	N	7	GC34090	June 30, 2006 and Prior
"	Warrant Legacy copy	N	5	GC34090	Fiscal Year 1995 and Prior
"	Southern California Edison Detail Sheet	N	7	GC34090	June 30, 2006 and Prior
"	Payroll Processing Report	N	7	GC34090	December 31, 2005 and Prior
"	Timesheets	N	7	GC34090	December 31, 2005 and Prior
Finance/ Treasury	Daily Summary Sheet	N	7	GC34090	December 31, 1999 and Prior
Finance/ Accounting	Orange County Fixed Guideway Agency Records	N	7	GC34090	June 30, 1996 and Prior

DEPT/DIV APPROVAL _____ CITY ATTORNEY APPROVAL _____

This document was prepared for the exclusive use of the City of Costa Mesa

Note: Litigation, complaints, and/or claims suspend normal retention periods. The retention applies upon settlement of the litigation, complaint, or claim.

CITY OF COSTA MESA
Records Retention Schedules

DEPT/DIV	DESCRIPTION	IMAGE	RETENTION	CODE CITATION	EXPLANATION/COMMENTS
Finance/Treasury	Business License Renewal Notices & New License Applications	N	5	GC34090	June 30, 2007 and Prior
"	Business Permits, Firework Stand Apps.	N	5	GC34090	June 30, 2007 and Prior
"	Invoice Requests	N	5	GC34090	June 30, 2007 and Prior
"	Deposit Stubs	N	5	GC34090	June 30, 2007 and Prior
"	Cash Receipt Records (includes city permits & remittance advices from other government agencies)	N	5	GC34090	June 30, 2007and Prior
"	Monthly Financial Reports (Investment Reports, Treasurer's & Daily Bank Reports)	N	5	GC34090	June 30, 2007 and Prior
"	Vehicle Impound Reports	N	5	GC34090	June 30, 2007 and Prior
"	Sales Tax Reports	N	5	GC34090	June 30, 2007 and Prior
"	Accounts Receivable supporting documentation	N	5	GC34090	June 30, 2007 and Prior
"	Transient Occupancy Tax records & supporting documents	N	5	GC34090	June 30, 2007 and Prior
"	Daily Register & Cash reports	N	5	GC34090	June 30, 2007 and Prior
"	SAAV Reports	N	5	GC34090	June 30, 2007 and Prior

DEPT/DIV APPROVAL_____ CITY ATTORNEY APPROVAL_____

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