

**RESOLUTION NO. 2014-23**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE  
AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS RETAINED  
BY THE FINANCE DEPARTMENT**

**WHEREAS**, on February 25, 2009, the City Council approved Resolution No. 2009-39 establishing a policy for the retention of records maintained by the Finance Department; and

**WHEREAS**, at the close of the 2013 calendar year, certain records became eligible for retention review and were audited by the Finance Department; and

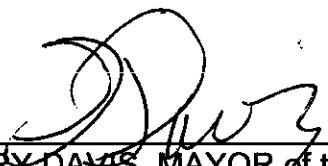
**WHEREAS**, certain records, as indicated on the attached Exhibit A, have been reviewed and determining to hold no administrative or historical value; and

**WHEREAS**, the Director of Finance and the City Attorney have filed written consent to the destruction of the records indicated on Exhibit A.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Elk Grove that:

- 1) The records heretofore identified are no longer required; and
- 2) The Director of Finance and City Attorney having given written consent to the destruction of the records inventoried in Exhibit A, the destruction of those records is hereby authorized.

**PASSED AND ADOPTED** by the City Council of the City of Elk Grove this 12<sup>th</sup> day of February 2014.

  
\_\_\_\_\_  
GARY DAVIS, MAYOR of the  
CITY OF ELK GROVE

ATTEST:

  
\_\_\_\_\_  
JASON LINDGREN, CITY CLERK

APPROVED AS TO FORM:

  
\_\_\_\_\_  
JONATHAN P. HOBBS,  
CITY ATTORNEY

## EXHIBIT A

### 2013 LIST OF RECORDS FOR DESTRUCTION CITY OF ELK GROVE, FINANCE DEPARTMENT

Request to destroy, the following lists of records pursuant to City of Elk Grove Resolution No. 2009-39 for:  
Fiscal Year 2008 - 2009:

- Audit Documents
- Allocation Reports - Interest
- Bank Transactions / Wires
- Budget Books
- Business Licenses - Applications / License / Renewals / Payments
- Cancelled / Outstanding / Voided Checks
- Cash Receipts / Receipt Books
- Fiscal Agent Statements
- Grants – EGPD
- Invoices/Accounts Payable
- Investment Advertising Documents
- Journal Entries
- Reconciliation Statements – Bank
- Reports – Measure A Papers
- Reports – Transit Orders
- Utility User Tax Invoices

Fiscal Years 2006/07 – 2008/09

- State and Federal Taxes
- Valic & CalPers Contributions
- Check Copies & Garnishments
- Payroll Registers & Timesheets

Up to January 20, 2008

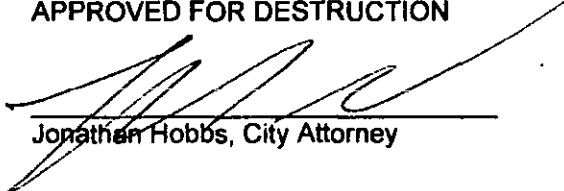
- Personnel Files

I certify that I have reviewed the above records and authorize their destruction.

  
\_\_\_\_\_  
Brad Koehn, Director of Finance and  
Administrative Services

1-22-14  
Date

APPROVED FOR DESTRUCTION

  
\_\_\_\_\_  
Jonathan Hobbs, City Attorney

1/22/14  
Date

**CERTIFICATION  
ELK GROVE CITY COUNCIL RESOLUTION NO. 2014-23**

**STATE OF CALIFORNIA            )**  
**COUNTY OF SACRAMENTO        )**     **ss**  
**CITY OF ELK GROVE             )**

***I, Jason Lindgren, City Clerk of the City of Elk Grove, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Elk Grove at a regular meeting of said Council held on February 12, 2014 by the following vote:***

**AYES :            COUNCILMEMBERS:     Davis, Cooper, Detrick, Hume, Trigg**  
**NOES:            COUNCILMEMBERS:     None**  
**ABSTAIN :        COUNCILMEMBERS:     None**  
**ABSENT:          COUNCILMEMBERS:     None**

  
**Jason Lindgren, City Clerk  
City of Elk Grove, California**