

RESOLUTION NO. 15-2018

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.

* * * * *

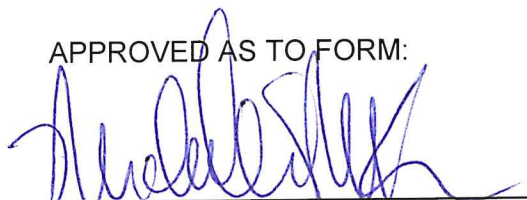
Passed and adopted at a meeting of the City Council of the City of Pacifica held on the 23rd day of April, 2018 by the following vote:

| | |
|--------------------------|---|
| AYES, Councilmembers: | Martin, O'Neill, Digre, Vaterlaus, Keener |
| NOES, Councilmembers: | None |
| ABSENT, Councilmembers: | None |
| ABSTAIN, Councilmembers: | None |



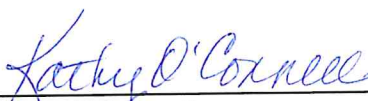
John Keener, Mayor

APPROVED AS TO FORM:



Michelle Marchetta Kenyon
City Attorney

ATTEST



Kathy O'Connell
City Clerk



Scenic Pacifica
Incorporated Nov. 22, 1957

CITY OF PACIFICA

Finance Department

170 Santa Maria • Pacifica, California 94044

(T) 650-738-7391 • (F) 650-355-1172

MAYOR
Mike O'Neill

MAYOR PRO TEM
John Keener

COUNCIL
Sue Digre
Sue Vaterlaus
Deirdre Martin

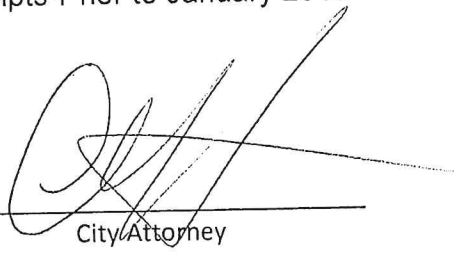
Pacifica Finance Department INTER-DEPARTMENT MEMO

Date: June 1, 2017
To: City Attorney's Office
From: Mario Xuereb, Account Technician III
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 09/10 to FY 11/12
2. Accounts Receivable- FY 09/10 to FY 11/12
3. Closed Business Licenses- Terminated prior to January 2013
4. General Bank Reconciliation -Prior to January 2012
5. Cash Receipts-Prior to January 2013

APPROVED: _____


City Attorney

Memo

| | |
|--|---|
| To: Mario Xuereb Account Technician | From: Beth Phipps, Parks, Beaches and Recreation |
| Fax: | Pages: 1 |
| Phone | Date: 11/27/17 |
| 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

1. Former Part Time Employee Files 2005 and Prior (A-E)
2. Former Part Time Employee Files 2005 and Prior (Last name E-K)
3. Former Part Time Employee Files 2005 and Prior (Last name L-Q)
4. Former Part Time Employees files 2005 and prior (R-Z)
5. Time Cards and Payroll Documents (December 2009-2010)
6. Revenue/Expenditures (1999-2009), 2012 4th of July Rocket run and Fog Jog registration and results, 2012 Summer Field trips registration forms, 2012 Permits, 2012 Registration forms and Adopt a family.
7. Charge Receipts (Jan. 2007 –Jan 2008), Aquatics Masters Sign-in sheets Feb. 2009 – May 2009, Aquatics Balance Sheets 1999 – 2009

CHILDCARE

8. CCTR/CSPP Family General Files 2011 (Last name C-Z)
9. State Pre-school Family Files 2010-2011 (Last name A-P)

10. Childcare Attendance Sheets Aug. 2010 – June 2011. (Ocean Shore, Sunset Ridge, Fairmont West, Vallemar)
11. 2010-2011 Subsidized Family Files (A-U)
12. Childcare Attendance 2011 (Ocean Shore, Sunset Ridge, Fairmont West, Vallemar)
13. State Pre-school Family Files 2010-2011 (Last name A-P)
14. 2010-2011 Subsidized Family Files (A-U)

RECREATION

15. Recreation Leader Handbook 2010, LITE Handbook 2010, Staff and LITE Evaluations 2011, CPRS District 4 Volunteer Recognition 2011/Dinner Reservations 2012, and Nomination Applications 2011
16. Dance Ticket Sales Roster Nov 2009 – Feb 2012, BA Evaluations 2006-2007, Community Center Permits 2012 – 2013, Hershey's Race Registration Forms 2011, Adventure Camp Roster 2011, Childcare Emergency and Identification Information Cards 2012
17. Adventure Camp Rosters (2012), Adventure Camp Parent Evaluations (2011), Staff Schedule, and sign-in sheets (2013). Hershey's Race Applications 2014. Homework center registration forms (2013). Cabrillo Afterschool Program Applications (2011).
18. Adventure Camp Fieldtrip rosters, and receipts (2012). Participant Emergency ID info (2014). Stem Applications (2014-2015). Cabrillo Afterschool Rosters (2014/2015). Interview notes for potential new hires (2011). Homework center sign-in (2014-2015).
19. Junior Olympics Heat sheets (2012), LITE 2013 Applications. Junior Olympics Applications (2011-2014). Cabrillo Stem Program applications 2013/2014. Dance ticket rosters (2014). Cabrillo afterschool sign-in sheets (2013).
20. Recreation Leader Handbook (2010). Field Trip Permission slips (2001-2005). J-teen dance ticket sale roster (2013/14). Junior Olympics 2014 events results.
21. Cabrillo calendar (2009). Receipts 1998-2001. BA checklist of tasks to do (2014). LITE Evaluations (2010). Play Guide (1999, 2000, 2001, 2005, 2007, 2008, 2010, 2011, 2013).
22. Field trip Rosters and schedules (2012). Hershey's meet applications and results (2012). Family Funfest Applications (2014). Brink pool field trip roster (2013). Recreation staff evaluation (2004, 2006). Community center permits (2012-2014). Receipts (2011-2012). Revenue Statements (2012).
23. CC Permits (2012), Junior Olympics Heat Sheets (2012). Field trip permission slips (2012). Elf Market Applications (2012). Adventure camp sign in sheets (2012). Emergency and ID card (2012). STEM Applications (2012). LITE Evaluations (2012).

APPROVED: _____

Chad Herrington
Chad Herrington, 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
Mike O'Neill

MAYOR PRO TEM
John Keener

COUNCIL
Sue Digre
Sue Vaterlaus
Deirdre Martin

Pacifica Police Department INTER-DEPARTMENT MEMO

Date: June 15, 2017
To: Mario Xuereb
From: Bettina Blake, Records Supervisor
Subject: Obsolete Records Destruction

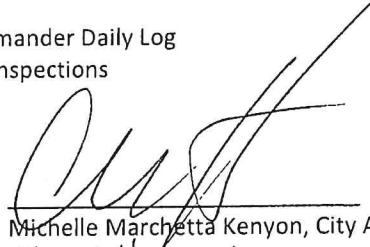
In accordance with Government Code Section 34090 and City of Pacifica Administrative Policy No. 8, we are requesting destruction of the following obsolete records and documents:

- | | |
|--|---|
| 1. Accident/Injury/Damage Report Forms | April 2014 & Prior |
| 2. Alarm Correspondence & Printouts for Billing | 2014 & Prior |
| 3. Block Party Permits | April 2014 & Prior |
| 4. Clearance Letters (for general public, not employees) | 2014 & Prior |
| 5. Commendation Files | 5 years after employee's termination date |
| 6. Consent Notices for New Chiefs | April 2014 & Prior |
| 7. Copies of Cash Receipts & Recap | April 2014 & Prior |
| 8. DOJ Database Audits | 2015 & Prior |
| 9. First Chance Reports/Statistics | April 2014 & Prior |
| 10. Field Interrogation Cards (only keep 2 years) | April 2015 & Prior |
| 11. Chief/Miscellaneous Correspondence | April 2014 & Prior |
| 12. Pawn Slips | April 2015 & Prior |
| 13. Police Officer Daily Logs | April 2014 & Prior |
| 14. Public Records Requests & Responses | April 2015 & Prior |
| 15. Pursuit Reports | April 2014 & Prior |
| 16. Receipts from Report Requests, Vehicle Releases, etc. | April 2015 & Prior |
| 17. Ride Along Forms | April 2014 & Prior |
| 18. Safety/Emergency Prep Commission Agendas | April 2013 & Prior |
| 19. Safety/Emergency Prep Commission Meeting Microcassettes | April 2013 & Prior |
| 20. San Mateo County Victim/Witness Program Statistics | April 2014 & Prior |
| 21. Subpoenas | April 2015 & Prior |
| 22. Supervisor Follow-Ups | April 2014 & Prior |
| 23. Terminated Background Investigations for employees not hired | 2014 & Prior |
| 24. Training Expense Records | 2012 & Prior |
| 25. Traffic Citations | Prior to 2013 |
| 26. Use of Force Memos | March 2012 & Prior |

- 27. Watch Commander Daily Log
- 28. Workplace Inspections

2014 & Prior
April 2014 & Prior

APPROVED:



Michelle Marchetta Kenyon, City Attorney

Chad Herrington, Deputy City Attorney