

RESOLUTION NO. 8-2019

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFICA
AUTHORIZING DISPOSAL OF CERTAIN OBSOLETE
CITY DOCUMENTS AND PAPERS

WHEREAS, the Legislature of the State of California has adopted procedures for disposal of City records; and

WHEREAS, the City Council desires to authorize the disposal of certain obsolete or duplicate City records; and

WHEREAS, Government Code Section 34090 requires that prior to disposal of such records the City Council authorize such disposal by resolution;

WHEREAS, Government Code Section 34090 requires that prior to disposal of such records the City Attorney must consent in writing to disposal of such records; and

WHEREAS, the City Attorney has consented in writing to the disposal of such records;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Pacifica hereby authorizes the City Manager to dispose of the documents, files and papers listed on the attached as Exhibit A without making a copy.

* * * * *

Passed and adopted at a meeting of the City Council of the City of Pacifica held on the 22nd day of April, 2019 by the following vote:

AYES, Councilmembers: Vaterlaus, Beckmeyer, O'Neill, Bier
NOES, Councilmembers: None
ABSENT, Councilmembers: Martin
ABSTAIN, Councilmembers: None


Sue Vaterlaus, Mayor

APPROVED AS TO FORM:

ATTEST


Michelle Marchetta Kenyon
City Attorney

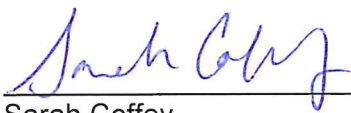

Sarah Coffey
City Clerk

EXHIBIT A

4/2 Received

City of Pacifica 170 Santa Maria Ave. Pacifica, CA 94044

**Parks,
Beaches and
Recreation**

Memo

To: Mario Xuereb
Account Technician

From: Beth Phipps, Parks, Beaches and
Recreation

Fax:

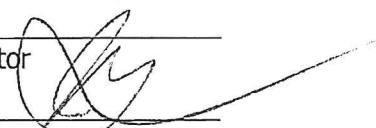
Pages: 1

Phone (650) 738-7386

Date: 3/1/19

Re: Approval to destroy old PBR
records

cc: Mike Perez, Director



Urgent For Review Please Comment Please Reply Please Recycle

Please add the following to your list of records to be approved for destruction, From the PB&R Dept.:

In accordance with Government Code Section 34090 and City of Pacifica Administrative Policy No. 8, we are requesting destruction of the following obsolete records and documents:

Community Center Senior Services:

- Monthly Budget Detail 2000-01
- Monthly Budget Detail 2001-02
- Budget Workbook 2002-03, 2003-04
- Expenditures July 2011 – June 2012
 - Postage
 - Bingo Backup
 - Donations
 - Petty Cash
 - Printing & Duplicating, Postage, Office Depot 52224
- Expenditures July 2010 – June 2011
 - Bingo
- Program Revenue (Deposits) July 2010 - June 2011
- Expenditures and Program Revenue (Deposits) July 2012 – June 2013
- Expenditures and Program Revenue (Deposits) July 2011 – June 2012
- Expenditures and Program Revenue (Deposits) July 2013 – June 2014
- Class Sign-in Sheets 2012-13
- Class Sign-in Sheets 2011-12

March 29, 2019

- Starbucks Donations December 2011 – February 2015
- Petty Cash July 2012 – June 2013
- Bingo Revenue (Deposits) July 2012 – June 2013
- Class Sign-in Sheets June 2007-July 2008
- CSM AAA/OAA Documents July 2002- June 2003
- CSM AAA/OAA Documents July 2000- June 2001

CONFIRM
CENTERS

City Attorney's Review: Deepa Praveen 4/9/2019



Memo

To: Mario Xuereb
Account Technician

From: Beth Phipps, Parks, Beaches and Recreation

Fax: _____ Pages: 1

Phone _____ Date: 3/1/19

Re: Approval to destroy old PBR records cc: Mike Perez, Director

Urgent For Review Please Comment Please Reply Please Recycle

Please add the following to your list of records to be approved for destruction, From the PB&R Dept.:

In accordance with Government Code Section 34090 and City of Pacifica Administrative Policy No. 8, we are requesting destruction of the following obsolete records and documents:

PB&R OFFICE

PBR Dept	Timesheets	7/2011-4/2012
PBR Dept	Timesheets	4/12-12/12
PBR Dept	Timesheets	6/10-6/11
PBR Dept	Charge Receipts	1/2007 - 12/2009
PBR Dept	Charge Receipts	1/2007 - 12/2009
PBR Dept	Charge & Cash Receipts	7/2012-6-2012
PBR	Play Brochures	2012-2013
PBR	Play Brochures	2009-2012
PBR	Rec Classes and Permits	2012-2013
PBR	Recreation Supervisor Files	2012

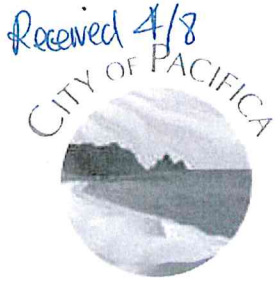
February 28, 2019

CHILDCARE

Child Care	Licenses, Purchase orders, Claim Forms	2012-2013
Child Care	Licenses, Purchase orders, Claim Forms	2009-2011
Child Care	Licenses, Purchase orders, Claim Forms	20010-2012
Child Care	Licenses, Purchase orders, Claim Forms	2006-2009
Child Care	Licenses, Purchase orders, Claim Forms	2002-2005
Child Care	Licenses, Purchase orders, Claim Forms	1999-2001
Child Care	Invoices	20010-2012
Child Care	Invoices	2006-2009
Child Care	Invoices	2002-2005
Child Care	Invoices	1999-2001
Child Care	Invoices	1996-1998
Child Care	Sunset Ridge Drops	2012-2013
Child Care	San Mateo Co. State Pre- school	2011-2012
Child Care	Attendance Records	2012-2013
Child Care	Attendance Records	2011-2012
Child Care	Student Drops	2011-2013
Child Care	Audit Documents	2003-2009
Child Care	Audit Documents	2009-2010
Child Care	Deposits	2008

APPROVED:


City Attorney



Scenic Pacifica
Incorporated Nov. 22, 1957

CITY OF PACIFICA Pacifica Police Department

2075 Coast Highway • Pacifica, California 94044-3038
(T) 650-738-7314 • (F) 650-355-1172 • www.pacificapolice.org

MAYOR
Sue Vaterlaus

MAYOR PRO TEM
Deirdre Martin

COUNCIL
Sue Beckmeyer
Mary Bier
Mike O'Neill

Pacifica Police Department INTER-DEPARTMENT MEMO

Date: April 5, 2019
To: Mario Xuereb
From: Bettina Blake, Records Supervisor
Subject: Obsolete Records Destruction

In accordance with Government Code Section 34090 and City of Pacifica Administrative Policy No. 8, we are requesting destruction of the following obsolete records and documents:

- | | |
|--|---|
| 1. Accident/Injury/Damage Report Forms | April 2016 & Prior |
| 2. Alarm Correspondence & Printouts for Billing | 2016 & Prior |
| 3. Block Party Permits | April 2016 & Prior |
| 4. Clearance Letters (for general public, not employees) | 2016 & Prior |
| 5. Commendation Files | 5 years after employee's termination date |
| 6. Consent Notices for New Chiefs | April 2016 & Prior |
| 7. Copies of Cash Receipts & Recap | April 2016 & Prior |
| 8. DOJ Database Audits | 2017 & Prior |
| 9. First Chance Reports/Statistics | April 2016 & Prior |
| 10. Field Interrogation Cards (only keep 2 years) | April 2017 & Prior |
| 11. Chief/Miscellaneous Correspondence | April 2016 & Prior |
| 12. Pawn Slips | April 2017 & Prior |
| 13. Police Officer Daily Logs | April 2016 & Prior |
| 14. Public Records Requests & Responses | April 2017 & Prior |
| 15. Pursuit Reports | April 2016 & Prior |
| 16. Receipts from Report Requests, Vehicle Releases, etc. | April 2017 & Prior |
| 17. Ride Along Forms | April 2016 & Prior |
| 18. Safety/Emergency Prep Commission Agendas | April 2015 & Prior |
| 19. Safety/Emergency Prep Commission Meeting Microcassettes | April 2015 & Prior |
| 20. San Mateo County Victim/Witness Program Statistics | April 2016 & Prior |
| 21. Subpoenas | April 2017 & Prior |
| 22. Supervisor Follow-Ups | April 2016 & Prior |
| 23. Terminated Background Investigations for employees not hired | 2016 & Prior |
| 24. Training Expense Records | 2014 & Prior |
| 25. Traffic Citations | Prior to 2015 |
| 26. Use of Force Memos | March 2014 & Prior |

- 27. Watch Commander Daily Log 2016 & Prior
- 28. Workplace Inspections April 2016 & Prior
- 29. Pitchess Motion Files April 2015 & Prior
- 30. Massage Permit Files (no longer practicing) April 2018 & Prior
- 31. Marijuana Permit Applications April 2018 & Prior

do not destroy until
April 2020

APPROVED:



Michelle Marchetta Kenyon, City Attorney



Memorandum

Planning Department

TO: Mario Xuereb
FROM: Tina Wehrmeister, Planning Director
DATE: March 18, 2019
SUBJECT: Obsolete Records Destruction

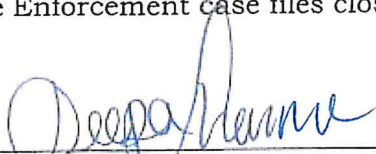
In accordance with Government Code Section 34090 and City of Pacifica Administrative Policy No. 8, the Planning Department is requesting destruction of the following obsolete records:

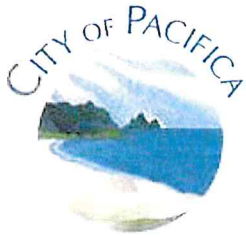
- 1. Planning Commission meeting tapes prior to March 2014. *GC 54953.5(b)*
- 2. Planning Commission, Open Space and Parkland Advisory Committee, GGNRA Committee, and Open Space Committee agendas, agenda packets, and notices prepared prior to March 2017.
- 3. Chron files dated prior to March 2017. *2 years - GC 34090*
- 4. Planning files for projects not completed or denied prior to March 2017.
- 5. Building Division routing slips and comments prior to March 2017.
- 6. Building Permit plans only (not application or inspection records) dated prior to March 2017 for the following:
 - a. Single or multiple dwellings not more than two stories and basement in height.
 - b. Garages and other structures accessory to single or multiple dwellings not more than two stories and basement in height.
 - c. Farm or ranch buildings.
- 7. Code Enforcement case files closed prior to March 2017.

do not destroy unless written consent by project applicant

Need more specifics / do not destroy

Approved


City Attorney



Scenic Pacifica
Incorporated Nov. 22, 1957

CITY OF PACIFICA

170 Santa Maria Avenue • Pacifica, California 94044-2506
www.cityofpacifica.org

MAYOR
Sue Vaterlaus

MAYOR PRO TEM
Deirdre Martin

COUNCIL
Sue Beckmeyer
Mary Bier
Mike O'Neill

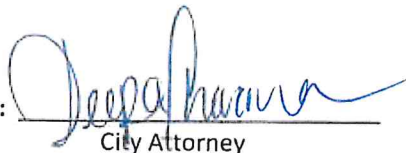
Pacifica Finance Department INTER-DEPARTMENT MEMO

Date: March 19, 2019
To: City Attorney's Office
From: Mario Xuereb, Accountant
Subject: Obsolete Records Destruction

In accordance with Government Code Section 34090 and City of Pacifica Administrative Policy No. 8, we are requesting destruction of the following obsolete records and documents:

1. Accounts Payable- FY 12/13
2. Accounts Receivable- FY 12/13
3. Void Pay Stub Copies- CY 05-13
4. Disbursements reports- CY 00-10 (electronic copies available)

APPROVED:


City Attorney