



**AGENDA REPORT**  
SAN CLEMENTE CITY COUNCIL MEETING  
Meeting Date: October 4, 2016

Agenda Item 6H  
**Approvals:**  
City Manager [Signature]  
Dept. Head [Signature]  
Attorney [Signature]  
Finance JV

**Department:** City Clerk  
**Prepared By:** Joanne Baade, City Clerk/Legislative Administrator [Signature]

**Subject:** RECORDS DESTRUCTION

**Fiscal Impact:** None

**Summary:** Staff is requesting authorization to destroy certain City records that have surpassed the City's established retention requirements.

**Background/  
Discussion:** In accordance with State law, the City of San Clemente previously established a Records Retention Schedule that is consistent with State statutory requirements. Staff has determined that the records identified in the attached draft resolution have surpassed the City's established retention requirements. Moreover, the City Attorney has determined that none of the records are needed for legal or operational purposes. Consequently, Staff is recommending that Council authorize the destruction of the City records identified in the proposed resolution.

**Recommended  
Action:** STAFF RECOMMENDS THAT the City Council adopt a resolution entitled A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN CLEMENTE, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF CERTAIN CITY RECORDS AS PROVIDED BY SECTION 34090 OF THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA.

**Attachments:** Resolution with Exhibits A, B, C, D, and E

**Notification:** None

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RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN CLEMENTE, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF CERTAIN CITY RECORDS AS PROVIDED BY SECTION 34090 OF THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA.

WHEREAS, maintaining certain records is unnecessary after a certain period of time for the effective and efficient operation of the government of the City of San Clemente; and

WHEREAS, Section 34090 of the Government Code of the State of California provides a procedure whereby a City record which has served its purpose and is no longer required may be destroyed.

NOW, THEREFORE, the City Council of the City of San Clemente does hereby resolve as follows:

Section 1. The records of the City of San Clemente as set forth in Exhibits A, B, C, D, and E attached hereto and incorporated herein by this reference are hereby authorized to be destroyed as provided by Section 17200 of the Elections Code and Section 34090 of the Government Code of the State of California.

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 San Clemente or of any City Committee or Commission.

Section 3. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

ATTEST:

\_\_\_\_\_  
City Clerk of the City of  
San Clemente, California

\_\_\_\_\_  
Mayor of the City of San  
Clemente, California

STATE OF CALIFORNIA     )  
COUNTY OF ORANGE     ) §  
CITY OF SAN CLEMENTE    )

I, JOANNE BAADE, City Clerk of the City of San Clemente, California, do hereby certify that Resolution No. \_\_\_\_\_ was adopted at a regular meeting of the City Council of the City of San Clemente held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by the following vote:

AYES:

NOES:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Clemente, California, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
CITY CLERK of the City of  
San Clemente, California

Approved as to form:

\_\_\_\_\_  
City Attorney

**CITY OF SAN CLEMENTE  
RECORDS DESTRUCTION REQUEST**

**Exhibit A**

**DEPARTMENT: FAS**

<b>FILE</b>	<b>DESCRIPTION</b>	<b>DATE RANGE</b>	<b>RETENTION SCHEDULE</b>	<b>DATE DESTROY</b>
106-011-001	City Attorney Corr.	1996-2000	2 Yrs.	1998-2002
102-001-006	Sympro Software Obsolete	2000-2004	Disc/Sup	Discontinued
201-016	Proposition 172 Corr.	1999-2000	2 Yrs.	2001-2002
201-012	Forfeiture Funds Corr.	1998-2001	2 Yrs.	2000-2003
201-007	Maint. of Effort Corr.	1997	2 Yrs.	1999
201-025	AB680 Corr.	2002	2 Yrs.	2004
201-026	AB136	2003	2 Yrs.	2005
201-027	AB1221	2003	2 Yrs.	2005
201-028-001	AB811	2008	2 Yrs.	2010
201-029-001	AB55	2008	2 Yrs.	2010
108-002-004	Eden Corr.	2000-2009	2 Yrs.	2002-2011
108-002-008	Eden Conf. Corr.	2002-2007	2 Yrs.	2004-2009
108-002-007	Eden Gold Corr.	2000	2 Yrs.	2002
202-004-002	Eden Corr.	1997-2013	2 Yrs.	1999-2015
202-004-003	Eden Corr.	1998-2005	2 Yrs.	2000-2007
202-001-021	LAIF Updating Signers Cor.	1995-2004	2 Yrs.	1997-2006
201-024	Property Tax Apportionments Corr.	2001-2012	3 Yrs.	2004-2015
201-024-001	Property Tax Admin Corr.	2005-2010	3 Yrs.	2008-2013
201-028	Vehicle License Fee FIB Corr.	2003	N/A	N/A
202-001-003	FIB Corr.	1996	CY + 5 Yrs.	2001
202-001-004	FIB Service Agreement	1995	CY + 5 Yrs.	2000
202-001-007	FIB Monthly Custody Reports	1996	CY + 5 Yrs.	2001
202-001-009	Wells Fargo Bank	1996	CY + 5 Yrs.	2001
202-001-008	Banking Proposals	1996-2001	CY + 5 Yrs.	2001-2006
202-001-010	FIB Custody Agreement	1994	CY + 5 Yrs.	1999
202-001-014	Bank Of the West Corr.	2001-2013	2 Yrs.	2003-2015
202-001-015	HighMark Fund Corr.	2001	2 Yrs.	2003
202-001-016	Higgins Capital Corr.	2003	2 Yrs.	2005
202-001-018	Mutual Fund Request Info	2002	2 Yrs.	2004
202-001-019	Aim Updating Signature	2004	2 Yrs.	2006
202-001-020	Federated Update Signature	2004	2 Yrs.	2006
202-002-001	Bank Service Consultant	1996-2006	2 Yrs.	1998-2008

## Records Destruction Request

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116-002-002	CDD User Fee Study	2007	2 Yrs.	2009
116-003-01	Financial Services Proposal	2007	CY + 5 Yrs	2012
201-001	Taxes and Fees	1996-1999	CY + 5 Yrs	2001-2004
201-001-002	Sales Tax	1993-2007	CY + 5 Yrs	1998-2012
201-001-003	Transient Occupancy Tax	1996-2010	CY + 5 Yrs	2001-2015
201-001-008	Job Cost Corr.	2000	2 Yrs.	2002
201-001-010	Franchise Fees	2007	CY + 5 Yrs	2012
201-002	Revenue Handbook Corr.	1994-2001	2 Yrs.	1996-2003
201-004-001	State Board of Equalization Corr.	1998-2001	CY + 5Yrs	2003-2006
201-005-001	State Board of Equalization Corr.	2007	CY + 5Yrs	2012
201-011-001	Property Tax Appeal	2002	CY + 5Yrs	2007
201-017	San Clemente News	1997	2 Yrs.	1999
201-019	General Corr.	2000-2001	2 Yrs.	2002-2003
201-021	General Corr.	2001-2002	2 Yrs.	2003-2004
201-022-001	MBIA Sales Tax Reports	2001	Cy + 5 Yrs.	2006
112-001-002	Strategic Planning Workshops	1999	2 years	2001
112-005-006	Strategic Priorities	2006-2008	2 years	2008-2010
113.002	Christmas Cards	2001-03	2 years	2003-2005
113-004-001	Covers FY	2002-03	2 years	2004-2005
113-004-002	Covers FY	2003-04	2 years	2005-2006
113-004-003	Covers FY	2004-05	2 years	2006-2007
113-004-004	Covers FY	2005-06	2 years	2007-2008
113-005-001	Combs	2003-2005	CY + 2 Yrs.	2005-2007
114-01	GBC Machine Old Obsolete	2001-04	CY + 2 Yrs.	2003-2006
114-002	Postage Machine Corr.	2003	CY + 6 Yrs.	2009
114-004-02	Office Furniture Corr.	2008	6 Yrs.	2014
114-005-001	Human Scale Phamplet	2004	2 years	2006
114-006-001	Obsolete Office Equipment	2009	2 years	2011
116-001-001	BPR Department Study	2006	2 Yrs.	2008
116-002-001	CDD Implementation Plan	2006	2 Yrs.	2008
201-001-009	HDL Sales Tax Reports	2001-2010	C + 5 Yrs.	2006-2015
103-001	Brown Act	1993	2 years	1995
103-002-001	City Council Candidate Handbook	2006-2010	5 Yrs.	2011-2015
104-001	CSMFO Membership	1998	2 Yrs.	2000
104-002	CSMFO Membership	2006	2 Yrs.	2008
104-004	GFOA Membership	2006	2 Yrs.	2008

## Records Destruction Request

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104-004-002	Government Finance Review	1990-2001	2 Yrs.	1992-2003
104-005-001	ICMA Membership	2008	2 Yrs.	2010
104-007-001	League of California Cities	2011	2 years	2013
101-003	Support Staff Handbook	2000	6 Yrs.	2006
102-001-001	FAS Survey & Action Plan	2004-05	5 Yrs.	2009-2010
102-001-002	Arrowhead Water Service	2003	2 years	2005
102-001-003	FAS Warranties & Owner Manuals Obsolete Items	Obsolete Items	N/A	N/A
102-001-004	FT Interactive Data	2002-2010	2 Yrs.	2004-2012
102-001-012	Document Imaging (Drafts)	1999-2003	2 years	2001-2005
102-001-010	Purchasing Program Module Training	2004	2 years	2006
102-001-017	Reverse Osmosis Water System	2004	2 years	2006
102-001-018	Coffee Mugs Old RFP's Dup	2004	5 Yrs.	2009
102-001-019	Shredding	2010	5 Yrs.	2015
102-002-006	401 A Plans Pamphlet	2002	2 years	2004
102-005-001	Office Depot/Staples Corr.	2004-2006	5 Yrs.	2009-2011
102-007-001	Erik Sund/Paul Gregierson Press Release	2013	2 Yrs.	2015
102-011-001	Bill Cameron – Corr.	2013	2 Yrs.	2015
102-014-001	FAS City Hall Staff Retreat	2005	CY + 2 Yrs	2007
102-015-001	FAS City Hall Staff Retreat	2006,08.10	CY + 2 Yrs	2008,2010,2012
106-002-001	City Clerk Corr.	1998-2009	2 Yrs.	2000-2011
106-003-001	City Manager Corr.	1994-2008	2 Yrs.	1996-2010
106-004-001	Com/Dev Corr.	1992-2008	2 Yrs.	1994-2010
106-005-001	Engineering Corr.	1998-2008	2 Yrs.	2000-2010
106-006-001	Fleet Corr.	1994-2004	2 Yrs.	1996-2006
106-007-001	IT Corr.	1998-2013	2 Yrs.	2000-2015
106-008-001	Public Work Corr.	1997-2008	2 Yrs.	1999-2010
106-009-001	Central Services Admin. Corr.	1997-2008	2 Yrs.	1999-2010
106-010-001	HR Corr.	1999-2007	2 Yrs.	2001-2009
106-012-001	Fire Dept. Corr.	1996-2005	2 Yrs.	1998-2007
106-014-001	Finance Corr.	2005-2012	2 Yrs.	2007-2014
106-015-001	Marine Safety Corr.	2004-2007	2 Yrs.	2006-2009
106-016-001	BPR Corr.	2009-2011	2 Yrs.	2011-2013
107-003-001	Corr. With citizens	2008	2 Yrs.	2010
107-006-001	State Controller Corr.	2001-2003	2 Yrs.	2003-2005
107-007-001	Orange County Bankruptcy	2002	2 Yrs.	2004
107-008-001	Songs	2002-2010	2 years	2004-2012

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107-009-001	San Clemente Magazine Corr.	2003-2013	2 years	2005-2015
108-002-003	Cat Information	1999	2 years	2001
108-003-001	Contractualization of City Service – Advisory Comm.	1993	2 years	1995
108-003-002	Contractualization of City Service – Svc. Presentation	1993	2 years	1995
108-003-003	Contractualization of City Service – Selection Comm.	1993	2 years	1995
108-003-004	Contractualization of City Service – Maint.	1997	2 years	1999
108-003-005	Contractualization of City Service – Solag	1997	2 years	1999
108-003-006	Contractualization of City Service – Street Sweeping	2007	2 years	2009
108-003-008	Cellular Phones	2003-08	2 years	2005-20010
108-006-001	Special District Admin. Services	2011	2 Yrs.	2013
111-004-003	Bank & Trust Proposals	2001-02	5 Yrs.	2006-2007
111-005-001	Banking & Trust Corr.	2001-02	2 Yrs.	2003-2004
111-005-003	Banking Services	2006	5 Yrs.	2011
201-024-001	Property Tax Corr.	2012	3 Yrs.	2015
201-004-001	Union Bank Corr.	1996-2005	3 Yrs.	1999-2008
202-001-012	Morgan Keegan Research Corr.	2001-2002	3 Yrs.	2004-2005
202-001-013	Merrill Lynch Corr.	2001	3 Yrs.	2004
203-012	CAFR Binding Combs	2002	CL+ 5 Yrs.	2007
203-013	LAFCO Corr.	2003	2 Yrs.	2005
203-014-001	Fiscal State of the City	2003-2012	CY + 2 Yrs	2005-2014
204-001-003	Financial Service Admin Corr.	2010	2 Yrs.	2012
204-002-001	Accounting Corr.	2010	2 Yrs.	2012
204-003-001	Funds & Restrictions Corr.	1999	CL + 5 Yrs	2004
204-003-002	Refunding Corr.	2007	2 Yrs.	2009
202-005	Trust Service Proposals Corr.	2002	2 Yrs.	2004
203-001-003	Cost Allocation Plan Corr.	2003	2 Yrs.	2005
203-001-004	Griffith vs City of San Clemente	1998	R + 5 Yrs	2003
203-002-001	Regional Economic Research Corr.	1994-2009	2 Yrs.	1996-2011
203-002-002	Negocio Lease Corr.	2008	2 Yrs.	2010
203-004-001	Quarterly Reports Corr.	2013	2 Yrs.	2015
203-004-018	Quarterly Reports Corr.	2004-05	2 Yrs.	2006-2007
203-004-019	Quarterly Reports Corr.	2005-06	2 Yrs.	2007-2008
203-004-020	Quarterly Reports Corr.	2007-08	2 Yrs.	2009-2010
203-004-021	Quarterly Reports Corr.	2008-09	2 Yrs.	2010-2011
203-004-022	Quarterly Reports Corr.	2009-10	2 Yrs.	2011-2012
203-009	Sate/Local Fiscal Reform Corr	2000-04	2 Yrs.	2002-2006

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203-009-001	State/Local Finance Reform Corr.	1999-2002	2 Yrs.	2001-2004
203-010	County of Orange Corr.	2005	2 Yrs.	2007
None	State of CA Treasurer Corr.	1994-1998	2 Yrs.	1996-2000
205-011-001	Treasurer Duties	2011	2 years	2013
205-011-001	Misc. Corr.	2011	2 Yrs.	2013
None	MTA/US & C Invest. Pol. Cert. Programs	1990	2 years	1992
None	ACWA's Leadership Workshop	-----	N/A	N/A
None	Treasury Notes	1998	2 years	2000
None	MTA Inv. Pol. Cert	1995	2 years	1997
205-010-001	Investment Policy Cert.	1995-2012	2 years	1997-2014
205-009	Orange County Treasurer Fin. Statements	1995/2005	5 Yrs.	2000/2010
205-010-001	Investment Policy Cert.	1990	2 years	1992
None	Misc. Articles	1991-1998	2 years	1993-2000
205-007-004	Pool Money Investment Board Annual Rpt.	2001-2002	2 years	2003-2005
205-007-004	Pool Money Investment Board Annual Rpt.	2000-2001	2 years	2002-2003
205-007-001	Pool Money Investment Board Annual Rpt.	1997-1998	2 years	1999-2000
205-007-001	Pool Money Investment Board Annual Rpt.	1999-2000	2 years	2001-2002
205-007-003	Pool Money Investment Board Annual Rpt.	1996	2 years	1998
205-007-002	LAIF	1991-2003	2 years	1993-2005
205-002-013	Investment Advisory Committee Corr.	2005	2 Yrs.	2007
205-002-014	Investment Advisory Committee Corr.	2005	2 Yrs.	2007
205-002-015	Investment Advisory Committee Corr.	2006	2 Yrs.	2008
205-002-016	Investment Advisory Committee Corr.	2007	2 Yrs.	2009
205-002-017	Investment Advisory Committee Corr.	2007	2 Yrs.	2009
205-002-018	Investment Advisory Committee Corr.	2007	2 Yrs.	2009
205-002-019	Investment Advisory Committee Corr.	2007	2 Yrs.	2009
205-002-020	Investment Advisory Committee Corr.	2008	2 Yrs.	2010
205-002-021	Investment Advisory Committee Corr.	2008	2 Yrs.	2010
205-002-022	Investment Advisory Committee Corr.	2008	2 Yrs.	2010
205-002-023	Investment Advisory Committee Corr.	2008	2 Yrs.	2010
205-002-024	Investment Advisory Committee Corr.	2009	2 Yrs.	2011
205-002-025	Investment Advisory Committee Corr.	2009	2 Yrs.	2011
205-002-026	Investment Advisory Committee Corr.	2009	2 Yrs.	2011
205-002-029	Investment Advisory Committee Corr.	2010	2 Yrs.	2012
205-002-041	Investment Advisory Committee Corr.	2012	2 Yrs.	2014
205-002-043	Investment Advisory Committee Corr.	2013	2 Yrs.	2015



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205-002-044	Investment Advisory Committee Corr.	2013	2 Yrs.	2015
205-002-045	Investment Advisory Committee Corr.	2013	2 Yrs.	2015
205-002-045	Investment Advisory Committee Corr.	2013	2 Yrs.	2015
205-015	Sympro Software	1996-2000	No Longer Used	N/A
205-016	Seminar Materials	1996	Cy + 2 Yrs.	1998
205-017	MBLA Corr.	1999-2000	2 Yrs.	2001-2002
205-014	Federated Inv. Misc. Corr.	1999-2003	2 Yrs.	2001-2005
204-002-002	Accounting Corr.	2012	2 Yrs.	2014
204-006	Audit Proposals	1996-2004	2 Yrs.	1998-2006
204-007	Bank of New York	1996-2001	Cy + 5 Yrs.	2001-2006
204-009	Wachovia Securities	2001	2 years	2003
204-011	Trustee Service Proposals	2002	CY + 5 Yrs.	2007
205-001-001	City Treasurer Responsibilities	1995	T + 3 Yrs	1998
205-005-002	Roth Corr.	2000	2 Yrs.	2002
205-001-003	Transient Occupancy Tax	2010	5 Yrs.	2015
205-015-001	Moreland & Assoc. Reports Corr.	2007	2 Yrs.	2009
205-011-002	Rutan & Tucker Corr.	2013	2 Yrs.	2015
-----	Brookstreet Securities Corr.	2006	2 Yrs.	2008
2013-001-005	Risk Management Projections	2004-2005	CL + 7 Yrs	2011-2012
212-008	Underground Utilities Corr.	1996-2000	2 Yrs.	1998-2002
208-012-001	Forecast Corr.	2011	2 Yrs.	2013
208-013-001	Capital Project Analysis Corr.	2012	2 Yrs.	2014
208-014-001	Strategic Priorities Corr.	2013	2 Yrs.	2015
-----	Power Point Presentation	2000-2001	2 Yrs.	2002-2003
208-001-006	Misc. Corr.	1993	2 Yrs.	1995
209-001-001	AAA Cities Corr.	2004-2012	2 Yrs.	2006-2014
207-003	Water Budgets	2001-2004	When No Longer Needed	N/A
207-001-003	Misc. Budget Corr.	2009	2 Yrs.	2011
207-001-032	Budget 101 Classes	2009	Cy + 5	2014
207-001-033	Budget Corr.	2008	2 Yrs.	2010
207-001-032	Budget Corr.	2008-09	2 Yrs.	2010-2011
207-001-034	Budget Corr.	2008-09	2 Yrs.	2010-2011
207-001-030	Budget Corr.	2006-07	2 Yrs.	2008-2009
207-001-031	CIP Corr.	2007-08	2 Yrs.	2009-2010
207-001-032	Budget 101 Classes	2006	2 Yrs.	2008
207-001-005	Interdepartmental & Interfund Trans	1993	2 Yrs.	1995

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206-002-004	Misc Amex Corr.	2011-12	2 Yrs.	2013-2014
206-002-001	Purchasing Admin Corr.	2009	2 Yrs.	2011
206-001	Purchasing Admin Corr.	1995	2 Yrs.	1997
2006-002-003	Wishing for Rainbow Corr.	2004	2 Yrs.	2006
205-030	Mutual Fund Request Info	2002	2 Yrs.	2004
205-031-001	O.C. Investment Pool Corr.	2005	2 Yrs.	2007
205-032-001	Chandler Investment Corr.	2013	2 Yrs.	2015
205-027	Standard and Poor Ratings	2005	2 Yrs.	2007
205-029	Standard and Poor Ratings	2000	2 Yrs.	2002
205-022-049	Inv. Advis. Committee	2013	2 Yrs.	2015
205-022-048	Inv. Advis. Committee	2013	2 Yrs.	2015
205-022-047	Inv. Advis. Committee	2013	2 Yrs.	2015
207-004-001	State Budget	2004-05	2 years	2006-2007
207-005-001	County of Orange Budget	2004-05	2 years	2006-2007
209-001-002	Refunding	2006	2 years	2008
209-001-004	Special Tax Refund	----	N/A	N/A
211-01-002	Bond Rating Corr.	1998	2 years	2000
211-002	Pacific Ocean Estates Corr.	1996-97	2 years	1998-1999
211-002	Telega JPA	1999	2 years	2001
-----	Proposal to Provide	1999	2 years	2001
211-003	Bond Rev.	1997	2 years	1999
211-004-001	Assessments	1993	2 Yrs.	1995
212-02-06	Assessments	2011	2 Yrs.	2013
212-04	Assessments	1993	2 Yrs.	1995
212-005	Assessments	1997	2 Yrs.	1999
212-006	Assessments	1998	2 Yrs.	2000
212-007	Assessments	2000	2 Yrs.	2002
212-009	Assessments	1998	2 Yrs.	2000
212-012	Muni/Finance Corr.	2000	2 Yrs.	2002
308-009	ADHC Corr.	2001	2 Yrs.	2003
308-010	ADHC Corr.	1998-2000	2 Yrs.	2000-2002
308-007	ADHC Corr.	2000-01	2 Yrs.	2002-03
308-002-001	ADHC Rehabilitation Ins. Corr.	N/A	N/A	N/A
305-001-01	Slope Failure Corr.	1995-2008	2 Yrs.	1997-2010
306-001	Weed Abatement	1996/2004	CL 5 Yrs.	2001-2009
308-002-001	RIO Leadership	2006	CY + 2 Yrs.	2008

## Records Destruction Request

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308-002-002	RIO Finance Communication Info	2006-07	CY + 2 Yrs.	2008-2009
304-001-002	Fiscal Summary	2002	CY + 2 Yrs.	2004
304-001-003	Strategic Corr.	2009	CY + 2 Yrs.	2011
304-001-004	Misc. Corr.	2010	CY + 2 Yrs.	2012
302-001-024	Donna O'neil Conservancy Corr.	1990-2008	CY + 2 Yrs.	1992-2010
302-001-025	HUD/CDGB	2010	5 Yrs.	2015
302-001-026	Target Corr.	1999-2010	2 Yrs.	2001-2012
302-001-027	Playa Del Norte Project Corr.	2010	2 Yrs.	2012
302-001-019	Pacific Golf Club Corr.	2004	2 Yrs.	2006
302-001-022	Appraisals Property	2008	CL 5 Yrs.	2013
302-001-010	Hockey Rink Corr.	2004	CY + 2 Yrs.	2006
302-001-006	Forester Ranch Park Corr.	1997-1998	CY + 2 Yrs.	1999-2000
302-001-007	Misc. Corr.	2000-2013	CY + 2 Yrs.	2002-2015
302-001-008	Telega Letter of Credit	2001	CY + 2 Yrs.	2003
302-001-005	Request for Proposals	1998	CL 5 Yrs	2003
302-001-002	Redevelopment Meeting Corr.	1994	CL 5 Yrs	1999
214-001	Business Lic. Dept. Corr.	1996	CY + 2 Yrs.	1998
214-001-001	Business Lic. Fee	1983-2012	CY + 2 Yrs	1985-2014
215-001	SC Acct. Class Admin	N/A	N/A	N/A
301-001-004	RDA Admin Corr.	2007-2012	CY + 2 Yrs	2009-2014
301-001-005	RDA Admin Corr.	2000-04	CY + 2 Yrs	2002-2006
308-004	ADHCC Escrow Doc Copies	2001	CY + 2 Yrs	2003
403-001-002	OCFA Corr.	1998-2000	CY + 2 Yrs	2000-2002
403-001-002	OCFA Draft	N/A	N/A	N/A
403-001-003	OCFA Cash Contract	1999	CY + 2 Yrs	2001
403-001-004	Fire Services Contract	1994	CY + 2 Yrs	1996
403-003	Fireworks Corr.	1997	CY + 2 Yrs	1999
405-001-002	OCSD Corr.	2010	CY + 2 Yrs	2012
405-001-001	Privatization Policy Corr.	1992	CY + 2 Yrs	1994
404-001-001	Recycling Facility Admin Corr.	1992	CY + 2 Yrs	1994
404-002-001	OC Dept. Of Environmental Health	2004	CY + 2 Yrs	2006
403-002-001	OCFA Admin.	1998-2009	CY + 2 Yrs	2000-2011
402-001-001	Health Services Admin.	2008	CY + 2 Yrs	2010
402-002	Health Corr.	1994	CY + 2 Yrs	1996
402-003	OC Health Care Agreement Corr.	2001	CY + 2 Yrs	2003
302-001-009	Marblehead Financing Corr.	2005	CY + 2	2007

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302-001-013	Marblehead Coastal Financing Corr.	2005-06	CY + 2	2007-2008
302-001-015	Marblehead Coastal Financing Corr.	2005	CY + 2	2007
302-001-011	Marblehead Coastal Financing Corr.	2003-04	CY + 2	2005-2006
602-003-001	Pension Plans Admin	1993-98	Act + 6	1999-2004
602-003-002	Pension Corr.	2013	2 Yrs.	2015
602-003-023	Pension Plans Admin	2004-09	Act + 6	2010-2015
602-003-011	Met Life Corr.	2005-06	Act + 6	2011-12
602-003-020	Pension Investment Agenda	2003-09	Act + 6	2009-2015
602-003-023	Pension Plan Admin Corr.	1989	Act + 6	1995
602-003-023	Pension Plan Analysis Draft	2011	2 years	2013
602-003-023	Pension Plan Analysis Power Point	2011	2 Yrs.	2013
602-003-023	Pension Plan Corr.	2011	2 Yrs.	2013
603-001-012	Class Comp Study	2007	2 Yrs.	2009
603-001-012	Comp Study	2012	2 Yrs.	2014
207-001-037	ADJ Budget/Misc. Corr.	2010	CY + 5	2015
308-003	ADHCC Newspaper Articles	2001	2 years	2003
308-006	ADHCC CHFFA Payoff	2001-02	2 years	2003-2004
308-008	ADHCC Corr.	2002	2 Yrs.	2004
401-001-001	Animal Control Corr.	1994-1995	2 Yrs.	1996-1997
403-001-001	Fire Services Contracting Admin	1994	2 Yrs.	1996
308-013	Revenue Bonds ADHCC Corr.	2000	2 Yrs.	2002
309-001	Community Ctr. Seniors Corr.	N/A	N/A	N/A
213-001-010	Calif JPIA Corr.	N/A	N/A	N/A
310-001	Coastal Canyons Admin	2002	2 Yrs.	2004
205-005-004	Sample Investments Doc.	N/A	N/A	N/A
205-005-004	RFP Questionnaire	2013	2 years	2015
205-005-004	Investment Admin Corr.	2013	2 Yrs.	2015
213-001-006	Driver Alliant Renewal	2005	10 Yrs.	2015
213-001-007	Arm Tech Study of WC & Liability	1979-2004	10 Yrs.	1989-2014
603-002-001	HR Staffing Eval	2003-2004	T-3	2006-2007
603-002-002	CDD Management Review	2009	3 Yrs.	2012
603-002-003	Class Comp Rpt	-----	N/A	N/A
603-002-005	Misc. Advised Asset Corr.	2009-2012	2Yrs.	2011-2014
603-001-004	Class Comp Study	1995	Cy + 2	1997
602-003-005	Great West Corr.	2010- Aug - 2011	CY + 5	2015-Aug 2016
602-004	Cal PERS	1999-2005	6 Yrs.	2005-2011

## Records Destruction Request

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602-004-001	PERS Unfunded Liability	1998-2005	2 years	2000-2007
602-003-027	Acct Summary Corr.	2011	2 Yrs.	2013
602-003-028	Great West Retirement Plans	2007-2009	6 Yrs.	2013-2015
602-004-002	Cal PERS Corr.	2009	2 Yrs.	2011
602-005	Deferred Compensation	1996	Act + 6	2002
602-001-001	Retirement	1999-2002	Act + 6	2005-2008
602-011	Social Security Corr.	2003	2 Yrs.	2005
602-012	PARS Retirement	2004	Act + 6	2010
602-013-001	CAL PERS Reports	2003-2009	Act + 6	2009-2015
602-003-024	FasCore Corr.	2006-2007	2 Yrs.	2008-2009
602-005-001	PARS	2000-2004	Act + 6	2006-2010
-----	CA Health Facility Corr	1989-2001	2 Yrs.	1991-2003
602-006	Workers Comp Monthly Rpt	2002-06	CY + 5	2007-11
602-006-001	Workers Comp Monthly Rpt	2006	CY + 5	2011
602-007	Dis Inc. Proposals	2001-05	CL + 5	2006-2010
602-009	Emp Benefits Corr.	2003-06	2 Yrs.	2005-08
602-010	Aflac Corr.	2003	2 Yrs.	2005
604-001-003	Negotiation Guide	1990-2004	2 years	1992-2006
503-001-002	Statement of Economic Interest	2008	7 Yrs.	2015
505-002	Property Ins.	2002-06	T + 5 yrs.	2007-2011
505-002-001	Property Ins. Admin	2005-06	T + 5 yrs.	2010-2011
505-003	Liability Fund Corr.	2003	2 Yrs.	2005
502-004	City of Corona Corr.	2001	2 Yrs.	2003
405-003-001	Other Police Dept Budgets	2005-2013	2 years	2007-2015
405-004	Police Grants	2001-03	CL + 5	2006-08
405-005	Public Safety Corr.	2003	2 Yrs.	2005
407-001-001	ADA Corr.	2008-2010	2 Yrs.	2010-2012
405-001	OC Sheriffs Contract	1993-1998	CL + 5	1998-2003
601-001-003	Salary Initiative	1998	CY + 3	2001
502-006-001	Legal Fee Corr.	2003	2 Yrs.	2005
602-001-002	HR Benefit Corr	1997-2008	2 Yrs.	1999-2010
602-001-001	Health Benefits	2008	Act + 6	2014
602-002	Health Benefits	1993	Act + 6	1999
612-006-001	Company Picnic	2003	2 years	2005
612-006-003	Company Picnic	2005	2 years	2007
612-006-004	Company Picnic	2007	2 years	2009

## Records Destruction Request

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612-007-001	Emp. Recog.	2010	2 years	2012
703-007-002	Leadership Misc.	2009	2 years	2011
703-010-001	Leadership Misc.Corr.	2013	2 years	2015
703-006-001	Leadership Misc.	2007-08	2 years	2009-2010
703-008-001	Leadership Misc.	2009	2 years	2011
703-009-001	Leadership Misc.	2011-2012	2 years	2013-2014
704-001-001	SDGE Building Corr.	1999-2003	2 Yrs.	2001-2005
706-001	Casa Corr.	1996-2003	2 Yrs.	1998-2005
708-04-01	Marine Monument Corr.	2005	2 Yrs.	2007
709-002	Chamber of Commerce Corr.	2005	2 Yrs.	2007
709-002-001	Chamber of Commerce Corr.	2013	2 Yrs.	2015
710-001-001	Steed Park Corr.	2005-2010	2 Yrs.	2007-2012
710-001-003	La Pata/Vista Hermosa Corr.	2006-2011	2 Yrs.	2008-2013
710-001-005	Courtney's Castle	2007-2009	2 Yrs.	2009-2011
711-001-01	Bogey's Golf Course Restaurant	1999-2006	2 Yrs.	2001-2008
711-001-003	Golf Course Clubhouse Corr.	2005-2013	2 Yrs.	2007-2015
711-001-004	Golf Course Restaurant Corr.	2010-2012	2 Yrs.	2012-2014
711-001-005	Golf Course Pro Shop Corr.	2005-2006	2 Yrs.	2007-2008
711-003-001	Golf Course Admin Corr	2012	2 Yrs.	2014
712-001-001	Pedestrian Beach Trail Cor.	2004-2007	2 Yrs.	2006-2009
712-001-002	Beach Trail Supplemental Material	2008	2 Yrs.	2010
714-001-001	Landmarks on Del Mar Corr.	2004	2 Yrs.	2006
715-001-001	Interpetive Signs. Corr.	2008	2 Yrs.	2010
716-001-001	Library Corr.	2010	2 Yrs.	2012
802-003	SERRA Corr.	2001	2 Yrs.	2003
801-001-001	800 MHz CCCS Corr.	1996-2013	2 Yrs.	1998-2015
803-001	Geographic Info Sys.	1990-2000	2 Yrs.	1992-2002
802-004-001	Upper Chaquita Res. Corr.	2009	2 Yrs.	2011
804-001	Water & Sewer Corr.	1996-2013	2 Yrs.	1998-2015
612-007-003	Lifeguard Plaque Corr.	2006	2 Yrs.	2008
612-007-002	\$ool Kudo	2005-2006	2 Yrs.	2007-2008
612-005-002	Personnel Workshop Corr.	1999-2002	2 Yrs.	2001-2004
611-001	Wellness Program Corr.	1994-2004	2 Yrs.	1996-2006
703	Leadership Misc.	1998-1999	2 Yrs.	2000-2001
703-001	Leadership Misc.	2001	2 Yrs.	2003
703-002	Leadership Misc.	2002-03	2 Yrs.	2004-2005




## Records Destruction Request

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703-002	Leadership Misc.	2002-03	2 Yrs.	2004-2005
703-004	Leadership Misc.	2004	2 Yrs.	2006
703-005	Leadership Misc.	2005-06	2 Yrs.	2007-2008
611-001-001	Wellness Program Admin	2006	2 Yrs.	2008
610-001	Telecommuting Admin	1985-96	2 Yrs.	1987-1998
605-001-003	Employee Handbook	1994	Sup + 6	2000
605-001-004	Job Classification	1997	T + 3	2000
605-001-007	Human Resource Corr.	1999-2011	2 Yrs.	2001-2013
608-01	Performance Evals.	2002-06	T + 5	2007-2011
608-002-001	Management Performance Appraisals	2006	T + 5	2011
609-001	Flexible Staffing Corr.	1996	T + 5	2001
609-002	PT Employees Corr.	1996	T + 5	2001
609-00	Y-Rated emp.	1996	T + 5	2001
609-009-001	HIA	2008	T + 5	2013
612-001	Grievances/Complaints Corr.	1995-2010	2 Yrs.	1997-2012
612-002	Employee Comp Loan Payoff Corr.	1996	2 Yrs.	1998
612-003	Emp. Terms Corr.	1996	2 Yrs.	1998
613-001-020	Corr.	2002-2011	2 Yrs.	2004-2013
613-001-027	Performance Appraisals	2005-2007	T + 5	2010-2012
613-001-035	Performance Appraisals Corr.	2008-2010	T + 5	2013-2015
613-001-037	Performance Appraisals Corr.	2010	T + 5	2015
614-001	Rules And Regulations	2000-2008	Sup + 5	2005-2013
615-001	Interview Questions	2000-2004	2 years	2002-2006
615-003	Executive Recruitments	2003	Sup + 2	2005
615-004-003	Recruitments	2005-2011	Sup + 2	2007-2013
1203-002-002	Negocio Lease Corr.	2008	2 Yrs.	2010
1203-02-003	Negocio Lease Corr.	2011	2 Yrs.	2013
1201-001	Investment Manual	2002	2 years	2004
1203-001-001	Special Service Agreements	2003-2009	2 years	2005-2011
1102-001-001	Transportation Planning Corr.	1994-2013	2 Yrs.	1996-2015
1003-001	SC Golf Course Admin Corr.	1997-2005	2 Yrs.	1999-2007
1101-001-001	Parking In lieu Admin	1993-2010	CY + 2 Yrs.	1995-2012
1101-001-003	Beach Parking	2010-2012	CY + 2 Yrs.	2012-2014
1002-001-004	Civic Center Analysis	2005	2 Yrs	2007
1203-002-001	Fisherman Lease	2008	T + 5	2013

Records Destruction Request

804-002	Water Sewer Lease	1996-1997	T + 5	2001-2002
804-003-001	Recycled Water Exp. Corr.	2007-2010	2 Yrs.	2009-2012
805	Emergency Planning Corr.	1998-2001	2 Yrs.	2000-2003
805-002	Emergency Planning Corr. Participants	2002	2 Yrs.	2004
808-001	Storm Drain Proposal Fee Increase	2002	CL + 5	2007
809-001	Building Fees	2003-2004	CL - 5	2008-2009
810-001-001	Streets	2008	2 Yrs.	2010
902-001	Negocio Building Corr.	1994-2011	2 Yrs.	1996-2013
902-002-001	Negocio Refinancing	2004-2005	2 Yrs.	2006-2007
902-001-003	Negocio Civic Center Improvements	2006-2012	2 Yrs.	2008-2014
903-001-002	Property Acquisitions Corr.	2010-2012	2 Yrs.	2012-2014
904-001	Rancho San Clemente Buss Park Corr.	1996	2 Yrs.	1998
905-001	Casa Romantica Corr.	1996-2010	2 Yrs.	1998-2012
906	Fisherman's Corr.	2001	2 Yrs.	2003
907-001	Capistrano Shores Mobile park corr.	2001	2 Yrs.	2003
908-001	Heritage Christian Property Corr.	2010	2 Yrs.	2012
1001-001-004	City Hall Maint. Corr.	1999-2005	2 Yrs.	2001-2007
1001-001-005	City Hall Repairs Committee Corr.	1996-1997	2 Yrs.	1998-1999
1001-001-006	Signs at City Hall Corr.	2002-2003	2 Yrs.	2004-2005
1001-001	Janitorial Services Corr.	2005	2 Yrs.	2007
1001-001-009	City Hall Space Study	1994-2008	2 Yrs.	1996-2010
1001-001-010	City Hall Staff Retreat	2006	2 Yrs.	2008
1001-002	Animal Shelter Corr.	1995-2003	2 Yrs.	1997-2005
1001-003-001	Computer Systems Corr.	1994-2003	2 Yrs.	1996-2005
1001-003-002	Roof Replacement CH Corr.	1996	2 Yrs.	1998
1001-003-004	Y-2-K Corr.	1998	2 Yrs.	2000
1001-003-005	Com/Dev Corr.	2004	2 Yrs.	2006
1001-004-001	Police Services Corr.	2004-2005	2 Yrs.	2006-2007
1001-005-001	Marine Safety Building Eval. Corr.	2004-2005	2 Yrs.	2006-2007

  
 Department Head \_\_\_\_\_ Date 09/23/16  
  
 City Clerk \_\_\_\_\_ Date 09-22-16  
  
 City Attorney \_\_\_\_\_ Date 09/22/16

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**CITY OF SAN CLEMENTE**  
**RECORDS DESTRUCTION REQUEST**

**Exhibit B**

**DEPARTMENT:** Human Resources

FILE	DESCRIPTION	DATE RANGE	RETENTION SCHEDULE	DATE DESTROY
HR	Salary Surveys	2003	CY + 3	2006
HR	Salary Surveys	2004	CY + 3	2007
HR	Salary Surveys	2005	CY + 3	2008
HR	Salary Surveys	2006	CY + 3	2009
HR	Class Comp Study	2004-2005	CY + 2	2006-2007
HR	Class Comp Study	2005	CY + 2	2007
HR	Job Classifications	1994-2000	T + 3	1997-2003
HR	Job Classifications	2001-2005	T + 3	2004-2008
HR	Treasurers Asst. Job Classifications	2005	T + 3	2008
HR	Veterinary Tech. Job Classification	2005	T + 3	2008
HR	Customer Service Job Classification	2005	T + 3	2008
HR	Emergency Planning Officer Job Class	2006	T + 3	2009
HR	Asst./ Assoc Engineer Job Classification	2005	T + 3	2008
HR	Recreation Division Job Classifications	2005	T + 3	2008
HR	Request for Proposals	2008	CL + 5 Yrs	20136
HR	Request for Qualifications	2010	2 years	2012
HR	Organizational Review	1998	2 years	2000
HR	Class Compensation Study	1994-1995	CY + 2	1996-1997
HR	Class Compensation Study	1995	CY + 2	1997
HR	Request for Proposals	1994	CL + 5	1999
HR	Class Compensation Study	1994	CY + 2	1996
HR	Job Classification Issues	1989	T + 3	1992
HR	Job Classification Study	1990	T + 3	1993
HR	Job Classification Study of Volunteers	1994	T + 3	1997
HR	Job Classification Study	1988	CY + 2	1990
HR	Job Classification Study	1995	CY + 2	1997
HR	PT Salary Survey	1991	CY + 3	1994
HR	Recruitment Economic Dev.	2009	Sup + 2	2011
HR	Recruitment Beaches Parks And Rec. Dir.	2010	Sup + 2	2012
HR	Recruitment Beaches Parks And Rec. Dir.	2010	Sup + 2	2012
HR	Recruitment Chief of Police	2012	Sup + 2	2014
HR	Recruitment Finance Manager	2012	Sup + 2	2014

N/A - Not on Retention Schedule

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## Records Destruction Request

2

HR	Recruitment Sample Work Product	2013	Sup + 2	2015
HR	Recruitment ACM	2013	Sup + 2	2015
HR	Job Classification Study	1982-1988	T+3	1985-1991
HR	Job Classification Study & Comp Study	1985	T+3 & 2 Yrs.	1988 & 1987
HR	Job Classification Study & Comp Study	1985	T+3 & 2 Yrs.	1988 & 1987
HR	Job Classification Study	1986	T+3	1989
HR	Job Classification Study	1988	T+3	1991
HR	Job Classification Study	1990	T+3	1993
HR	Management & Operational Class Study	1990	T+3	1993
HR	Management. Analysis of the Planning Div. Study	1991	T+3	1994
HR	Job Classification Study	1993	T+3	1996
HR	Job Re-Classification Study	1993	T+3	1996
HR	Organizational Job Study	1990	T+3	1993
HR	Job Classification Study	1988-1989	T+3	1991-1992
HR	Management Review of Commissions and Committee	1991	2 years	1993
HR	Preliminary Issues during Interviews	1990	2 years	1992
HR	Summary of Management Audits	1991	2 years	1993
HR	Proposals to Develop and Conduct Study	1990	T+3	1993
HR	Assessment Reports	2006	2 Yrs.	2008
HR	Compensation Study Report	Draft	-----	-----
HR	Cobra Reports	2007	Act + 6 Yrs	2013
HR	Cobra Reports	2008	Act + 6 Yrs	2014
HR	Cobra Reports	2009	Act + 6 Yrs	2015
HR	Delta Dental Enrollment Changes	2004	Act + 6 Yrs	2010
HR	Delta Dental Enrollment Changes	2005	Act + 6 Yrs	2011
HR	Delta Dental Enrollment Changes	2006	Act + 6 Yrs	2012
HR	Delta Dental Enrollment Invoices	2006	Act + 6 Yrs	2012
HR	Delta Dental Enrollment Changes	2006-2008	Act + 6 Yrs	2012-2014
HR	Delta Care & Delta Dental PPO	2001-2009	Act + 6 Yrs	2007-2015
HR	Delta Dental Enrollment Changes	2007	Act + 6 Yrs	2013
HR	Delta Dental Invoices	2007	Act + 6 Yrs	2013
HR	VSP Contract and Administration	2007-2009	Act + 6 Yrs	2013-2015
HR	Health Plan Admin	1993-2009	Act + 6 Yrs	1999-2015
HR	Recruitments	2005-2009	Sup + 2 Yrs.	2007-2011
HR	Recruitments	2012	Sup + 2 Yrs.	2014

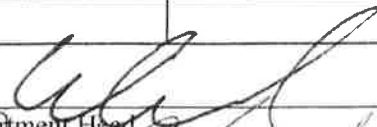


## Records Destruction Request

3

HR	Recruitments	2013	Sup + 2 Yrs.	2015
HR	Emp. Training Material	2009	Cy+3yrs	2012
HR	City Planner Recruitment	2008	Sup + 2	2010
HR	Correspondence	2009	2 Yrs.	2011
HR	Testing Materials	2007-2008	2 years	2009-2010
HR	Standard Life Ins	2006-2009	Act + 6	2012-2015
HR	Classification Study	1994	T+3	1997
HR	Drug and Alcohol Testing DOT	2006	CY + 5	2011
HR	Drug and Alcohol Testing DOT	2007	CY + 5	2012
HR	Drug and Alcohol Testing DOT	2008	CY + 5	2013
HR	Drug and Alcohol Testing DOT	2009	CY + 5	2014
HR	Drug and Alcohol Testing DOT	2010	CY + 5	2015
HR	Accident Info Form	2004-2010	5 Yrs.	2009-2015
HR	City Property Damage Report	2006-2010	5 Yrs.	2011-2015
HR	Casa Property Loss	2010	5 Yrs.	2015
HR	Police Motorcycles	2010	5 Yrs.	2015
HR	Traffic Signal Cabinet	2010	5 Yrs.	2015
HR	CDD Water Damage	2006	5 Yrs.	2011
HR	MBPP Property Loss	2008-2009	5 Yrs.	2013-2014
HR	Golf Course Damage	2011	5 Yrs.	2016
HR	Delta Care	2008	Act + 6	2014
HR	Retirement	2008	Act + 6	2014
HR	Retirement	2008	Act + 6	2014
HR	CALPERS	2007	Act + 6	2013
HR	Retirement	2007	Act + 6	2013
HR	Delta Care	2007	Act + 6	2013
HR	Great West Retirement	2004-2006	Act + 6	2010-2012
HR	Adjusted Service Dates	2006	Act + 6	2012
HR	Class Compensation Study	2004-2008	2 Yrs	2006-2010
603-003-012	PARS Retirement	2000	Act + 6	2006
602-003-050	Open Enrollment	2008	Act + 6	2014
HR	Class Compensation Study	2008	Act + 6	2010
602-003-045	CalPers	2007-2008	Act + 6	2013-2014
602-003-043	Class Comp Study	2007	Act + 6	2009
602-003-017	Open Enrollment	2005	Act + 6	2011
602-003-042	Open Enrollment	2007	Act + 6	2013

Records Destruction Request

602-003-018	EIN Info	2004	2 years	2006
602-003-019	Reclassification	2004-2006	T+3	2007-2009
602-003-022	List of Actuaries	2005	2 years	2007
602-003-023	Standard Ins	2006	Act + 6	2012
602-003-024	Audits	2006-2007	CY + 2 Yrs	2008-2009
602-003-025	Delta Care	2006	Act + 6	2012
602-003-026	Entertainment Discount	2006	2 years	2008
602-003-033	Tuition Reimbursement	2006	2 years	2008
602-003-029	Open Enrollment	2006	Act + 6	2012
602-003-027	PER info Corr	2013	2 Yrs.	2015
601-001-006	ICMA Quarterly	2007	Act + 6	2013
601-001-006	ICMA Quarterly	1994-2004	Act + 6	2000-2010
601-001-022	ICMA Quarterly	2007	Act + 6	2013
601-002-005	Pay Flex Benefits	1998-2008	Act + 6	2004-2014
601-002-006	ICMA Quarterly	2005-2006	Act + 6	2011-2012
602-002-008	Health Spending	2004-2005	Act + 6	2010-2011
602-002-010	Deferred Comp.	2006	Act + 6	2012
602-002-022	Vac. Admin Payout	2007	Act + 6	2013
602-002-023	Pay Flex Benefits	2008	Act + 6	2014
602-002-024	Pay Flex Benefits	2008	Act + 6	2014
602-002-025	Pay Flex Benefits	2008	Act + 6	2014
602-002-015	Pay Flex Benefits	2007	Act + 6	2013
602-002-016	Pay Flex Benefits	2007-2008	Act + 6	2013-2014
602-002-017	Pay Flex Benefits	2007	Act + 6	2013
602-002-018	Pay Flex Benefits	2007	Act + 6	2013
602-003-053	Retire Med Dep. Corr.	2006	2 years	2008

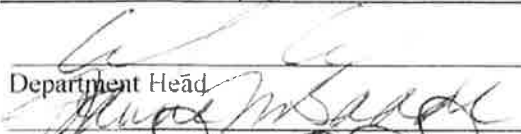


  
 Department Head Date 7/21/16  
  
 City Clerk Date 9/22/16  
  
 City Attorney Date 9/21/16

**CITY OF SAN CLEMENTE  
RECORDS DESTRUCTION REQUEST**

Exhibit C

DEPARTMENT: Risk Management

FILE	DESCRIPTION	DATE RANGE	RETENTION SCHEDULE	DATE DESTROY
Box 1	Liability Claim Files	2008-2010	5 Years + Clsd	2013-2015
Box 2	Liability Claim Files	2010-Sept.2011	5 Years + Clsd	2015-Sept. 2016

Department Head  Date 9/20/16  
 City Clerk  Date 9-22-16  
 City Attorney  Date 9/21/16


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**CITY OF SAN CLEMENTE  
RECORDS DESTRUCTION REQUEST**

DEPARTMENT: **Community Development**

FILE	DESCRIPTION	DATE RANGE	RETENTION SCHEDULE	DATE DESTROY
214	James S. Holloway – General Correspondence	2005	5 years	2010
214	David N. Lund – General Correspondence	2005	5 years	2010
210	Del Reposo Alley Maintenance	2003	5 years	2008
210	Patricia Egerer	2004	5 years	2009
210	El Toro Airport Correspondence	2003	5 years	2008
210	Eminencia Del Norte	2003	5 years	2008
210	Hoskins Property	2005	5 years	2010
210	Las Marias Agreement CC&R's	2004	5 years	2009
210	Pautsch, John	2003	5 years	2008
210	Poche Beach Water Quality	2004	5 years	2009
210	Prima Deschecha Landfill 2002 - 2003	2003	5 years	2008
210	RDEB Ordinance 922	2004	5 years	2009
210	SDG&E Lease Term	2003	5 years	2008
210	SCORE	2003	5 years	2008
210	Savon Construction Project	2003	5 years	2008
210	Siemens Building Energy Performance Plan	2003	5 years	2008
09-100	General Correspondence – Public Works Copies of agenda reports, memos, expense accounts	2007	5 years	2012
09-100	General Correspondence – Community Development – copies of agenda reports, memos, letters, expense reports	2007	5 years	2012
09-100	Calif. Debt Limit Allocation Committee procedures and forms	1997	5 years	2002
09-100	City Surplus Property Sale – notices and memo	2003	5 years	2008
09-100	County Tax Collector – Default property sale- 2820 Via Amapola, San Clemente – notice of sale	2003	5 years	2008
09-100	Cristianitos Property notice to County of sale – Tax default property	1998	5 years	2003
09-100	Cristianitos Public Auction Sale – appraisal, memos	1998	5 years	2003
09-100	DeNault Alley Abandonment – Correspondence	1999	5 years	2004
09-100	EV Charging Station – memos	1999	5 years	2004

09-100	Forster Ranch Development Agreement – Draft	1997	5 years	2002
09-100	Michael Frauenthal & Assoc. copies of appraisal and invoice	2006	5 years	2011
09-100	GASB 34 Draft RFP	2001	5 years	2006
09-100	Alfred Gobar Associates – Report Designer Outlet Center – Economic factors 1999	1999	5 years	2004
09-100	Letters to Grand Jury – Traffic Signal Preemption in OC	1997	5 years	2002
09-100	Bruce Hull & Assoc. Appraisal Services – Copies of Professional Service Agreement	1999	5 years	2004
09-100	Interjurisdictional planning committee Monthly Meeting – copies meeting agendas	1998	5 years	2003
09-100	Lobeiro – Escrow Pathway – cancellation of escrow	2001	5 years	2006
09-100	Moffat & Nichol consulting professional service agreement – copies	2000	5 years	2005
09-100	910 Calle Negocio Lease Agreement with Parkstone – old paperwork and contract/contact info.	1993	5 years	1998
09-100	AHFP – Arterial Highway Financing Program copies of Invoices	1997	5 years	2002
212	Misc. 2003 paid receipts	2003	5 years	2008
212	Misc. 2002 paid receipts	2002	5 years	2007
212	Misc. 2001 paid receipts	2001	5 years	2006
212	Misc. 2000 paid receipts	2000	5 years	2005
212	Request for Attorney Services 2004	2004	5 years	2009
212	Request for Attorney Services 2005	2005	5 years	2010
Box 1	Com Dev/Public Works – Paid Invoices (payables)	2005-Sept.2011	5 years	2010-Sept. 2016
Box 2	Jim S. Holloway – General Correspondence	1990 – Sept. 2011	5 years	1995 – Sept. 2016

 \_\_\_\_\_ Date 9/22/16

 \_\_\_\_\_ Date 9/22/16


 \_\_\_\_\_ Date 9/16/16

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**CITY OF SAN CLEMENTE  
RECORDS DESTRUCTION REQUEST**

DEPARTMENT: City Clerk

FILE	DESCRIPTION	DATE RANGE	RETENTION SCHEDULE	DATE DESTROY
	Cashier's Receipts	2008-2013	2 years	2010-2015
501-5-16 501-5-6 501-5-4 501-5-3	FPPC Forms/Campaign Statements	1985-2006	Election+7 years	1992-2013
602-4-3	Ethics Training Certificates	2006-2010	5 years	2011-2015
	City Clerk Training Workbook	2005	2 years	2007
	City Council Mail	2006-2010	CY + 2 years	2008-2012

  
Department Head

9-22-16  
Date

  
City Clerk

9/22/16  
Date

  
City Attorney

9/22/16  
Date

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