

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

RESOLUTION NO. R-26-16

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF COLTON AUTHORIZING THE
DESTRUCTION OF CERTAIN OBSOLETE RECORDS**

WHEREAS, on March 17, 2009, the City Council adopted Resolution No. R-09-09 which established the City of Colton Records Retention and Destruction Policy" ("the Policy"); and

WHEREAS, the Policy complies with all requirements of Government Code section 34090 et seq. for destruction of obsolete records; and

WHEREAS, the Policy requires that City staff must receive approval from the City Council by resolution and written consent from the City Attorney before destroying any obsolete City records; and

WHEREAS, City staff has gathered a number of records which have reached or exceeded the legally required retention period for such records and which are no longer needed by the City; and

WHEREAS, in accordance with the Policy, this Resolution is presented to the City Council for approval to destroy obsolete City records.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1. The City records, documents, instruments, books or papers which are generally described and listed in Exhibit A," attached hereto and incorporated herein by reference, have reached or exceeded the legally required retention periods and are no longer required to be retained by the City:

- (1) City Clerk Department Records
- (2) Finance Department Records
- (3) Customer Service Department Records
- (4) Human Resources Department Records
- (5) Police Department Records
- (6) Economic Development (RDA)
- (7) Community Services Department Records

SECTION 2. In accordance with the Policy and the requirements of Government Code section 34090 et seq., the City Council hereby authorizes the City Clerk to destroy the above described City records without making a copy thereof.

SECTION 3. The City Attorney's signature on this Resolution constitutes written consent, as required by the Policy and Government Code section 34090, for the destruction of the above described City records.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

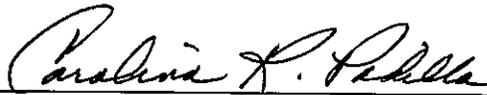
SECTION 4. This Resolution shall become effective upon its adoption.

PASSED, APPROVED AND ADOPTED this 19th day of April, 2016.



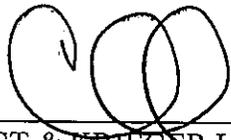
RICHARD A. DELAROSA
Mayor

ATTEST:



CAROLINA R. PADILLA
City Clerk

APPROVED:



BEST BEST & KRIEGER LLP
City Attorney

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

EXHIBIT "A"

Requests for Destruction of Obsolete Records

- City Clerk Department Records
- Finance Department Records
- Customer Service Department Records
- Human Resources Department Records
- Police Department Records
- Economic Development (RDA)
- Community Services Department Records

[Memos attached]

CITY OF COLTON

Request for Destruction of Obsolete Records

I am requesting approval to destroy records listed below:

Sabdi Sanchez, Chief Deputy City Clerk

3/24/16

Date

BOX#	DESCRIPTION	DEPARTMENT	DESTRUCTION YEAR
778	Miscellaneous staff reports for 1993 and 1997	City Clerk	1999
823	Agenda packets 2011	City Clerk	2014
824	Agenda packets 2011	City Clerk	2014
825	Agenda packets 2012	City Clerk	2015
826	Agenda packets 2012	City Clerk	2015

(If additional space is needed to describe records, please attach additional pages)

APPROVED

City Attorney

4/5/16

Date

The obsolete records described above were approved by the City Council for destruction on:

Date: April 19, 2016

Resolution No. R-26-16

The obsolete records described above were destroyed under my supervision using the following method:

Shredding Burning Other(specify method)

I certify that such destruction meets the requirements of the City's Records Retention and Destruction Policy and all applicable requirements of State and Federal Law.

Sabdi Sanchez, Chief Deputy City Clerk

5/23/16

Date

CITY OF COLTON

INTEROFFICE MEMORANDUM

TO:	Deb Farrar, Community Services Director (Acting)
FROM:	Sabdi Sanchez, Chief Deputy City Clerk
SUBJECT:	Destruction of Obsolete Records
DATE:	March 23, 2016

In accordance with the City of Colton Records Retention and Destruction Policy approved by the City Council on March 17, 2009 (Resolution No. R-09-09), the City records, documents, instruments, books or papers described and listed on the attached, have reached or exceeded the legally required retention periods and are no longer required to be retained by the City.

Please review and sign below to approve the destruction of the records listed on the attached.



Deb Farrar, Community Services Director (Acting)

23 March 2016

Date

APPROVED



Best, Best & Krieger, City Attorney

4/5/16

Date

The obsolete records on the attached pages were approved by the City Council for destruction on:

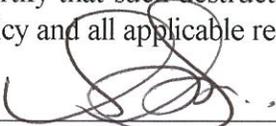
Date: April 19, 2016

Resolution No. R-26-16

The obsolete records on the attached pages were destroyed under my supervision using the following method:

Shredding Burning Other (specify method)

I certify that such destruction meets the requirements of the City's Records Retention and Destruction Policy and all applicable requirements of State and Federal law.



Sabdi Sanchez, Chief Deputy City Clerk

5/23/16

Date

BOX #	BOX CONTENTS DESCRIPTION	DEPARTMENT	DESTRUCTION YEAR
370	Latchkey/State Pre School	Community Services	2011
371	Latchkey Children Drop Files	Community Services	2011
372	Latchkey FY 2005-2006 Billing/Invoices	Community Services	2011
373	Latchkey FY 2004-2005 Childre Drop Files	Community Services	2011
374	Latchkey FY 2005-2006 Billing/Invoices	Community Services	2011
375	Latchkey/ State Pre- School FY 2005-2006 Auth for checks, staff leave reports, facility log	Community Services	2011
376	Latchkey/ State Pre-School Site	Community Services	2011
377	Latchkey FY 2005-2006 Children Drop Files	Community Services	2011
378	Latchkey FY 2005-2006 Children Timesheets	Community Services	2011
379	Latchkey 2005-2006 Batch out, change of notice, billing invoices 2004-2005, attendance reports	Community Services	2011
380	Latchkey/State Pre School FY 2005-2006 9500 state reports	Community Services	2011
381	Latchkey FY 2005-06 Children Drop Files	Community Services	2011
382	Latchkey FY 2005-06 Children Drop Files	Community Services	2011
383	State Pre-School enrollment FY 2005-06	Community Services	2011
384	Sierra Vista Files FY 2005-06	Community Services	2011
385	Pre-School Children files FY 07-08	Community Services	2013
386	Childhood Education, Auth of payrol, employee leave summary report, facility request, budget report, employee timesheet	Community Services	2013
387	Childcare session portfolios FY 07--08	Community Services	2013
388	Childcare Cooley Ranch 07-08	Community Services	2013
389	Childcare FY 07-08 AM portfolios	Community Services	2013
390	Childcare FY 06-07 SV Drop's & Data	Community Services	2013
391	Wilson 07-08 Drop-R	Community Services	2013
392	Latchkey FY 07-08 Batch out, receipts, deposits	Community Services	2013
393	Latchkey/Pre-School- Attendance & fiscal reports	Community Services	2013
394	Latchkey- children's files FY 07-08	Community Services	2013
395	Latchkey/PreSchool Account Payables FY 07-08	Community Services	2013
396	Latchkey- children's files FY 07-08	Community Services	2013
397	Latchkey- site monthly reports FY 07-08	Community Services	2013
398	Latchkey- Billing books FY 07-08	Community Services	2013
399	Preschool children files FY 07-08	Community Services	2013
400	Latchkey children files FY 07-08	Community Services	2013
450	Latchkey Drops A-G	Community Services	2014
451	Latchkey/Preschool/Tiny Tots FY 08-09 - Staff timesheets, employee leave summary report, expenditure status report, facility requests, authorization for payroll	Community Services	2014
784	Latchkey Drops G_M	Community Services	2014
785	Latchkey Drops	Community Services	2014

786	Latchkey/Pre School Site Monthly documentation of paperwork	Community Services	2014
787	Latchkey Children timecards	Community Services	2013
788	Latchkey Drops R-Z	Community Services	2014
789	Lathchkey Drops M-R	Community Services	2014
790	Latchkey/Pre School State monthly reports	Community Services	2014
791	Latchkey Childrens timecards Jan-Jun	Community Services	2014
792	Latchkey Childrens timecards July-December	Community Services	2014
793	Latchkey Billing books, drops books	Community Services	2014
794	Latchkey Drops	Community Services	2014
795	Pre Schol/Tiny Tots - Accounts Payable	Community Services	2014
796	Latchkey- receipts, batch outs, billing information, O.C.C.C., Attendance reports, 801-A reports	Community Services	2014
797	Latchkey Accounts payable	Community Services	2014
813	Sierra Vista Preschool AM Portfolios FY08-09	Services/Childcare	
814	Child files AM FY08-09	Services/Childcare	
815	Child files PM FY08-09	Services/Childcare	
816	Sierra Vista Preschool PM Portfolios FY08-09	Services/Childcare	
817	Childcare miscellaneous files ranging from 2004-2013	Services/Childcare	
818	Children's timesheets Jul 2003 - Feb 2004 FY03-04	Services/Childcare	
827	Latchkey children timesheets continued FY05-06	Services/Childcare	2011
828	Sierrra Vista Preschool AM/PM files FY 08-09	Services/Childcare	
829	Latchkey dropped files 05-06, Collections 05-06, Eligibility waiting list	Community Services/Childcare	2011
830-855	Variety of documents from Recreation and ECE such as registration forms, permission forms, financial data and insurance documents	Community Services/Childcare	

TOTAL BOXES = 81

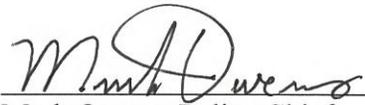
CITY OF COLTON

INTEROFFICE MEMORANDUM

TO:	Mark Owens, Police Chief
FROM:	Sabdi Sanchez, Chief Deputy City Clerk 
SUBJECT:	Destruction of Obsolete Records
DATE:	March 23, 2016

In accordance with the City of Colton Records Retention and Destruction Policy approved by the City Council on March 17, 2009 (Resolution No. R-09-09), the City records, documents, instruments, books or papers described and listed on the attached, have reached or exceeded the legally required retention periods and are no longer required to be retained by the City.

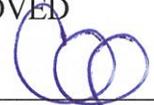
Please review and sign below to approve the destruction of the records listed on the attached.



Mark Owens, Police Chief

3-24-16

Date

APPROVED


Best, Best & Krieger, City Attorney

4/5/16

Date

The obsolete records on the attached pages were approved by the City Council for destruction on:

Date: April 19, 2016

Resolution No. R-26-16

The obsolete records on the attached pages were destroyed under my supervision using the following method:

Shredding Burning Other (specify method)

I certify that such destruction meets the requirements of the City's Records Retention and Destruction Policy and all applicable requirements of State and Federal law.



Sabdi Sanchez, Chief Deputy City Clerk

5/23/16

Date

BOX #	BOX CONTENTS DESCRIPTION	DEPARTMENT	DESTRUCTION YEAR
749	Police reports 910505610-910505950	Police	2012
750	Police reports 910507851-910508210	Police	2012
751	Police reports 910506715-910507138	Police	2012
752	Police reports 910508918-910509292	Police	2012
753	Police reports 910507138-910507538	Police	2012
754	Police reports 910514916-910515189	Police	2012
755	Police reports 910512336-910512690	Police	2012
756	Police reports 910511122-910511550	Police	2012
757	Police reports 910512691-910513098	Police	2012
758	Police reports 910513490-910513859	Police	2012
759	Police reports 910508531-910508917	Police	2012
760	Police reports 910511551-910511949	Police	2012
761	Police reports 910510456-910510770	Police	2012
762	Police reports 910513861-910514242	Police	2012
763	Police reports 910505284-910505609	Police	2012
764	Police reports 910513100-910513489	Police	2012
765	Police reports 910510035-910510455	Police	2012
766	Police reports 910510771-910511121	Police	2012
767	Police reports 910504932-910505283	Police	2012
768	Police reports 910505951-910506359	Police	2012
769	Police reports 910507539-910507850	Police	2012
770	Police reports 910509661-910510034	Police	2012
771	Police reports 910514244-910514580	Police	2012
772	Police reports 910108211-910508530	Police	2012
773	Police reports 910514581-910515915	Police	2012
774	Police reports 910511950-910512335	Police	2012
776	Police reports 910506360-910506713	Police	2012
777	Police reports 910509293-910509660	Police	2012

TOTAL BOXES = 28

CITY OF COLTON

INTEROFFICE MEMORANDUM

TO:	David Kolk, Electric Utility Director
FROM:	Sabdi Sanchez, Chief Deputy City Clerk 
SUBJECT:	Destruction of Obsolete Records
DATE:	March 23, 2016

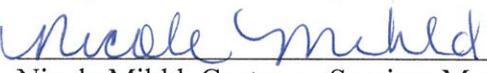
In accordance with the City of Colton Records Retention and Destruction Policy approved by the City Council on March 17, 2009 (Resolution No. R-09-09), the City records, documents, instruments, books or papers described and listed on the attached, have reached or exceeded the legally required retention periods and are no longer required to be retained by the City.

Please review and sign below to approve the destruction of the records listed on the attached.



David Kolk, Electric Utility Director

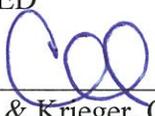
Date



Nicole Mihld, Customer Services Manager

3-24-16

Date

APPROVED


Best, Best & Krieger, City Attorney

4/5/16

Date

The obsolete records on the attached pages were approved by the City Council for destruction on:

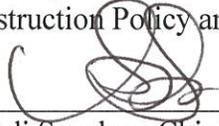
Date: April 29, 2016

Resolution No. R-26-16

The obsolete records on the attached pages were destroyed under my supervision using the following method:

Shredding Burning Other (specify method)

I certify that such destruction meets the requirements of the City's Records Retention and Destruction Policy and all applicable requirements of State and Federal law.



Sabdi Sanchez, Chief Deputy City Clerk

5/23/16

Date

BOX #	BOX CONTENTS DESCRIPTION	DEPARTMENT	DESTRUCTION YEAR
421	Payment stubs Jan 2 - Jan 4 2006, 12/18/2006 - 12/21/2006	Customer Service	2013
422	1/30/07 - 1/31/07, 1/8/07 - 1/10/07, 10/25/06 - 10/30/06	Customer Service	2013
423	Payment stubs 1/18/07-1/22/07, 2/21/07-2/26/07	Customer Service	2013
424	Payment stubs 2/5/07-2/7/07, 2/1/07-2/5/07, 12/7/06-12/21/06	Customer Service	2013
425	Payment stubs 3/1/07-3/5/07, 4/25/07-4/30/07, 2/28-07	Customer Service	2013
426	Payment stubs 10/13/06-10/17/06, 12/21/06-12/27/06	Customer Service	2013
427	payment stubs 1/10/07-1/16/07, 2/7/07-2/9/07	Customer Service	2013
428	Payment stubs 11/28/06-12/1/06, 9/9/06-9/18/06	Customer Service	2013
429	Payment stubs 10/23/06, 10/24/06-10/25/06, 11/08-09/06, 11/07/06-11/08/06	Customer Service	2013
430	Payment stubs 11/06/06-11/14/06, 2/26/07-2/27/07	Customer Service	2013
431	Payment stubs 1/22/07, 1/25/07, 5/24/07-5/30/07, 3/15/07-3/21/07	Customer Service	2013
432	Payment stubs 6/7/07-6/11/07, 6/5/07-6/7/07, 3/1/07-3/5/07	Customer Service	2013
433	Payment stubs 2/21/07-2/26/07, 12/14/06-12/18/06, 2/12/07-2/13/07	Customer Service	2013
434	12/12-12/13/06 payment stubs, 10/11-10/12/06 ,	Customer Service	
435	payment stubs 7/14-7/23/08	Customer Service	
461	payment stubs 1/24/07-1/29/07 and 4/23-4/25/07 and 5/1-5/3/07	Customer Service	2013
462	payment stubs 3/15-3/21/07, 5/4-5/8/07	Customer Service	2013
463	payment stubs 4/2-4/3/07, 3/27-3/30/07 and 6/25-6/27/07	Customer Service	2013
464	payment stubs 4/23-4/25/07, 6/12-6/19/07	Customer Service	2013
465	payment stubs 1/16-1/18/07, 3/7-3/12/07, 4/5-4/10/07	Customer Service	2013
466	payment stubs 3/30, 4/5-10/07, 4/12-4/17/07	Customer Service	
467	payment stubs 3/5-37/07, 4/10-13/07, 5/17-5/22/07	Customer Service	
468	payment stubs 3/12/07, 5/22-25/07	Customer Service	

469	payment stubs 4/17-20/07, 5/14-5/16/07	Customer Service	
470	payment stubs 5/22/07, 12/4/06 to 12/6/06, 6/15/6/22/07	Customer Service	
474	Payment stubs 11/30/09-12/1/09	Customer Service	2015
475	Payment stubs 11/19/09-11/25/09	Customer Service	2015
476	Payment stubs 2009	Customer Service	2015
477	payment stubs 6/24/09-6/29/09	customer service	2012
478	Payment stubs 2009	Customer Service	2015
479	payment stubs 7/30/09-8/4/09	Customer Service	2015
480	payment stubs 11/20/06-11/21/06	customer service	2012
481	payment stubs 1/4/09-1/8/09	customer service	2012
482	Payment Stubs 2009	Customer Service	2015
483	payment stubs 8/17/09-8/20/09	customer service	2012
484	payment stubs 6/29/09-7/2/09	customer service	2012
485	payment stubs 5/9/07-5/14-07	customer service	2012
486	payment stubs 3/26/07-3/28/07	customer service	2012
487	payment stubs 3/21/07-3/23/07	customer service	2012
488	Payment Stubs 2009	Customer Service	2015
489	payment stubs 7/9/09-7/14/09	customer service	2013
490	payment stubs 10/30/06-11/1/06	customer service	2012
491	payment stubs 10/18/06-10/23/06	customer service	2012
492	payment stubs 8/9/06-8/14/06	customer service	2012
495	Payment stubs 2006 - 2009	customer service	2015
496	Payment stubs 2006 - 2009	customer service	2015
497	Payment stubs 2006 - 2009	customer service	2015

498	Payment stubs 2006 - 2009	customer service	2015
499	Payment stubs 2006 - 2009	customer service	2015
500	Payment stubs 2006 - 2009	customer service	2015
501	Payment stubs 2006 - 2009	customer service	2015
502	Payment stubs 2006 - 2009	customer service	2015
503	Payment stubs 2006 - 2009	customer service	2015
504	Payment stubs 2006 - 2009	customer service	2015
505	Payment stubs 2006 - 2009	customer service	2015
506	Payment stubs 2006 - 2009	customer service	2015
507	Payment stubs 2006 - 2009	customer service	2015
508	Payment stubs 2006 - 2009	customer service	2015
509	Payment stubs 2006 - 2009	customer service	2015
510	Payment stubs 2006 - 2009	customer service	2015
511	Payment stubs 2006 - 2009	customer service	2015
512	Payment stubs 2006 - 2009	customer service	2015
513	Payment stubs 2006 - 2009	customer service	2015
514	Payment stubs 2006 - 2009	customer service	2015
515	Payment stubs 2006 - 2009	customer service	2015
516	Payment stubs 2006 - 2009	customer service	2015
517	Payment stubs 2006 - 2009	customer service	2015
518	Payment stubs 2006 - 2009	customer service	2015
519	Payment stubs 2006 - 2009	customer service	2015
520	Payment stubs 2006 - 2009	customer service	2015
521	Payment stubs 2006 - 2009	customer service	2015

522	Payment stubs 2006 - 2009	customer service	2015
523	Payment stubs 2006 - 2009	customer service	2015
524	Payment stubs 2006 - 2009	customer service	2015
525	Payment stubs 2006 - 2009	customer service	2015
526	Payment stubs 2006 - 2009	customer service	2015
527	Payment stubs 2006 - 2009	customer service	2015
528	Payment stubs 2006 - 2009	customer service	2015
529	Payment stubs 2006 - 2009	customer service	2015
530	Payment stubs 2006 - 2009	customer service	2015
531	Payment stubs 2006 - 2009	customer service	2015
532	Payment stubs 2006 - 2009	customer service	2015
533	Payment stubs 2006 - 2009	customer service	2015
534	Payment stubs 2006 - 2009	customer service	2015
535	Payment stubs 2006 - 2009	customer service	2015
536	Payment stubs 2006 - 2009	customer service	2015
537	Payment stubs 2006 - 2009	customer service	2015
538	Payment stubs 2006 - 2009	customer service	2015
539	Payment stubs 2006 - 2009	customer service	2015
540	Payment stubs 2006 - 2009	customer service	2015
541	Payment stubs 2006 - 2009	customer service	2015
542	Payment stubs 2006 - 2009	customer service	2015
543	Payment stubs 2006 - 2009	customer service	2015
544	Payment stubs 2006 - 2009	customer service	2015
545	Payment stubs 2006 - 2009	customer service	2015

546	Payment stubs 2006 - 2009	customer service	2015
547	Payment stubs 2006 - 2009	customer service	2015
548	Payment stubs 2006 - 2009	customer service	2015
549	Payment stubs 2006 - 2009	customer service	2015
550	Payment stubs 2006 - 2009	customer service	2015
551	Payment stubs 2006 - 2009	customer service	2015
552	Payment stubs 2006 - 2009	customer service	2015
553	Payment stubs 2006 - 2009	customer service	2015
554	Payment stubs 2006 - 2009	customer service	2015
555	Payment stubs 2006 - 2009	customer service	2015
556	Payment stubs 2006 - 2009	customer service	2015
557	Payment stubs 2006 - 2009	customer service	2015
558	Payment stubs 2006 - 2009	customer service	2015
559	Payment stubs 2006 - 2009	customer service	2015
560	Payment stubs 2006 - 2009	customer service	2015
561	Payment stubs 2006 - 2009	customer service	2015
562	Payment stubs 2006 - 2009	customer service	2015
563	Payment stubs 2006 - 2009	customer service	2015
564	Payment stubs 2006 - 2009	customer service	2015
565	Payment stubs 2006 - 2009	customer service	2015
566	Payment stubs 2006 - 2009	customer service	2015
567	Payment stubs 2006 - 2009	customer service	2015
568	Payment stubs 2006 - 2009	customer service	2015
569	Payment stubs 2006 - 2009	customer service	2015

570	Payment stubs 2006 - 2009	customer service	2015
571	Payment stubs 2006 - 2009	customer service	2015
572	Payment stubs 2006 - 2009	customer service	2015
573	Payment stubs 2006 - 2009	customer service	2015
574	Payment stubs 2006 - 2009	customer service	2015
575	Payment stubs 2006 - 2009	customer service	2015
576	Payment stubs 2006 - 2009	customer service	2015
577	Payment stubs 2006 - 2009	customer service	2015
578	Payment stubs 2006 - 2009	customer service	2015
579	Payment stubs 2006 - 2009	customer service	2015
580	Payment stubs 2006 - 2009	customer service	2015
581	Payment stubs 2006 - 2009	customer service	2015
582	Payment stubs 2006 - 2009	customer service	2015
583	Payment stubs 2006 - 2009	customer service	2015
584	Payment stubs 2006 - 2009	customer service	2015
585	Payment stubs 2006 - 2009	customer service	2015
586	Payment stubs 2006 - 2009	customer service	2015
587	Payment stubs 2006 - 2009	customer service	2015
588	Payment stubs 2006 - 2009	customer service	2015
589	Payment stubs 2006 - 2009	customer service	2015
590	Payment stubs 2006 - 2009	customer service	2015
591	Payment stubs 2006 - 2009	customer service	2015
592	Payment stubs 2006 - 2009	customer service	2015
593	Payment stubs 2006 - 2009	customer service	2015

594	Payment stubs 2006 - 2009	customer service	2015
595	Payment stubs 2006 - 2009	customer service	2015
596	Payment stubs 2006 - 2009	customer service	2015
597	Payment stubs 2006 - 2009	customer service	2015
598	Payment stubs 2006 - 2009	customer service	2015
599	Payment stubs 2006 - 2009	customer service	2015
600	Payment stubs 2006 - 2009	customer service	2015
601	Payment stubs 2006 - 2009	customer service	2015
602	Payment stubs 2006 - 2009	customer service	2015
NO BOX NUMBER	133 payment stubs FOR 06-09	Customer Service	

TOTAL BOXES = 284

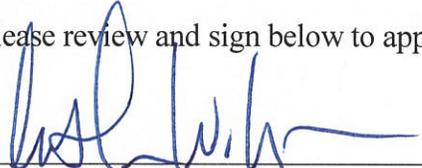
CITY OF COLTON

INTEROFFICE MEMORANDUM

TO:	Arthur Morgan, Economic Development Manager
FROM:	Sabdi Sanchez, Chief Deputy City Clerk 
SUBJECT:	Destruction of Obsolete Records
DATE:	March 23, 2016

In accordance with the City of Colton Records Retention and Destruction Policy approved by the City Council on March 17, 2009 (Resolution No. R-09-09), the City records, documents, instruments, books or papers described and listed on the attached, have reached or exceeded the legally required retention periods and are no longer required to be retained by the City.

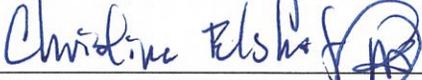
Please review and sign below to approve the destruction of the records listed on the attached.



 Arthur Morgan, Economic Development Manager

March 24, 2016

 Date



 Christina Elshof, Project Manager II

 Date

APPROVED



 Best, Best & Krieger, City Attorney

4/5/16

 Date

The obsolete records on the attached pages were approved by the City Council for destruction on:

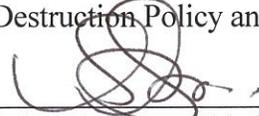
Date: April 19, 2016

Resolution No. R-26-16

The obsolete records on the attached pages were destroyed under my supervision using the following method:

Shredding Burning Other (specify method)

I certify that such destruction meets the requirements of the City's Records Retention and Destruction Policy and all applicable requirements of State and Federal law.



 Sabdi Sanchez, Chief Deputy City Clerk

5/23/16

 Date

BOX #	BOX CONTENTS DESCRIPTION	DEPARTMENT	DESTRUCTION YEAR
471	RDA Trustee Recons FY 09-10	RDA	2015
472	RDA Trustee Recons FY 06-07	RDA	2012
473	CFD Trustee Recons, CFD Bank statements FY 09-10, CFD Willdan Annual Report 2008-2010	RDA	2015
676	RDA Trustee Recons FY08	RDA	2013

TOTAL BOXES = 4

CITY OF COLTON

INTEROFFICE MEMORANDUM

RECEIVED
HUMAN RESOURCES
2016 MAR 28 AM 10:42
CITY OF COLTON

TO: Anita Agramonte, Finance Director

FROM: Sabdi Sanchez, Chief Deputy City Clerk 

SUBJECT: Destruction of Obsolete Records

DATE: March 23, 2016

In accordance with the City of Colton Records Retention and Destruction Policy approved by the City Council on March 17, 2009 (Resolution No. R-09-09), the City records, documents, instruments, books or papers described and listed on the attached, have reached or exceeded the legally required retention periods and are no longer required to be retained by the City.

Please review and sign below to approve the destruction of the records listed on the attached.



Anita Agramonte, Finance Director

3/31/16

Date



Ted Cooper, Human Resources Manager

4 Apr 16

Date

APPROVED


Best, Best & Krieger, City Attorney

4/5/16

Date

The obsolete records on the attached pages were approved by the City Council for destruction on:

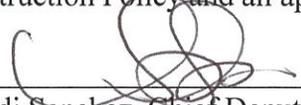
Date: April 19, 2016

Resolution No. R-26-16

The obsolete records on the attached pages were destroyed under my supervision using the following method:

Shredding Burning Other (specify method)

I certify that such destruction meets the requirements of the City's Records Retention and Destruction Policy and all applicable requirements of State and Federal law.



Sabdi Sanchez, Chief Deputy City Clerk

5/23/16

Date

BOX #	BOX CONTENTS DESCRIPTION	DEPARTMENT	DESTRUCTION YEAR
401	Recruitment Files	HR	2012
402	Recruitment Files	HR	2012
403	Recruitment Files	HR	2012
404	Recruitment Files	HR	2012
405	Recruitment Files	HR	2012
406	Recruitment Files	HR	2012
407	Recruitment Files	HR	2012
408	Recruitment Files	HR	2012
409	Recruitment Files	HR	2012
410	Recruitment Files	HR	2012
411	Recruitment Files	HR	2012
412	Recruitment Files	HR	2012
413	Recruitment Files	HR	2012
414	Employee Files - Kreske, Johnathan, Lee Tie, Lizarde Laura, Lopez Nicomedes, Malgra David, Medina Junior, Mendoza Johnathan, Montez aka Esparza R, Morales Carlos, Moran Heather, Morgan Elizabeth, Ochiqui Javier, Ortega Erica, Palomino Jr. Francisco, Smith Imelda, Stone Riann, Tusant Christopher P,	HR	2013
415	Recruitment Files	HR	2012
416	Recruitment Files	HR	2012
417	Recruitment Files	HR	2012
418	Recruitment Files	HR	2012
419	Recruitment Files	HR	2012
420	Recruitment Files	HR	2012
493	MOUs and Negotiations 2004 Set 2	HR	2007
494	MOUs and Negotiations 2004 Set 1	HR	2007
603	General Liability claims 2001	HR	2011
708	Recruitment files FY08-09	HR	2011
738	Pre-employment I9 documents	HR	2013
741	Pre-employment EDD records	HR	2013
746	Personnel files A-M 2007	HR	2009
747	Recruitment files 2010	HR	2013
811	Employee documents	HR	2009

TOTAL BOXES = 29

CITY OF COLTON

INTEROFFICE MEMORANDUM

TO:	Anita Agramonte, Finance Director
FROM:	Sabdi Sanchez, Chief Deputy City Clerk 
SUBJECT:	Destruction of Obsolete Records
DATE:	March 23, 2016

In accordance with the City of Colton Records Retention and Destruction Policy approved by the City Council on March 17, 2009 (Resolution No. R-09-09), the City records, documents, instruments, books or papers described and listed on the attached, have reached or exceeded the legally required retention periods and are no longer required to be retained by the City.

Please review and sign below to approve the destruction of the records listed on the attached.



Anita Agramonte, Finance Director

4/4/16

Date

APPROVED


Best, Best & Krieger, City Attorney

4/5/16

Date

The obsolete records on the attached pages were approved by the City Council for destruction on:

Date: April 19, 2016

Resolution No. R-26-16

The obsolete records on the attached pages were destroyed under my supervision using the following method:

Shredding Burning Other (specify method)

I certify that such destruction meets the requirements of the City's Records Retention and Destruction Policy and all applicable requirements of State and Federal law.



Sabdi Sanchez, Chief Deputy City Clerk

5/23/16

Date

BOX #	BOX CONTENTS DESCRIPTION	DEPARTMENT	DESTRUCTION YEAR
436	Finance FY 2009-2010 UUT	Finance	2015
437	FY 2009-2010 Revenue	Finance	2015
438	Vendor files 45540-46665	Finance	2013
439	vendor files 38079-43438	Finance	2014
440	vendor files BBK 001527 FY 09-10	Finance	2014
441	vendor files 43520-45536 FY 09-10	Finance	2014
442	vendor files 904-3071 FY09-10	Finance	2014
443	vendor files 205-ATT Pacific Alarm, 234-Squires FY 09-10	Finance	2014
444	vendor files 2823-16-765 FY 09-10	Finance	2014
445	vendor files 3079-3817 FY 09-10	Finance	2014
446	vendor files Sprint and Arrowhead Water FY 09-10	Finance	2014
447	vendor files 16809-25906 FY 09-10	Finance	2014
448	vendor files 48506-49474 FY 08-09	Finance	2013
449	vendor files 44956, 45027 and 45033	Finance	2013
452	Finance FY 08-09 cash receipts revenue 10/21/08-11/3/08	Finance	2014
453	cash receipts FY 09-10 cash receipts 11/5/09-11/19/09	Finance	2015
454	FY 09-10 cash receipts 11/23/09-12/03/09	Finance	2015
455	vendor files 26131-38036 FY09-10	Finance	2014
456	FY 09-10 cash receipts 12/7/09-12/17-09	Finance	2015
457	vendor files 110-681 FY 09-10	Finance	2014
604	Cash receipts 6/8-09 - 6/10/09 FY 08-09	Finance	2014
605	Cash receipts 3/9/09 - 3/16/09 FY 08-09	Finance	2014
606	Cash receipts 8/28/08-9/10/08 FY08-09	Finance	2014
608	Cash receipts 8/6/08-8/15/08 FY 08-09	Finance	2014
609	Cash receipts 8/18/08-8/27/08 FY 08-09	Finance	2014
610	Cash receipts 7/14/08-7/23/08 FY08-09	Finance	2014
611	Cash receipts revenue 11/4/08-11/14/08 FY08-09	Finance	2014
612	Cash receipts 3/17/09-3/26/09 FY08-09	Finance	2014
613	Cash receipts revenue 12/1/08-12/10/08 FY08-09	Finance	2014
614	Vendor files 46028 FY09-10	Finance	2014
615	vendor files 92931 FY09-10	Finance	2014
616	cash receipts revenue 1/13/09-1/26/09 FY08-09	Finance	2014
617	vendor files 92675-92995, Accounts Payable FY 08-09	Finance	2013
618	vendor files 92585-92572 accounts payable FY 08-09	Finance	2013
619	cash receipts 7/1/08-7/11/08 FY08-09	Finance	2014
620	accounts payable FY08-09 - 93122-93395	Finance	2014
621	cash receipts revenue 12/28/-08-1/12/09 FY 08-09	Finance	2014
622	cash receipts 3/27/09-4/13/09 FY08-09	Finance	2014
623	AP FY 08-09 vendor files 92998-93121	Finance	2013
625	vendor files 157, 160, 41081 FY09-10	Finance	2014
626	vendor files 1527 FY09-10	Finance	2014
627	vendor files 45098 FY09-10	Finance	2014
628	revenue FY09-10	Finance	2015
629	UUT FY08-09	Finance	2014
630	cash receipts 7/24/08-08/05/08 FY08-09	Finance	2014
631	revenues FY08-09	Finance	2014

632	vendor files 46028 FY09-10	Finance	2014
633	cash receipts revenue 9/24/08-10/6/08 FY08-09	Finance	2015
634	cash receipts 10/7/08-10/20/08 FY08-09	Finance	2014
635	cash receipts revenue 11/17/08-11/26/08 FY08-09	Finance	2014
636	cash receipts 9/11/08-9/23/08 FY08-09	Finance	2014
637	Payroll 10/24/04, 11/5/04, 11/19/04,	Finance	2000
638	9/10/04, 9/24/04, 10/8/04 Payroll	Finance	2000
639	PERS Retirement 2006, Standard Insurance 2006	Finance/Payroll	2012
640	State and Federal Taxes July-Dec 2005, Direct Deposit ICMA July-Dec 2005, Direct Dep ICMA Aug 04 - June 05	Finance/Payroll	2011
641	Timesheets, report, backup May 12, 2000, May 26, 2000	Finance/Payroll	2006
642	Vendor files 80918-92164 FY08-09	finance	2013
643	vendor files 92166-92322 FY08-09	finance	2013
645	Lincoln PERS Retirement FY05	Finance	2011
646	PPE 3/17/2000 Reports	Finance/Payroll	2006
647	vendor files 1527 Box 2 of 3 FY08-09	Finance	2013
648	AP FY 05-06	Finance	2011
649	PERS 03-04	Finance	2000
650	PERS FY99-2000	Finance	2006
651	Final checklisting computer loans, benesyst retirees, benesyst active, void checks, lincoln financial, direct deposit, ICMA Jan-June	Finance/Payroll	2012
652	cash receipts 1/5-12/04	Finance	2009
653	State Street 04, Lincoln deferred comp 04, ICMA deferred comp 04	Finance/Payroll	2010
654	vendor files 1527 box 1 of 3 FY08-09	Finance	2013
655	vendor files 50064-50096 FY08-09	Finance	2013
656	8/9/04, 8/27/04, 8/13/04 Payroll	Finance/Payroll	2011
657	Canada Life, Delta, Health Net, Kaiser, Trans America, United Concordia, Lina, Colonial Life, Lincoln Life, ICMA, State Street Trust, Salary benefit report, education incentive rate report FY99-2000	Finance	2006
658	Calcards FY05-06, Check date May 20, 2005	Finance	2013
659	vendor files 161-224 FY08-09	Finance	2013
660	term employees A-H	Finance	2013
662	Bank statements, daily reports, balance reports July-Dec FY 05-06	Finance	2012
663	vendor files 1527 3 of 3 FY08-09	Finance	2012
664	End AR 2006 FY05-06	Finance	Jul-05
665	vendor files 230-367 FY07-08	Finance	2012
666	bank receipts Mar-Jun 2008 FY07-08	Finance	2014
667	PERS reports Jan-Dec 1990	Finance	1996
668	PERS reports Jan-Dec 1989	Finance	1995
669	Federal and State Tax Reports Jan-Jun 2004, 2003 and Jul-Dec 2003	Finance	2011
670	Accounts Receivable	Finance	2011
671	Wires FY09-10	Finance	2014
672	vendor files CBC FY08-09	Finance	2013
673	PERS Nov 1990 - Apr 1991	Finance	1997
674	Vendor files 46028 Box 3 of 4 FY08-09	Finance	2013
675	voucher list 6/6/06 and 6/28/07	Finance	2013
677	vendor files 46028 box 2 of 4 FY08-09	Finance	2013
678	vendor files 92931 box 1 of 2	finance	2013

679	vendor files 1712 and 1795 FY08-09	finance	2013
680	Calcards checkdate 12/2/05 and 1/3/06 FY05-06	Finance	2013
681	vendor files 92165 FY08-09	Finance	2013
682	voided checks FY08-09	Finance	2013
683	vendor files 41081 FY08-09	Finance	2013
684	Trustee statements	Finance	2011
685	vendor files 110-160 FY08-09	Finance	2013
686	vendor files 46028 box 4 of 4 FY08-09	Finance	2013
687	vendor files 92931 box 2 of 2 Fy08-09	Finance	2013
688	Calcard 05-06	Finance	2011
689	Trustee Statements Reconcillation and bank statements 2005	Finance	2011
690	Term employees A-H	Finance	2013
691	Trustee statements and bank statements 2005	Finance	2011
692	vendor 46028 box 1 of 4 FY 08-09	Finance	2013
693	vendor 234 FY08-09	Finance	2013
694	vendor files 45098 FY08-09	Finance	2013
695	bank reconcilliations Feb-Jun 2009 FY08-09	Finance	2015
696	cash receipts 10/7/09 - 10/21/09 FY09-10	Finance	2015
697	bank receipts Jul 08-Jan09 FY08-09	Finance	2015
698	cash receipts Sep 8-Sep21, 2009 FY09-10	Finance	2015
699	Journal entries Dec 07 - Jan 08 FY07-08	Finance	2015
700	Journal entries Apr - May 2008 FY07-08	Finance	2015
701	Journal entries Feb-March 2008 FY07-08	Finance	2015
702	Journal entries Sept-Nov 2007 FY07-08	Finance	2015
703	CBCs FY09-10	Finance	2014
704	AP vendors 45646-46044 FY08-09	Finance	2014
705	AP wires box 1 of 2 FY08-09	Finance	2013
706	AP vendor files 46062-47220 FY08-09	Finance	2013
707	AP vendor files 35315-40770 FY08-09	Finance	2013
709	Cash receipts Dec 21, 09 - Jan 5, 2010 FY09-10	Finance	2015
710	cash receipts 1/6/10-1/19/10 FY09-10	Finance	2015
711	cash receipts 1/20-2/2/10 FY09-10	Finance	2015
712	cash receipts 2/3-2/17, 2010 FY09-10	Finance	2015
713	cash receipts 2/18-3/3/2010 FY09-10	Finance	2015
714	cash receipts 3/4-3/17/2010 FY09-10	Finance	2015
715	cash receipts 6/24-6/30, 2010 FY09-10	Finance	2015
716	cash receipts 6/1-6/10, 2010 FY09-10	Finance	2015
717	cash receipts 3/18-4/1/2010 FY09-10	Finance	2015
718	cash receipts 8/24-9/3, 2009 FY09-10	Finance	2015
719	cash receipts 2/19-3/3, 2009 FY08-09	Finance	2014
720	vendor files 205, 276,1712, 1795 FY09-10	Finance	2014
721	cash receipts 7/15-7/27, 2009 FY09-10	Finance	2015
722	cash receipts 7/1-7/14, 2009 FY09-10	Finance	2015
723	cash receipts 1/27-2/5, 2009 FY08-09	Finance	2014
724	cash receipts 6/1-6/23, 2009 FY08-09	Finance	2014
726	cash receipts 8/11/09 - 8/20/09 FY09-10	Finance	2015
727	cash receipts 7/28-8/10, 2009 FY09-10	Finance	2015
728	cash receipts 6/24-6/30, 2009 FY08-09	Finance	2014

730	receipts for Centerpoint carwash FY10-11	Finance	2015
732	cash receipts 9/22-10/6, 2009 FY09-10	Finance	2015
734	Wires FY10-11	Finance	2015
735	cash receipts Feb 6-Feb 18, 2009	Finance	2015
736	AP 05-06	Finance	2000
737	Journal entries Dec 2008 and Feb 2009 FY08-09	Finance	2015
739	bank receipts Jul 07 - Feb 08 FY07-08	Finance	2014
740	vendor files 3661-3817	Finance	2013
742	AP vendors 49475-50231	Finance	2013
743	AP vendors 28103-34689 FY08-09	Finance	2013
744	bank receipts Jul-Dec 2006 FY06-07	Finance	2013
745	AP vendors 50232-57507 FY08-09	Finance	2013
748	Vendor files 92324-92583	Finance	2013
775	Invoices for FY 06-07 and FY07-08	Finance	
779	Cash Receipts 05/03-05/13/2010	Finance	2015
780	cash receipts 04/15-04/29/2010	Finance	2015
781	cash receipts 05/17-05/27/10	Finance	2015
782	cash receipts 06/14-06/23/10	Finance	2015
798	Vendors 25906-27892	Finance	2013
799	Vendors 681-1431	Finance	2013
800	Vendors 18487-25885	Finance	2013
801	Vendor Files 234	Finance	2013
802	Vendor Files 15809-18474	Finance	2013
803	Vendor Files 40931-43438	Finance	2013
804	Vendors 1453-3123	Finance	2013
805	Vendors 292-635	Finance	2013
806	Vendors 3132-3660	Finance	2013
807	Vendors 2714-15748	Finance	2013
808	Payroll timesheets Jan, Feb, Mar 2010	Finance	2011
809	Timesheets 12/30/08, 9/11/08, 12/4/08, 9/29/08, 11/6/08, 1/5/09	Finance	2015
810	Payroll timesheets, Jun, July 2010	Finance	2011
812	Payroll timesheets Mar, Apr, May 2010	Finance	2011
819	Vouchers 2007	Finance	
820	Cash receipts Aug and Nov 2006, March 2008, June 2010	Finance	
821	State and Federal Tax Reports Jan-Jun 2005	Finance	2011
822	Invoices for FY 06-07, 07-08 and 08-09	Finance	
830	2009 Timesheets	Finance	

TOTAL BOXES = 187

1 **STATE OF CALIFORNIA**)
2 **COUNTY OF SAN BERNARDINO**) ss
3 **CITY OF COLTON**)

4 **CERTIFICATION**

5 **I, CAROLINA R. PADILLA**, City Clerk of the City of Colton, California, do hereby
6 certify that the foregoing is a full, true and correct copy of **RESOLUTION NO. R-26-16**,
7 duly adopted by the City Council of said City, and approved by the Mayor of said City, at its
8 Regular Meeting of said City Council held on the **19th day of April, 2016**, and that it was
9 adopted by the following vote, to wit:

10 **AYES:** COUNCILMEMBER Toro, Navarro, González, Bennett, Suchil
11 and Mayor DeLaRosa
12 **NOES:** COUNCILMEMBER None
13 **ABSTAIN:** COUNCILMEMBER None
14 **ABSENT:** COUNCILMEMBER Jorrin

15
16 **IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the official seal
17 of the City of Colton, California, this _____ day of _____, 20__.

18
19
20
21 _____
22 **CAROLINA R. PADILLA**
23 City Clerk
24 City of Colton

25
26
27
28 (SEAL)