

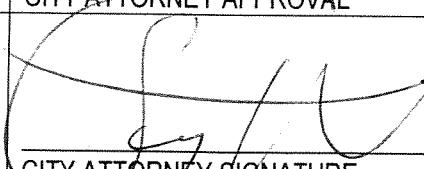
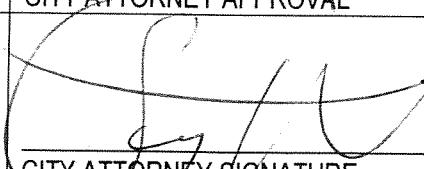
CITY OF CARSON
RECORDS MANAGEMENT
RECORDS DESTRUCTION AUTHORIZATIONAuthorization
Number

PART 1 – REQUEST FOR DESTRUCTION OF ORIGINAL RECORDS

Date 8/17/2016	Department City Treasurer's Office	Division Administration	
Form No.	Name or Title of Record Documentation Stored at City's Offsite Storage Facility (Phase I)		
PERIOD COVERED From <u>1972</u> To <u>2006</u>	ID/SERIAL NOS.	BOX OR BATCH NUMBER(S) 1 - 174	AGE FROM DEC. 31 OF YEAR OF ORIGINATION 34 years
JUSTIFICATION FOR DESTRUCTION			
<input checked="" type="checkbox"/> Duplicates <input checked="" type="checkbox"/> Obsolete		<input checked="" type="checkbox"/> No public service value <input type="checkbox"/> No legal value	<input checked="" type="checkbox"/> No historical value <input type="checkbox"/> Other _____
MICROFILM STATUS			
<input type="checkbox"/> Records have been microfilmed. Certificate No. _____ <input type="checkbox"/> Records require microfilming prior to destruction. <input checked="" type="checkbox"/> Records to be destroyed without microfilming or reproduction.			
APPROVED – DEPARTMENT DIRECTOR <i>Monica Wolf</i>		DATE <u>8-17-16</u>	

PART 2 – RECORDS MANAGEMENT COMMITTEE

THE RECORDS DESCRIBED HEREIN ABOVE WERE REVIEWED BY THE COMMITTEE ON		Month	Day	Year
<input type="checkbox"/> Destruction is approved. <input type="checkbox"/> Destruction is not approved. <input type="checkbox"/> City Attorney / City Council approval required. <input type="checkbox"/> Other		METHOD OF DESTRUCTION:		
		CERTIFICATE NO.		DATE
REMARKS				
CHAIRMAN – RECORDS MANAGEMENT COMMITTEE <i>M. Downs</i>		DATE <u>8-22-16</u>		

PART 3 – CITY MANAGER		CITY ATTORNEY APPROVAL	
DESTRUCTION OF THE RECORDS CITED HEREIN IS APPROVED.		 <u>01/27/10</u>	
CITY MANAGER SIGNATURE	DATE	CITY ATTORNEY SIGNATURE	DATE
 <u>8/24/16</u>			

ATTACHMENT "A"

CITY TREASURER'S OFFICE
SUMMARY OF RECORDS PROPOSED FOR DESTRUCTION
174 BOXES

Box Number(s)	Description	Year(s) Covered
1 – 20	Duplicate Copies of Bank Reconciliations	1973-1976
	Duplicate Copies of Daily Cash Receipt Reports	1976-1979
	Duplicate Copies of Payroll Registers	1976-1979
	Duplicate Copies of Carson Redevelopment Agency (CRA) Cash Receipts and Related Backup	1975-1981
	Duplicate Copies of Carson Redevelopment Agency (CRA) Financial Reports	1979-1981
	Duplicate Copies of Carson Redevelopment Agency (CRA) Daily Cash Reports	1972-1979
	Duplicate Copies of Disbursement Reports	1976
	Duplicate Copies of Demand Register Checks	1976-1979
21 - 54	Duplicate Copies of Carson Redevelopment Agency (CRA) Financial Reports	1981-1991
	Duplicate Copies of Carson Redevelopment Agency (CRA) Daily Cash Receipt Reports	1983-1991
	Duplicate Copies of Treasurer's Trust Account Checks/Refunds	2001-2003
	Duplicate Copies of Demand Register Checks and Cash Receipt Reports	2001-2003
	Duplicate Copies of Office of Parking Violations Reports	2002
	Duplicate Copies of Timesheets (City Treasurer's Office Employees)	1998-2002
	Duplicate Copies of Leave Request Forms (City Treasurer's Office Employees)	1998-2002
	Original Copies of Revolving Fund Checks and Replenishment Reports	1985-1989

21-54 (cont'd.)	Duplicate Copies of Bank Reconciliations and Demand Register Checks Duplicate Copies of Daily Cash Receipt Reports and Voided Checks Original Check Register Log Books Duplicate Copies of Demand Register Checks Duplicate Copies of Daily Cash Reports and Voided Checks Duplicate Copies of Carson Circuit Bus Route Revenue Reports	1976-1978 2001-2002 1996-2002 2002-2003 2001-2002 2001-2003
55 - 74	Duplicate Copies of Payroll Registers Duplicate Copies of Demand Register Checks and Daily Cash Receipt Reports Duplicate Copies of Bank Reconciliations	1980-1984 1980-1984 1983
75 - 81	Duplicate Copies of Daily Cash Receipt Reports, Demand Checks and Payroll Registers	1985 - 1986
82	Duplicate Copies of Daily Cash Receipt Reports, Demand Checks and Payroll Registers Original Office of Park Violations (OPV) & Revolving Fund Bank Statements	1985 1985
83	Duplicate Copies of Daily Cash Receipt Reports, Demand Checks and Payroll Registers	1985
84 - 93	Duplicate Copies of Daily Cash Receipt Reports, Demand Checks and Payroll Registers	1984 - 1985
94	Original Fiscal Year End Bank Reconciliations, Bank Statements and Copies of Cancelled Checks for Office of Parking Violations (OPV), Employee Benefit Trust and Revolving Fund Accounts	1987 - 1988
95 - 96	Duplicate Copies of Daily Cash Receipt Reports, Demand Checks and Payroll Registers	1988
97	Duplicate Copies of Daily Cash Receipt Reports, Demand Checks and Payroll Registers Original Fiscal Year End Bank Reconciliations, Bank Statements and Copies of Cancelled Checks for General Demand and all Redevelopment Agency Accounts	1987 1986 - 1987
98 - 106	Duplicate Copies of Daily Cash Receipt Reports, Demand Checks and Payroll Registers	1987 - 1988

107	Original Fiscal Year End Bank Reconciliations, Bank Statements and Copies of Cancelled Checks for Community Building Revolving Fund and Revolving Fund Accounts Duplicate Copies of Daily Cash Receipt Reports, Demand Checks and Payroll Registers	1985 – 1986 1986
108 - 113	Duplicate Copies of Daily Cash Receipt Reports, Demand Checks and Payroll Registers	1984 - 1988
114	Original Copies of City Treasurer's Office (CTO) Records (Memos, Agenda Items and Related Correspondence)	1983 - 1984
115	Original Bank Reconciliations	1980 - 1982
116	Original Revolving Fund Bank Statements and Check Stubs	1981 - 1985
117	Duplicate Copies of Daily Cash Receipt Reports, Demand Checks and Payroll Registers	1987
118 - 121	Duplicate Copies of Daily Cash Receipt Reports, Demand Checks and Payroll Registers	1989
122 - 123	Duplicate Copies of Monthly Cash Receipt Reports	2006
125 – 128	Duplicate Copies of Daily Cash Receipt Reports, Demand Checks and Payroll Registers	2005 – 2006
129	Original Bank Statements, Reconciliations and Copies of Cancelled Checks for Revolving Fund Account	1996 – 1999
130	Duplicate Copies of Petty Cash Request Forms with Backup Documentation/Receipts	1996 – 2001
131	Duplicate Copies of Voided Demand and Payroll Checks, Daily Cash Receipt Reports, Demand Checks and Payroll Registers	2000
132	Original Treasurer's Trust Account Bank Reconciliations and Bank Statements	1993 – 1996
133	Duplicate Copies of Demand and Payroll Checks	1999 – 2000
134	Original Check Register Log Books	1983 – 1996
135	Original Treasurer's Trust Account Refund Slips with Backup Documentation	1997 – 1998
136	Duplicate Copies of City/Carson Redevelopment Agency (CRA) Financial Reports	1991-1994

137	Duplicate Copies of Demand Checks, Payroll Registers and Copies of Voided Checks	2001
138	Duplicate Copies of Demand Checks, Payroll Registers and Copies of Voided Checks	1989
139	Original Revolving Fund Replenishment Reports	1995 – 1999
140	Original Revolving Fund Replenishment Reports	1999 – 2001
141	Duplicate Copies of Demand Check Registers, Voided Checks and Payroll Registers	2000
142	Original Treasurer's Trust Refund Slips for Community Center and Parks & Recreation Division Refunds with Backup Documentation	1995 – 1996
143	Original Treasurer's Trust Refund Slips for Community Center and Parks & Recreation Division Refunds with Backup Documentation	1992 – 1993
144	Duplicate Copies of City Treasurer's Office (CTO) Employee Leave Balance Reports and Timesheets	1984 – 1997
145	Original Carson Redevelopment Agency (CRA) Reconciliations	1989 – 1995
146	Original Carson Redevelopment Agency (CRA) Reconciliations	1976 – 1980
147	Duplicate Copies of Demand Check Registers, Voided Checks and Payroll Registers	2000
148	Duplicate Copies of Demand Check Registers, Voided Checks and Payroll Registers	2001
150	Original City Reconciliations	1984 – 1986
151	Original City Reconciliations	1982 – 1984
152	Duplicate Copies of Petty Cash Replenishment Reports with Receipts/Backup Documentation	1982 – 1984
153	Duplicate Copies of Daily Cash Receipt Reports	1982
154	Original City Financial Reports Original City Treasurer's Office (CTO) Records (Miscellaneous Memos & Budget Files) and Duplicate Copies of Timesheets and Leave Requests	1976 – 1982 1977 - 1980

155	Duplicate Copies of Petty Cash Replenishment Reports and Hostess Fund Replenishment Reports with Receipts/Backup Documentation	1986 – 1996
156	Original Treasurer's Trust Account Refund Slips for Community Center and Parks & Recreation Division Refunds with Backup Documentation	1996 – 1997
157	Duplicate Copies of Jay's Catering Receipts	1995 – 1999
158	Duplicate Copies of Los Angeles County, State of California and Federal Government Payment Receipt Files	1986 – 1996
159	Duplicate Copies of Los Angeles County Payment Receipt Files	1980 – 1998
160	Original Office of Parking Violations (OPV) Deposit Registers	1991 – 1996
161	Duplicate Copies of Demand Check Registers and Payroll Registers	2000 – 2004
162	Duplicate Copies of Daily Cash Receipt Reports, Voided Checks and Payroll Registers	2001
163	Original Treasurers Trust Account Refund Slips for Community Center and Parks & Recreation Division Refunds with Backup Documentation	1993 – 1995
164	Duplicate Copies of Daily Cash Receipt Reports, Voided Checks and Payroll Registers	2001
165	Original City Reconciliation Files	1986 – 1988
166	Original Treasurer's Trust Account Reconciliations	1988 – 1993
167	Original Office of Parking Violations (OPV) Account Reconciliations	1996 – 1999
168	Original Treasurer's Trust Account Refund Slips for Community Center and Parks & Recreation Division Refunds with Backup Documentation	1998 – 1999
169	Original Commercial Paper Interest Cash Receipt Reports	1993 – 2001
171	Duplicate Copies of Demand Checks	2001
172	Duplicate Copies of City Council Agenda Dispositions	1984 – 1988
173	Original Treasurer's Trust Account Refund Slips for Community Center Refunds	1984 – 1987
174	Original Treasurer's Trust Account Refund Slips for Community Center Refunds	1987 - 1989