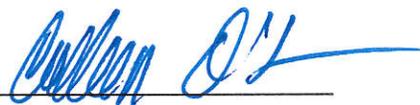


CITY OF COSTA MESA
Records Retention Schedules

DEPT/DIV	DESCRIPTION	IMAGE	RETENTION	CODE CITATION	EXPLANATION/COMMENTS
Finance/Accounting	Payroll Register	N	7	GC34090	January 2008 – December 2008
"	Payroll Deduction Report	N	7	GC34090	January 2008 – December 2008
"	AP Warrant	N	5	GC34090	July 2006 – June 2007 July 2007 – June 2008
"	Payroll Register/Deduction Register	N	7	GC34090	January 2006 – December 2006
"	Leave Summary	N	7	GC34090	January 2006 – December 2006
"	AP Warrant Vouchers	N	5	GC34090	July 2007 - June 2008 July 2008 - June 2009
"	PERS Adjustment Reports	N	7	GC34090	January 1999 - December 2001
"	PERS Reports	N	7	GC34090	January 2001 – December 2001
"	PERS Reports	N	7	GC34090	January 1999 – December 1999
"	PERS Reports	N	7	GC34090	January 1995 – December 1995
"	PERS Report	N	7	GC34090	January 1996 - December 1997

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/Accounting	PERS Report	N	7	GC34090	January 1998 – December 1998
"	Time Card Audit Entry	N	7	GC34090	January 1996 – December 1996
"	Account Distribution Report	N	7	GC34090	July 1996 – June 1997
"	Deferred Compensation Report	N	7	GC34090	January 1996 – December 1996, January 1997 – December 1997, January 1998 – December 1998
"	Gross Earnings Payroll Statistics	N	7	GC34090	January 1997 – December 1997
"	State Tax Quarterly Report	N	7	GC34090	January 1997 – December 1997
"	Timecards	N	7	GC34090	January 2006 – December 2006
"	Direct Deposits Authorization Form EE	N	7	GC34090	January 1992 - December 2004

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/Accounting	PERS Report	N	7	GC34090	January – December 1985
"	Payroll Account Distribution	N	7	GC34090	January 1993 – December 1996
"	Payroll Retirement Deduction	N	7	GC34090	January – December 1982, January – December 1984, January – December 1985, January – December 1988
"	Payroll Retirement Deduction	N	7	GC34090	January – December 1983, January - December 1992
"	State Quarterly Operating Expense Report	N	7	GC34090	July 1996 – June 1997
"	Recap Payroll Analysis Report	N	7	GC34090	January – December 1993, January – December 1995
"	Deferred Compensation Report	N	7	GC34090	January – December 1993, January – December 1996
"	Costa Mesa Retirement Plan Report	N	7	GC34090	January – December 1993, January – December 1990, January - December 1986, January – December 1991, January – December 1995, January – December 1988, January - December 1987, January – December 1981, January – December 1994, January – December 1989, January – December 1996

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/Accounting	Time Card Entry Edit Report	N	7	GC34090	January – December 1995, January – December 1996, January - December 1988
"	Retirement Deduction Report	N	7	GC34090	January – December 1989
"	Employee Association Due Report	N	7	GC34090	January – December 1993, January – December 1996
"	Payroll Master File	N	7	GC34090	January 1995 - December 1996
"	Overtime Charge Analysis	N	7	GC34090	January – December 1996
"	Fringe Benefit Summary	N	7	GC34090	January 1994– December 1995
"	Fed and State Tax	N	7	GC34090	January 1997 – December 1998
"	Payroll Processing Report	N	7	GC34090	January 2007- December 2008
"	PERS Report	N	7	GC34090	January 2002 -December 2004
"	Payroll Garnishment Report	N	7	GC34090	January 1994 – December 2001

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
"	Warehouse Requisitions	N	5	GC34090	July 2003 – June 2004
"	Warehouse Requisitions	N	5	GC34090	July 2004 – June 2005
"	Warehouse Requisitions	N	5	GC34090	July 2002 – June 2003
"	Warehouse Requisitions	N	5	GC34090	July 2005 – June 2006
"	Inventory Transaction Register Report	N	5	GC34090	July 2003 – June 2004
"	Inventory Transaction Register Report	N	5	GC34090	July 2004 – June 2005
"	Warehouse Invoices (Various Vendors)	N	5	GC34090	July 2001- June 2008

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/Accounting	PERS Senior Benefits	N	7	GC34090	January 1995 – December 1995
"	BOA ACH Reports	N	7	GC34090	January 2005 – December 2005
"	PERS Report	N	7	GC34090	January 1986 – December 1993
"	PERS Report	N	7	GC34090	January 1987 - December 1990
"	PERS Report	N	7	GC34090	January 1984 – December 1991
"	PERS Report	N	7	GC34090	January 1981 – December 1981
"	PERS Report	N	7	GC34090	January 1983 – December 1986
"	PERS Report	N	7	GC34090	January 1982 – December 1982
"	PERS Report	N	7	GC34090	January 1980– December 1980
"	PERS Report	N	7	GC34090	January 1986 – December 1986

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	Bankruptcy Notices sent to Treasury	N	5	GC34090	June 30, 2007 and Prior
"	Non-profit Organization Solicitation Permit Apps. and documents submitted	N	5	GC34090	June 30, 2007 and Prior
"	Invoice Requests	N	5	GC34090	June 30, 2007 and Prior
"	Firework Stands Permit Apps. and documents submitted	N	5	GC34090	June 30, 2007 and Prior
"	Transient Occupancy Tax records & supporting documents	N	5	GC34090	June 30, 2007 and Prior
"	Reports/copies with confidential information (e.g. copy of business license application, sales tax info, etc.)	N	5	GC34090	June 30, 2007 and Prior
"	Orange County Bankruptcy Files (investments held by the City at that time)	N	5	GC34090	2004 and Prior

DEPT/DIV APPROVAL 

CITY ATTORNEY APPROVAL 