RESOLUTION NO. 2018 - 082

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORONA, CALIFORNIA, AUTHORIZING THE ANNUAL DESTRUCTION OF CERTAIN OBSOLETE CITY RECORDS

WHEREAS, City staff has compiled a list of records and files with obligatory retention periods; and

WHEREAS, this list is on file with the City Clerk and available for inspection; and

WHEREAS, items past the obligatory retention period are obsolete and no longer required; and

WHEREAS, Section 34090 of the Government Code of the State of California authorizes the destruction of City records without the necessity of the City retaining copies thereof after the same are no longer required, upon the approval of the City Council and with the written consent of the City Attorney; and

WHEREAS, the City Council has approved a general policy for the disposal of public records by Resolution No. 89-157 and for Police records by Resolution No. 2014-08.

WHEREAS, written consent for the destruction of the records listed is attached hereto as Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Corona, California, that it hereby authorizes the destruction and disposal of the City records listed and attached hereto as Exhibit "A".

PASSED, APPROVED AND ADOPTED this 1st day of August 2018.

	Mayor of the City of Corona, California
ATTEST:	

City Clerk of the City of Corona, California

CERTIFICATION

I, Sylvia Edwards, City Clerk of the City of Corona, California, do hereby certify that the pregoing Resolution was regularly passed and adopted by the City Council of the City Corona, California, at a regular meeting thereof held on the 1st day of August, 2018, by the collowing vote:
AYES:
NOES:
ABSENT:
ABSTAINED:
IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal one City of Corona, California, this 1st day of August 2018.
City Clerk of the City of Corona, California
SEAL)

EXHIBIT "A"

List of Obsolete Records to be Destroyed

No.

CITY OF CORONA

Page 1 of 2	1	8/17	STORED (YRS.)	5.5	5.5	5.5	5.5	5.5	5.5		the
ICATE	Certificate Number:	DATE: 11/8/17 he following records:								✓ Administrative ✓ Thancial When?	City Attorney Consent Consent is hereby given to destroy the records enumerated above. By:
CITY OF CORONA RECORDS DISPOSAL AUTHORIZATION CERTIFICATE	Certi	get/Revenue requests authority to destroy the following records:	DESCRIPTION OF RECORDS	Audited Gann Limit Calculation / Workpapers	Budget and Mid-Year Workpapers	Records of Appropriation Increase / Decreases	Billable Hourly Rates	A-87 and Full Cost Allocation Plan	Vehicle Expense Records	SS Subject to Audit?	Review by City C
		CITY ATTORNEY Administrative Services (Finance) - Budget/Revenue	DATES FROM TO	2 All prior - 6/30/2011 Au	All prior - 6/30/2012 Buc	All prior - 6/30/2012 Rec	All prior - 6/30/2012 Bill	All prior - 6/30/2012 A-8	All prior - 6/30/2012 Vel	ntoried & determined rital to the department.	(For Department Use) 1: Kim Sitton, Finance Manager Kerry D. Eden, Department Head (Transmit to City Clerk)
(CO)		TO: The	FILE NO.	Electronic & Hard Copies	Electronic & Hard Copies	Electronic & Hard Copies	Electronic & Hard Copies	Electronic & Hard Copies	Electronic & Hard Copies	Reason for Destruction: Records have been inverthat they are no longer was the contract of the	Recommended: Reproved: Ke

CORPOR

RECORDS DISPOSAL AUTHORIZATION CERTIFICATE CITY OF CORONA

Page 2 of

Certificate Number:

STORED (YRS.) 5.5 5.5 DATE: 11/8/17 Audited Sales Tax Receipts, State Board of Equalization Statements (with AR Records) requests authority to destroy the following records: DESCRIPTION OF RECORDS Miscellaneous Customer / Departmental Correspondence Audited Property Tax Paperwork (Does not include tax returns) Administrative Services (Finance) - Budget/Revenue 10 All prior - 6/30/2012 All prior - 6/30/2012 All prior - 6/30/2015 DATES CITY ATTORNEY FROM Hard Copies Hard Copies Electronic & Hard Copies Electronic & Electronic & FILE NO. TO: The

2.5

4.5

☐ Historical		to Audit?	✓ No When?	Merk City Attorney Consent	Concent is hereby vivon to destroy the
Is Record Series Vital		Is Record Series Subject to Audit?	☐ Yes	Review by City Clerk	Recommended:
Reason for Destruction: Records have been inventoried & determined	that they are no longer vital to the department.			(For Department Use)	Recommended: TW St.

Daily reports: Credit Card Deposits, Bank Deposit Summary, Utility Billing Summary

Charge backs, Credit Card Adjustments, Overdrafts

Daily Bank Deposit Reconciliation

All prior - 6/30/2013

Hard Copies

Electronic &

Summary reconciliation

Deposit tickets

(Transmit to City Attorney) Recommended: Approved: Kerry D. Eden, Department Head ce Manager (Transmit to City Clerk)

im Sitton,

Approved:

records enumerated above. By:

Consent is hereby given to destroy the

		CITY OF CORONA RECORDS DISPOSAL AUTHORIZATION CERTIFICATE	Page 1 of 3
	HOM	Certificate Number:	_
TO: The	CITY ATTORNEY Finance Department - Payroll	DATE: 11/7	/2017
FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED (YRS.)
Electronic & Hard Copies	1	Employee Pre-List (Payment, contribution and deduction by empl per period)	3
Electronic & Hard Copies		Check Register (Check number, date, amount by empl for PY & DD check issues)	3
Electronic & Hard Copies	All prior - 12/31/2013	Period Register (Current period hours, gross, deductions, net, etc.)	3
Electronic & Hard Copies		Earnings Register (Current period total cost, salary, benefits)	3
Electronic & Hard Copies	All prior - 12/31/2013	Pay Register (By hour code - current, quarter, calendar, fiscal)	3
Electronic & Hard Copies	All prior - 12/31/2013	Deduction Register (Deduction amt by code, per empl - current, mo, qtrly, fiscal)	3
	struction: been inventoried & determined o longer vital to the department.	Is Record Series Vital	
Recommended	Reta Weston, Accounting Supervisor	Review by City Clerk Recommended: Consent is hereby given to destroy to records enumerated above. By:	the 2

(LOV	KOMA	CITY OF CORONA RECORDS DISPOSAL AUTHORIZATION CERTIFICATE	Page 2 of 3
		Certificate Number:	
TO: The	CTIY ATTORNEY Finance Department - Payroll	requests authority to destroy the following records:	DATE: 11/7/2017
FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED (YRS.)
Electronic & Hard Copies	All prior - 12/31/2013	Contribution (Benefit) Register (Benefit amt by code, per empl - current, mo, qtrly, fiscal)	3
Electronic & Hard Copies	All prior - 12/31/2014	Direct Deposit Report (ACH file: amt, routing and account number for each empl)	2
Electronic & Hard Copies	All prior - 12/31/2013	Overtime Report (Overtime hours and wages by empl and funding source)	. 8
Electronic & Hard Copies	All prior - 12/31/2014	Part Time Hours Report (Part time empl hours by fiscal year)	2
Electronic & Hard Copies	All prior - 12/31/2014	Leave Report (Employee leave hours accrued, used and balance)	7.
Electronic & Hard Copics	All prior - 12/31/2011	Handwrite Check Report (All payroll registers and GL distribution and posting reports for checks issued outside of the regular payroll cycle)	v,
Reason for Destruction: Records have been inver	Reason for Destruction: Records have been inventoried & determined	Is Record Series Wital Historical C Administrative	Financial
that they are no	that they are no longer vital to the department.		
		Is Record Series Subject to Audit? Yes Series Subject to Audit? When? Series Subject to Audit? Series Subject to Audit. Series Subject to Audit	
)	(For Department Use)	Review by City Clerk City Attorney Consent	nt
Recommended:	ي ال	Recommended: Consent is hereby given to destroy the records enumerated above.	ven to destroy the above.
Approved:	Furn D. Eden. Denartment Head	Approved: By:	7
·	(Fransmit to City Clerk)	(Transmit to City Attorney)	

		CITY OF CORONA RECORDS DISPOSAL AUTHORIZATION CERTIFICATE	Page 3 of	of 3
		Certificate Number:		
TO: The	CITY ATTORNEY Finance Department - Payroll	requests authority to destroy the following records:	DATE: 11/7/2017	
FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED (YRS.)	ED (S.)
Electronic & Hard Copies	All prior - 12/31/2012	General Ledger Posting and Labor Distribution Report (System generated GL posting and labor distribution reports)	Jd 5	
Hard Copies	All Prior - 12/31/2011	Federal and State Employment Tax Records (W2, 941, DE-6, Tax Summary Report), (Keep electronic file of W2s permanently)	. v	
Electronic & Hard Copies	All prior - 12/31/2011	PERS Retirement Report (Retirement plan reporting)	9	
Electronic & Hard Copies	All prior - 12/31/2011	Time Sheet (Payroll Copy)	9	
Electronic & Hard Copies	All prior - 12/31/2015	Empl Claim Forms (Empl education and expense reimb processed in payroll)	2	
Reason for Destruction: Records have been inverthat they are no longer was a second that they are no longer was a second that they are no longer was a second to second the second that they are no longer was a second to second the second that they are no longer was a second that they are no longer was a second to second the second that they are not longer was a second that	Reason for Destruction: Records have been inventoried & determined that they are no longer vital to the department.	Is Record Series Wital Historical Administrative Is Record Series Subject to Audit? No When?	[Financial	
Recommended: Ref Approved:	(For Department Use) d:	Recommended: Recommended: City Attom Consent is records on Approved: By:	City Attorney Consent Consent is hereby given to destroy the records enumerated above. By:	

Page 1 of 1 ZATION CERTIFICATE Certificate Number:	requests authority to destroy the following records:	RECORDS STORED (YRS.)	3.5	rs, and/or Petty Cash 5.5	cal Administrative 🗸 Financial	When?	City Attorney Consent	Consent is hereby given to destroy the records enumerated above.	X
CITY OF CORONA RECORDS DISPOSAL AUTHORIZATION CERTIFICATE Certificate I		DESCRIPTION OF RECORDS	Check Registers	Check Package (Invoice, and/or Purchase Orders, and/or Petty Cash	Is Record Series Ultal	Is Record Series Subject to Audit?	ceview by City Clerk	Recommended:	Annioved:
	CITY ATTORNEY Finance Department - Accounts Payable	DATES FROM TO	All prior - 6/30/2014	All prior - 6/30/2012	Reason for Destruction: Records have been inventoried & determined	ulat uley are no longer vital to the department.	(For Department Use)	d: Contact Accounting Supervisor	From D. Edu.
	TO: The	FILE NO.	Electronic & Hard Copies	Electronic & Hard Copies	Reason for Destruction: Records have been inve	ulat ultey are no	[]	Recommended: Re	Approved:

Page 2 of 2	31/2016	STORED (YRS.)	5.5	5.5	5.5		5.5	5.5						by the		
	DATE: 8/31/2016									✓ Financial			City Attorney Consent	Consent is hereby given to destroy the	X X	
RTIFICATE	stroy the following reco									Administrative		When?	City Atto	Consent i	By:	3
CITY OF CORONA RECORDS DISPOSAL AUTHORIZATION CERTIFICATE	ablerequests authority to destroy the following records:	DESCRIPTION OF RECORDS	Monthly Deposit / AR Reconciliation and Related Reports	Audited Numerical Copy of Invoices	Audited Project Invoices (Including WRCOG, RCTC, TUMF)	Citywide Fee Update Material / Studies:	Department Correspondence Files	Final Proposal Cost Study Workbooks	Company	Ls record defles With Historical	Is Record Series Subject to Audit?	Yes 🦪 No	Review by City Clerk	Recommended:	Approved:	i i i i i i i i i i i i i i i i i i i
	CITY ATTORNEY Finance Department - Accounts Receivable	DATES TO FROM	All prior - 6/30/2012 M	All prior - 6/30/2012	All prior - 6/30/2012 Au	Ŋ	All prior - 6/30/2012	All prior - 6/30/2012			that they are no longer vital to the department.		(For Department Use)	d: Activities de Veston, Accounting Supervisor	Eury D. Edus Suppressions Kerry D. Eden Denartment Head	Thought to City Clark
	TO: C	FILE NO.	Electronic & Hard Copies	Electronic & Hard Copies	Electronic & Hard Copies	Flectronic &	Hard Copies	Hard Copies	Rescon for Decimination.	Records have bee	that they are no Id		(Fo	Recommended:	Approved: (PS K	•

		CITY OF CORONA RECORDS DISPOSAL AUTHORIZATION CERTIFICATE	I.	Page 1 o
	Table State	Certificate Number:	mber:	
TO: The	CTIY ATTORNEY Finance Department - Accounts Receivable	ceivable requests authority to destroy the following records:	DATE: 11/07/2017 ing records:	.017
FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	50	STORED (YRS.)
Electronic & Hard Copics	All prior - 6/30/2013	Audited Daily Cash Receipt Packets		5.5
Electronic & Hard Copies	All prior - 6/30/2013	Official Receipts Numerical Books		5.5
Electronic & Hard Copies	All prior - 6/30/2013	Closed Developer Deposits (Including 9000 Accts)		5.5
Electronic & Hard Copies	All prior - 6/30/2016	Miscellaneous Customer / Departmental Correspondence		2.5
Electronic & Hard Copies	All prior - 6/30/2014 All prior - 6/30/2015	After Final State Payment SB 90 Claims Reimbursement Files After State Audit SB 90 Claims Reimbursement Files		4.5
Electronic & Hard Copics	All prior - 6/30/2013	Audited Accounts Receivables / Reconciliations and Related Reports		5.5
Reason for Destruction:	Reason for Destruction: Records have been inventoried & determined	Is Record Series Historical Administrative	ative [7] Financial	
that they are no	that they are no longer vital to the department.]]	
		Is Record Series Subject to Audit? Yes Vhen?		
	(For Department Use)	Review by City Clork	City Attorney Consent	
Recommended:	d: Control of the con	Recommended:	Consent is hereby given to destroy the records enumerated above.	
Approved:	Kerry D. Eden, Department Head	Approved:		
_	(Transmit to City Cigin)	(Transmit to City Automicy))	

	(CITY OF CORONA RECORDS DISPOSAL AUTHORIZATION CERTIFICATE	Page 2 of 3
<u> </u>	SON	Certificate Number:	
TO:	CITY ATTORNEY Finance Divsion - General Ledger Accounting	Accounting records:	9
FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED (YRS.)
Electronic & Hard Copies	All prior - 6/30/2015	Audit Work Papers	2.5
Electronic & Hard Copies	All prior - 6/30/2015	State Controller's Report of Financial Transactions	2.5
Electronic & Hard Copies	All prior - 6/30/2015	Street Report	2.5
Electronic & Hard Copies	All prior - 6/30/2013	Cancelled Checks: All City Accounts	4,
Electronic & Hard Copies	All prior - 6/30/2012	Maintenance of Effort Certificate Forms	
Electronic & Hard Copies	All Prior - 6/30/2015	Comprehensive Annual Financial Report	2.5
Reason for Destruction: Records have been inverthat they are no longer v	Reason for Destruction: Records have been inventoried & determined that they are no longer vital to the department.	Is Record Series ☐ Vital Is Record Series Subject to Audit? ☐ Yes ☐ Yes	
Recommended: The Approvedence of the Approvede	(For Department Use) Additional State of Theresa Dailey, Financial Analyst III Locusional by Chur REFFERENT D. Chur	Review by City Clerk Recommended: City Attorney Consent Consent is hereby given to destroy the records enumerated above. Approved: By:	lestroy the
	(Transmit to City Clerk)	(Transmit to City Attorney)	

		CITY OF CORONA	Page Lot 3								
A 124	35-3 D	RECORDS DISPOSAL, AUTHORIZATION CERTIFICATE									
COR	ONA	Certificate Number:									
TO:	CITY ATTORNEY	DATE: 10/16									
The	Finance Divison - General Ledger	Accounting requests authority to destroy the following records:									
FILE	DATES	DESCRIPTION OF RECORDS	STORED								
NO.	FROM TO		(YRS.)								
Electronie &	(10,000,10	General Ledger Detail, General Ledger Summary Reports: Balance Sheet, Revenue Summary, Expenditure	4.5								
Hard Copies	All prior - 6/30/2013	Summary, Expenditure Statement, Chart of Accounts									
Electronic &											
Hard Copies	All prior - 6/30/201	Tax Forms and Returns	6.5								
271. 4											
Electronic & Hard Copies	All prior - 6/30/2013	Bunk Statements / Bank Reconciliations	4,5								
That Copies	100 100 000 2015	Park Bulling Swift 1440 (141)									
Electronic &			4.5 *								
Hard Copies	All prior - 6/30/2013	Journal Vouchers/Work papers									
Electronic &											
Hará Copies	All prior - 6/30/2017	Fixed Asset (Inventory): Keep paperwork for the life of the asset									
Electronic & Hard Copies	All prior - 6/30/2015	Audii Reports	2.5								
tiara copies	7(1) prior - 0.50/5//12	THE REPORTS									
Reason for De		ls Record Series									
	been inventoried & determined	☐ Vital ☑ Historical ☑ Administrative ☑ Financial									
that mey are in	o longer vital to the department.	Is Record Series Subject to Audit?									
Exe	cept for grant related items	Yes 🛂 No When?									
	(For Department Use)	Review by City Clerk City Attorney Consent									
Recommended	. // . //.	Recommended: Consent is hereby given to destroy	(ls.a								
	Theresa Dailey, Financial Analyst II										
	DocaSigned by:	9///									
Approveds	terry D. Eden	Approved: By:									
PS	Kerry 5 18869, Department Head (Transmit to City Clerk)	(Transmit to City Attorney)									
	(,									

		CITY OF CORONA RECORDS DISPOSAL AUTHORIZATION CERTIFICATE	Page 3 of 3
CON	NAO.	Certificate Number:	ł
TO: The	CITY ATTORNEY Finance Divsion - General Ledger Accounting	Accounting requests authority to destroy the following records:	16/2017
FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED (YRS.)
Electronic & Hard Copies	Subject to grant requirement	State Grant Materials - four-year retention for state funds after audit or per grant requirement, whichever occurs last.	Varies
Electronic & Hard Copies	Subject to grant requirement	Federal Grant Materials - seven-year retention for federal funds after audit or per grant requirement, whichever occurs last.	Varies
Electronic & Hard Copies	All Prior - 6/30/2013	Investment Transaction Files - Trade Information	4.5
Electronic & Hard Copies	All Prior - 6/30/2013	Investment Reports	4.5
Electronic & Hard Copies	All Prior - 6/30/2013	Bank Statements - Investment Managers	2.4
Electronic & Hard Copies	All Prior - Until Sold	DMV Title Records	Until Sold
Reason for Destruction: Records have been investhat they are no longer v	Reason for Destruction: Records have been inventoried & determined that they are no longer vital to the department.	Is Record Series Vital Is Record Series Subject to Audit? When?	
	(For Department Use)	Review by City Clerk City Attorney Consent	
Recommended	Theresa Dailey, Financial Analyst III	Recommended: Consent is hereby given to destroy the records crumerated above.	/ the
Approved:	Eury D. Edun	Approved:	
J SJ	cRerry (Brefeden, Department Head (Transmit to City Clerk)	(Transmit to City Altorney)	

(ro	A STORY	CITY OF CORONA RECORDS DISPOSAL AUTHORIZATION CERTIFICATE	Page 1 of 1
		Certificate Number:	
TO: The	CITY ATTORNEY Finance Department - Purchasing	DATE: 11/0 Division requests authority to destroy the following records:	7/2017
FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED (YRS.)
Electronic & Hard Copies	All prior - 6/30/13	Purchase Orders - Purchase Requisitions - Numerical File	4.5
Electronic & Hard Copies	All prior - 6/30/13	Formal Bid Documents	4.5*
Electronic & Hard Copies	All prior - 6/30/13	Informal Bid Documents	4.5
Electronic & Hard Copies	All prior - 6/30/13	Contracts - originals w/signatures, to be destroyed four years after termination or completion of the contract terms.	4.5
Electronic & Hard Copies	N/A	Insurance Certificates	Until superseded
		* Unless Subject to Audit	
	truction: een inventoried & determined longer vital to the department.	Is Record Series Vital	
Recommended:	For Department Use) Cita Longsworth Cita Longsworthe Cita Longsworthe Purchasing Man Department Head (Transmit to City Clerk)	Review by City Clerk Recommended: Approved: (Transmit to City Attorney) City Attorney Consent Consent is hereby given to destroy to records enumerated above. By:	he

TO: The

RECORDS DISPOSAL AUTHORIZATION CERTIFICATE CITY OF CORONA

Page 1 of 2

Certificate Number:

DATE: 11/8/17 requests authority to destroy the following records: Administrative Services (Finance) - Business License CITY ATTORNEY

FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	ST)	STORED (YRS.)
Electronic & Hard Copies	All prior - 6/30/2012	Closed Transient Occupancy Tax Data		5.5
Electronic & Hard Copies	All prior - 6/30/2012	Audited Reports: Daily Certificate Batch Statistic Report Monthly Renewal Statistic Report Monthly Delinquent Batch Statistic Report Daily Transaction Report by Account		5.5
Electronic & Hard Copies	All prior - 6/30/2013	Returned check information turned over to the District Attorney's Office	fice	4.5
Reason for Destruction: Records have been inverthat they are no longer v	Reason for Destruction: Records have been inventoried & determined that they are no longer vital to the department.	Is Record Series Wital	✓ Administrative	
		Is Record Series Subject to Audit? Yes	6	
(F)	(For Department Use)	Review by City Clerk	City Attorney Consent	
Recommended: Kim S	Kim Sitton Finance Manager	Recommended:	Consent is hereby given to destroy the records enumerated above.	

(Transmit to City Attorney)

Approved:

Kerry D. Eden, Department Head (Transmit to City Clerk)

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TO: The

RECORDS DISPOSAL AUTHORIZATION CERTIFICATE CITY OF CORONA

Page 2 of 2

Certificate Number:

DATE: 11/8/17 requests authority to destroy the following records: Administrative Services (Finance) - Business License CITY ATTORNEY

FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STO	STORED (YRS.)
Hard Copies	6 months after scanning	Business License Applications New applications and annual renewal forms which have been reproduced electronically following the requirements of Government Code Section 34090.5		0.5
Electronic	All prior - 6/30/2012	Electronic copies of business license applications and annual renewal forms		5.5
Hard Copies	All prior = 6/30/2015	Business license forms scanning log		2.5
Hard Copies	All prior - 6/30/2013	Business License items submitted to collection agencies		4.5
Hard Copies	All prior - 6/30/2007	Business License unsatisfied judgements		10.5
Reason for Destruction: Records have been inver	Reason for Destruction: Records have been inventoried & determined	Is Record Series Uital Historical Administrative	✓ Finandal	
that they are no	that they are no longer vital to the department.	Is Record Series Subject to Audit? Yes		
T)	(For Department Use)	Review by City Clerk City Atte	City Attorney Consent	
Recommended:	Jun Sth	Recommended: Consent	Consent is hereby given to destroy the	

records enumerated above.

By:

(Transmit to City Attorney)

Approved:

Manager

Kim Sitton, Finan

Kerry D. Eden, Department Head (Transmit to City Clerk)

o		Date	STORED	(YRS.)	9	9	9	9	9 4		· ·	9 6	9	9	9	9	9	9	9		riparicial						
Page.	Certificate Number:	the following records:		* Gu rechitment	Reside - NE															outlements.	אַרוווווווווווווווווווווווווווווווווווו	n?	City Attorney Consent	Consent is hereby given to destroy the	records enumerated above.	A Series	D Or
CITY OF CORONA RECORDS DISPOSAL AUTHORIZATION CERTIFICATE	Cen	esources) requests authority to destroy the following records:	DESCRIPTION OF RECORDS		Senior Customer Service Representative Water Maintenance Technician I/II	Provisional Water Reclamation Facility Operator in Training	Accounting/Grants Specialist (Police)	Parks Landscape Contract Inspector V	Library Assistant	General Assistant - Police V	Lifeguard V	Library Page	Park Maintenance Assistant I/II 🗸	Library Assistant V	Police Records Supervisor (Promotional) 🗸	Customer Service Representative I/II Flex	Deputy City Clerk	Human Resources Analyst	General Assistant - Animal Control 🗸	Is Record Series		Is Record Series Subject to Audit?	Review by City Clerk	Recommended:	5	Approved:	(Transmit to City Attorney)
No.		CITY ATTORNEY Administrative Services (Human Resources	DATES		9/26/2011 - 11/3/2011 8/17/2011 - 10/12/2011			11/28/2011 - 12/19/2011	2011 - 3/31/2011		2/24/2011 - 4/11/2011	3/30/2011 - 4/13/2011		- 12/1/2011					2/17/2011 - 3/3/2011	Reason for Destruction:	Annual destruction per retention policy		(For Department Use)	: The duly		A my bell	Department Head (Transmit to Chief Deputy City Clerk)
		TO: The	FILE	NO.	JN 934 JN 928	JN 925	939 Nr	JN 940	JN 913	706 N.	606 NI	216 NI	N 918	JN 938	JN 901	JN 904	JN 914	JN 930	906 NG	¥	Annual			Recommended:		Approved:	(Tra



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RECORDS DISPOSAL AUTHORIZATION CERTIFICATE CITY OF CORONA

Certificate Number:

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STORED Date requests authority to destroy the following records: DESCRIPTION OF RECORDS Administrative Services (Human Resources) DATES CITY ATTORNEY FILE

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(YRS.)		_							_		_	_	_			T			1	Financial				
ナタモランと TYU *	(- 4																			✓ Administrative			When?	City Attorney Consent
	Janitor - Police Dept.	Aquatics Manager	Forensic Technician	Animal Control Supervisor	Acting Crime Analyst	Assistant Recreation Coordinator	Building Permit Technician	Water Resources Aide	Utilities Planner/Asset Coordinator	Water Distribution Operator I/II Flex	Water Facility Operator III	Water Safety Instructor	Recreation Specialist (Promotional)	Senior Customer Service Representative	Senior Office Assistant	Pool Manager	Recreation Leader I/II	Recreation Leader III	Is Record Series	☐ Vital ☐ Historical		Is Record Series Subject to Audit?	☐ Yes	Review by City Clerk
TO																					oolicy			
FROM	2/16/2011 - 3/1/2011	2/24/2011 - 4/11/2011	9/8/2011	2011	2011	12/15/2010 - 1/13/2011	4/27/2011 - 5/17/2011	6/9/2011 - 6/30/2011	7/28/2011 - 9/21/2011	1/13/2011 - 2/10/2011	1/27/2011 - 2/24/2011	2/23/2011 - 4/11/2011	2/24/2011	6/22/2011 - 6/28/2011	6/28/2011 - 7/21/2011	2/24/2011 - 4/11/2011	8/11/2011 - 9/1/2011	8/22/2011 - 9/8/2011	Reason for Destruction:		Annual destruction per retention policy			(For Department Use)
NO.	JN 905	116 NJ	JN 932			JN 900	JN 917	JN 919	JN 926	JN 902	JN 903	N 910	806 NI	JN 924	JN 921	JN 912	JN 927	929 NI	K		Annual c			-

Consent is hereby given to destroy the records enumerated above.

Recommended:

Recommended:

Approved: 🛧

(Transmit to Chief Deputy City Clerk)

Approved:

(Transmit to City Attorney)

	MICHOLD.
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ge of	Date	STORED	9 9 9			ette e
Page : Certificate Number:	by the following records:	A and Morathant	The soul of the so	√ Administrative	When?	City Attorney Consent Consent is hereby given to destroy the records enumerated above. By:
CITY OF CORONA RECORDS DISPOSAL AUTHORIZATION CERTIFICATE Certificate Nur	sources) requests authority to destroy the following records:	DESCRIPTION OF RECORDS	Public Safety Dispatcher I Purchasing Specialist Traffic Camera Operator Annual Leave Slips (2 boxes)	Is Record Series	rd Series Subject to Audit?	Review by City Clerk Recommended: Approved: (Transmit to City Attorney)
	CITY ATTORNEY Administrative Services (Human Resources)	DATES FROM TO	4/5/2011 - 4/19/2011 Put 9/19/2011 - 10/27/2011 Pur 12/15/2010 - 1/13/11 Tra 1/1/2011 - 12/31/011 Anu	estruction:	er retention policy	(For Department Use) iended: d: Department Head Transmit to Chief Deputy City Clerk)
CONTRACTOR	TO: CITY A1 The Administ	FILE NO. F	JN 916 4/5/2011 JN 893 9/19/201 JN 899 12/15/20 1/1/2011	Reason for Destruction:	Annual destruction per retention policy	Recommended: Approved: Department Use Approved: CTransmit to Chief Deput

RECRUITMENT BOX 2011-1

JN 934	9/26/2011 - 11/3/2011	Senior Customer Service Representative (1 of 2)
JN 928	8/17/2011 - 10/12/2011	Water Maintenance Technician I/II (1 of 2)

RECRUITMENT BOX 2011-2

JN 925	7/27/2011 - 8/18/2011	Provisional Water Reclamation Facility Operator in Training
3N 939	11/26/2011 - 11/27/2011	Accounting/Grants Specialist (Police)
JN 940	11/28/2011 - 12/19/2011	2011 Parks Landscape Contract Inspector
	2011	Police Sergeant Promotional

RECRUITMENT BOX 2011-3

	(2 of 2)
f 2)	echnician I/II (2
Library Assistant (1 of 2	Water Maintenance Technician I/II
Library /	Water N
- 3/31/2011	10/12/2011
3/17/2011	8/17/2011 -
JN 913	JN 928

				:	
IMENT BOX 2011-4	General Assistant - Police	Lifeguard	Library Page	Park Maintenance Assistant I/II	Library Assistant
RECRUI	2/17/2011 - 3/2/2011	2/24/2011 - 4/11/2011	3/30/2011 - 4/13/2011	5/3/2011 - 6/1/2011	11/9/2011 - 12/1/2011
	106 NC	606 NF	JN 915	JN 918	JN 938

TMENT BOX 2011-5	Police Records Supervisor (Promotional)	Customer Service Representative I/II Flex	Deputy City Clerk 1 of 2)	Human Resources Analyst	General Assistant - Animal Control
RECRUI	1/20/2011	1/31/2011	3/24/2011 - 4/11/2011	8/25/2011 - 10/13/2011	2/17/2011 - 3/3/2011
	JN 901	JN 904	JN 914	JN 930	906 NC

	RECRUI	ITMENT BOX 2011-6
306 NC	2/16/2011 - 3/1/2011	Janitor - Police Dept.
JN 911	2/24/2011 - 4/11/2011	Aquatics Manager
JN 932	9/8/2011	Forensic Technician
	2011	Animal Control Supervisor
	2011	Acting Crime Analyst
JN 914	3/24/2011 - 4/11/2011	Deputy City Clerk (2 of 2)
JN 900	12/15/2010 - 1/13/2011	Assistant Recreation Coordinator

IT BOX 2011-7	nit Technician	rces Aide	Utilities Planner/Asset Coordinator
TMEN	Building Permit Technician	Water Resources Aide	Utilities Planr
RECRUI	4/27/2011 - 5/17/2011	6/9/2011 - 6/30/2011	JN 926 7/28/2011 - 9/21/2011
	JN 917	JN 919	JN 926

SRUITMENT BOX 2011-8	2/10/2011 Water Distribution Operator I/II Flex	2/24/2011 Water Facility Operator III	4/11/2011 Water Safety Instructor	2011 - 11/3/2011 Senior Customer Service Representative (2 of 2)
RECRU	1/13/2011 - 2/10/2011	1/27/2011 - 2/24/2011	2/23/2011 - 4/11/2011	9/26/2011 - 11/3/2011
	JN 902	JN 903	JN 910	JN 934

TMENT BOX 2011-9	Recreation Specialist (Promotional)	Senior Customer Service Representative	Senior Office Assistant (1 of 3)	Library Assistant (2 pf 2)
RECRUI	2/24/2011	6/22/2011 - 6/28/2011	6/28/2011 - 7/21/2011	3/17/2011 - 3/31/2011
	806 Nf	JN 924	JN 921	JN 913

RECRUITMENT BOX 2011-10

JN 912	2/24/2011 - 4/11/2011	Pool Manager
JN 927	8/11/2011 - 9/1/2011	Recreation Leader I/II
JN 929	8/22/2011 - 9/8/2011	Recreation Leader III
JN 921	6/28/2011 - 7/21/2011	Senior Office Assistant (OBQ Applications) (2 of 3)

RECRUITMENT BOX 2011-11

JN 916	4/5/2011 - 4/19/2011	Public Safety Dispatcher I
JN 933	9/19/2011 - 10/27/2011	Purchasing Specialist
JN 921	6/28/2011 - 7/21/2011	Senior Office Assistant (OBQ Applications) (3 of 3)
1N 899	12/15/2010 - 1/13/2011	Traffic Camera Officer

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1 of 2)
Annual Leave Slips (1
1/1/2011 - 12/31/2011

BOX 2011-13	1/1/2011 - 12/31/2011 Annual Leave Slip (2 of 2)		

Page 1 of 6	Date	STORED (YRS.)	ν. -		Financial		t a to destroy the ove.	d	1
ERTIFICATE Certificate Number:	requests authority to destroy the following records:				✓ Administrative	When?	City Attorney Consent Consent is hereby given to destroy the records enumerated above.	By:)	72%
CITY OF CORONA RECORDS DISPOSAL AUTHORIZATION CERTIFICATE Certificate N	requests authority to des	DESCRIPTION OF RECORDS	7/11/2012 Public Records Request # 3605 to 3772	Is Record Series	Vital Historical	Is Record Series Subject to Audit? ☐ Yes	Review by City C	Approved:	(Transmit to City Attorney)
AND	CITY ATTORNEY City Clerk	DATES FROM TO	4/23/2012 to 7/11/2012 20	Reason for Destruction:	Per Retention Policy		(For Department Use)		Department Head (Transmit to Chief Deputy City Clerk)
	TO: The	FILE NO.	Box#		FL.	•	(E. Recommended:	Approved:	(Tr

		CITY OF CORONA RECORDS DISPOSAL AUTHORIZATION CERTIFICATE	Page 2 of 6
		Certificate Number:	
TO: (CITY ATTORNEY City Clerk	requests authority to destroy the following records:	Date
FILE NO.	DATES FROM	DESCRIPTION OF RECORDS	STORED (YRS.)
Box # 2	1/3/2012 to	4/23/2012 Public Records Request # 3391 to 3604	
Rei	Reason for Destruction:	Is Record Series Administrative Series Se	Financial
P	Per Retention Policy	rd Series Subject to Audit?	
(Feconomended: Approved:	(For Department Use)	Review by City Clerk City Attorney Consent Recommended: Consent is hereby given to destroy the records enumerated above. Annroyed:	estroy the
Trans	Transmit to Chief Deputy City Clerk)	(Transmit to City Attorney)	

Page 3 of 6		Date	STORED (YRS.)	8	Financial	
	Certificate Number:	De requests authority to destroy the following records:	`S		✓ Administrative When?	City Attorney Consent Consent is hereby given to destroy the records enumerated above. By:
CITY OF CORONA RECORDS DISPOSAL AUTHORIZATION CERTIFICATE		requests authority to dest	DESCRIPTION OF RECORDS	9/25/2012 Public Records Request # 3773 to 3952	Is Record Series Vital Is Record Series Subject to Audit? Yes	Review by City Clerk Recommended: Approved: (Transmit to City Attorney)
		CITY ATTORNEY City Clerk	DATES FROM TO	7/12/2012 to 9/25/2012 201	Reason for Destruction: Per Retention Policy	(For Department Use) nded: Department Head (Transmit to Chief Deputy City Clerk)
	,	TO: The	FILE NO.	Box # 3		(Fecommended: Approved:

Page 4 of 6	a)	STORED (YRS.)	S	Financial	3	
umber:	Date requests authority to destroy the following records:	STC		V Administrative		City Attorney Consent Consent is hereby given to destroy the records enumerated above. By:
CITY OF CORONA RECORDS DISPOSAL AUTHORIZATION CERTIFICATE Certificate N	requests authority to dest	DESCRIPTION OF RECORDS	12/3/2012 Public Records Request # 3953 to 4081	Is Record Series	rd Series Subject to	Review by City Clerk Recommended: Approved: (Transmit to City Attorney)
	TO: CITY ATTORNEY The City Clerk	OATES M	Box # 4 9/25/2012 to 12/3/2012 20	Reason for Destruction:	Per Retention Policy	Recommended: Approved: Department Head (Transmit to Chief Deputy City Clerk)

and a	THE STATE OF THE S	CITY OF CORONA RECORDS DISPOSAL AUTHORIZATION CERTIFICATE	Page 5 of 6
	ASS TO	Certificate Number:	
TO: The	CITY ATTORNEY City Clerk	requests authority to destroy the following records:	Date
FILE NO.	DATES FROM	DESCRIPTION OF RECORDS TO	STORED (XRS.)
Box#5	12/11/2012 to 12/2013 an De Jan De Jan De Jan De Jan De	12/27/2012 2012 Public Records Request # 4082 to 4121 Dec 2014 Council Meeting Blue Speaker Cards Dec 2013 Receipt books Dec 2013 Receipt Books	N 60 60
Ä	Reason for Destruction:	Is Record Series	
Pe	Per Retention Policy	Is Record Series Subject to Audit?	Hnancia
Đ	(For Department Use)	Yes V No When? Review by City Clerk City Attorney Consent	:
Recommended:			destroy the
Approved:	Department Head (Transmit to Chief Deputy City Clerk)	City Clerk) Approved: By: By: City Clerk)	Q

	KONK	CITY OF CORONA RECORDS DISPOSAL AUTHORIZATION CERTIFICATE	Page 6 of 6
		Certificate Number:	
TO: The	CITY ATTORNEY City Clerk	requests authority to destroy the following records:	Date
FILE NO.	DATES FROM		STORED (YRS.)
Box # 6	1/1/2012 to	12/31/2012 2012 Subpoenas Misc.	
	1		
	Reason for Destruction:	1: Is Record Series	Financia
<u> </u>	Per Retention Policy		
		Is Record Series Subject to Audit?	
	(For Department Use)	Review by City Clerk City Attorney Consent	
Recommended:	Xd: LYX(Recommended: Consent is hereby given to destroy the	destroy the
Approved:	ļ	Approved: By:	3
(Tr	Department Head (Transmit to Chief Deputy City Clerk)	(Transmit to City Attorney)	

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RECORDS DISPOSAL AUTHORIZATION CERTIFICATE CITY OF CORONA

Page of 4

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PESCRIPTION OF RECORDS works, 726 N. Main Street betions, Maple, Commerce, Main, Sixth rections, Maple, Commerce, Main, Sixth see Grande at Las Polsas respectively 150 W. Blaine Street xing Promotions, 1681 California Ave. luppernanny USA, 4344 Driving Range Road yenote Productions Inc., 1900 Aviation Drive ks, 4062 Green River Road yers 1507 Tanglewood Drive for Village Empowerment, 796 Orange Heights Lane to California LA, Rincon & Corydon Street titions, 181 Via Trevizio ductions, Corona Airport set of Village Avenue oversity, 1947 Sage Avenue oversity, 1947 Sage Avenue oversity, 1947 Sage Avenue versity, 510 W. Grand Blvd. yersity, 510 W. Grand Blvd. Historical Historical
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Consent is hereby given to destroy the records enumerated above. City Attorney Consent

When?

Is Record Series Subject to Audit?

Yes

No

Review by City Clerk

(For Department Use)

Recommended

Recommended:

By:

(Transmit to City Attorney)

(Transmit to Chief Deputy City Clerk)

epartment Head

Approved:

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RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page 2 of [

	1		Certificate Number:	
TO: The	CITY ATTORNEY Community Development Department	nt Department	t requests authority to destroy the following records:	Date
FILE NO.	DATES FROM	TO	DESCRIPTION OF RECORDS	STORED (YRS.)
	2010 2010 2010 2010 2010 2011 2011 2011	2010 BZ 2010 BZ 2010 BZ 2010 BZ 2010 BZ 2011 BZ 2012 BZ	2010 BZA10-003 Tower Productions, 400 S. Vicentia Avenue 2010 BZA10-001 Clean House/Style Network City Wide 2010 BZA10-001 Clean House/Style Network City Wide 2010 BZA10-004 New Remote Productions, 1340 Hidden Springs Drive 2010 BZA10-005 Collaboration Maiami, Cottage Drive btwn Hearthland Way & Diane Drive 2010 BZA10-006 Chapman University, 1031 E. Grand Blvd. 2010 BZA10-007 E! Entertainment Television, Inc., 460 N. Main Street 2011 BZA11-001 OP Services, 304 W. Mission Road 2011 BZA11-002 State Penn Productions, 1886 Butterfield Stage 2011 BZA11-002 State Penn Productions, 2735 Wardlow Road 2011 BZA11-004 Damon Productions, 2735 Wardlow Road 2011 BZA11-005 Bongo, LLC, 1650 E. Sixth Street 2011 BZA11-006 Caudil & Associates, 1080 Pomona Road 2011 BZA11-008 Batmagic LLC, Green River Golf Course 2012 BZA12-001 Chapman University, 2890 Gilbert 2012 BZA12-002 Asylum Entertainment, Promenade, Tehachapit, Parkview, Rock Vista parks 2012 BZA12-003 Omega Products International Inc., 1681 California Ave. 2012 BZA12-004 Pictures in a Row, The Lakes in Dog Lagos 2012 BZA12-005 Bala Productions, 4015 Crown Ranch Road	L L L L L L D D D D D D D D D D D D D D
F Meets do	Reason for Destruction: Meets destruction schedule time frame	rame	Historical 🗸 Administratudit?	[] Financial
Recommended: Approved: (Tran	(For Department Use) nded: Department/flead Transpnit to Chief Deputy City Clerk)	y Clerk)	Review by City Clerk Recommended: Consent is hereby given to destroy the records enumerated above. By: (Transmit to City Autorbey)	Je Je



RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page 5 of 4

Certificate Number:

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Date	STORED (YRS.)	5 4	4 4	4 4	. 4	1 4	4 (0	т m	, m	n m m		Financial			
he following records:			hill Pwy, 3567 Galatea Wy., 1181 Carter Ln.,		treet					ja:		[✓] Administrative	nr?	City Attorney Consent	Consent is hereby given to destroy the records animerated above
requests authority to destroy the following records:	DESCRIPTION OF RECORDS	2012 BZA12-008 Chapman University, 1164 E. Grand Blvd. 2013 BZA13-001 Megilla Entertainment, various locations	2013 BZA13-002 Long Pond Media, 542 Laguna Circle 2013 BZA13-003 Magilla Entertainment, 3780 Freemont Dr., 1395 Foothill Pwy, 3567 Galatea Wy., 1181 Carter Ln., 514 Corona Mall	2013 BZA13-005 Omega Products International, 1681 California Ave. 2013 BZA13-007 Concrete Images, 2205 Railroad St.	2013 BZA13-008 Authem Films, 1032 E. Sixth St and 1818 W. Sixth Street 2013 RZA13-009 Quality Toyota 400 S. Vicantia	2013 BZA13-013 Blue Orbit Productions, 148 Encanto Street	2013 BZA13-014 Fuzzbuster Films, 1455 W. Sixth Street 2014 BZA14-002 World of Wonder, 3142 Geranium Wy	2014 BZA14-003 Vitality Group, LLC, City Hall Council Chambers 2014 BZA14-005 Bongo, LLC, 1615 Garretson Ave	2014 BZA14-006 Big Energy Productions, 1510 W. Sixth Street #103 2014 BZA14-0071 WT 4630 Penny Royal Dr	2014 BZA14-008 Horizon Axis, LLC, Rimpau Park & 632 Black Oak Ci 2014 BZA14-009 Eyeworks USA, LLC Bongo LLC, 1008 W. Tenth Street	Is Record Series	Vital Historical ☑ A	Is Record Series Subject to Audit? Yes	Review by City Clerk	Recommended:
ent Departm	TO	2012	2013 2013	2013	2013	20131	2013	2014	2014	2014	•	frame			
CITY ATTORNEY Community Development Department	DATES FROM	2012 2013	2013 2013	2013 2013	2013	2013	2013	2014 2014	2014	2014 2014	Reason for Destruction:	Meets destruction schedule time frame		(For Department Use)	(
TO: The	FILE NO.									ı		Meets d	į		Recommended

(Transmit to City(Attorney)

(Transmit to Chief Deputy City Clerk)

Department Head

Approved

	STORY STORY	CITY OF CORONA RECORDS DISPOSAL AUTHORIZATION CERTIFICATE	ON CERTIFICATE	of Jo
			Certificate Number:	
TO: The	CITY ATTORNEY Community Development Department		requests authority to destroy the following records:	Date
FILE NO.	DATES FROM	DESCRIPTION OF RECORDS		STORED (YRS.)
	2014	2014 BZA14-010 Evolution Film and Tape, 1650 E. Sixth Street	eet	
Meets d	Reason for Destruction: Weets destruction schedule time frame	Is Record Series Vital Historical	✓ Administrative	Financial
		Is Record Series Subject to Audit?	When?	
Recommended Approved:	(For Department Use) inded Department Head (Transmit to Chief Deputy City	Review by City Clerk Recommended: Approved: Approved: (Transmit to City Attorney)	City Attorney Consent Consent is hereby given to destroy the records enumerated above. By:	2



CITY OF CORONA

	DATE: 11 /	
KECUKDS DISPUSAL AUTHORIZATION CERTIFICATE SIGNATURE PAGE	requests authority to destroy the following records which are more accurately described in the attachment:	Records identified as no longer vital to the City Clerk's Office and for destruction pursuant to
	CITY ATTORNEY	DESCRIPTION OF RECORDS:
	TO:	DESC

epartment:	,
Depart	-

Government Code Section 34090

Recommended:

(Transmit to City Clerk)

Department Head

Approvéd:

Review by City Clerk: Recommended:

(Transmit to City Attorney)

Approved:

Chief Deputy

City Attorney Consent:

Consent is hereby given to destroy the records listed in the following attachment(s).

By:

City Attorney

TOTAL NUMBER OF ATTACHMENT PAGES: (



Page1of1	DATE: <u>2/15/2018</u>	ACTIVE INACTIVE STORED (YRS.) (YRS.)	1 1 1 1 1 7 7 7 7 7 7 7 7 7 6 6 6	Financial	City Attorney Consent Consent is hereby given to destroy the records enumerated above. By:
<u>YTE</u>	D requests authority to destroy the following records:		urance om Alliant Insurance om Alliant Insurance	Administrative	City Attorne
CITY OF CORONA RECORDS DISPOSAL AUTHORIZATION CERTIFICATE	requests authority	DESCRIPTION OF RECORDS	6/30/2008 Property Insurance Notebook (PEPIP) from Alliant Insurance 6/30/2007 Property Insurance Notebook (PEPIP) from Alliant Insurance 6/30/2011 Property Insurance Proposal and Notebook (PEPIP) from Alliant Insurance 6/30/2012 Property Insurance Proposal and Notebook (PEPIP) from Alliant Insurance	Is Record Series Vital Is Record Series Subject to Audit? Yes	Review by City Clerk Recommended: Approved:
<u>R</u>	i Department	TO	6/30/2008 6/30/2007 6/30/2012 6/30/2012		rk)
COROLL	CITY ATTORNEY Legal & Risk Management Department	DATES FROM	7/1/2006 7/1/2010 7/1/2011	Reason for Destruction: Obsolete	(For Department Use) ded: Continuent
	ro: The	FILE NO.			Recommended: Approved:



Page 1 of 2

	יייים מוניים מוניים מוניים מוניים	Certificate Number:	
TO: The	CITY ATTORNEY Library & Recreation S	CITY ATTORNEY Library & Recreation Services - Recreation Division requests authority to destroy the following records:	Date
FILE NO.	DATES FROM	DESCRIPTION OF RECORDS	STORED (YRS.)
	2011 2008 2013 2013 2014 2014 2014 2014 2014 2014 2014 2014	2013 Copies of Senior Center Budget Documents 2013 Senior Center Cool Center Agreements & Sign in Sheets 2013 Senior Center Presentation Agreements 2014 Payroll including schedules and timesheets 2014 Picnic & Facility Reservation Forms 2014 Read File (Copies of letters mailed out from this Department) 2014 Copies - Claim Forms 2014 Copies - Claim Forms 2014 Program registrations forms. 2014 Refund and transfer request slips 2014 Refund and transfer request slips 2014 Kids Club - Particpant emergency cards, Activity Sign in sheets, validation reports 2013 Contract Agreements - Instructors are no longer working with the City. 2014 Part Time/Full Time Employee Files - Employees are no longer working in the City.	4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4
X	Reason for Destruction: No longer needed	Is Record Series Vital Is Record Series Subject to Audit? Ves When?	✓ Financial
Recommended.	(For Department Use) Recommended: Martha Kimbell	Review by City Clerk City Attorney Consent Recommended: Consent is hereby given to destroy the records enumerated above.	he

(Transmit to City Attorney)

Approved:

Department Head (Transmit to City)Clerk)

Approved: V

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Page 2 of 2

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ı	Date	STORED (YRS.)		✓ Financial	
Certificate Number:	requests authority to destroy the following records:		f a facility before/after a reservation) garding the sport enrolled in)	Administrative When?	City Attorney Consent Consent is hereby given to destroy the records enumerated above. By:
		DESCRIPTION OF RECORDS	Facility Condition Reports (Reports that show that condition of a facility before/after a reservation) 2014 Sports Evaluations (Reports that parents/participants fill out regarding the sport enrolled in)	Is Record Series Vital Is Record Series Subject to Audit?	Recommended: Approved: (Transmit to City Attorney)
The god conv	CITY ATTORNEY Library & Recreation Services - Recreation Division	DATES FROM TO	2014 Facil: 2014 Sport	Reason for Destruction: No longer needed	(For Department Use) Recommended: Martha Kimbell Approved Department Head (Transmit to City Clerk)
Ē,	TO: The	FILE NO.			Recommende Appr oved

	AND MARKET AND	CITY OF CORONA RECORDS DISPOSAL AUTHORIZATION CERTIFICATE	Page_1_of_1
		Certificate Number:	
TO: The	CITY ATTORNEY Police Department - Fleet	requests authority to destroy the following records:	Date cords: 11/8/201
FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED (YRS.)
Ppr/E	All prior through 12/31/2015 S	Speedometer Calibration Files 2015	2 years
	-		
, T	Reason for Destruction:	d Series	
Mod	mooks doesthertien	Ultal Historical ✓ Administrative	Financia
Solva	schodule time frame	Is Record Series Subject to Audit?	
	(For Department Use)	Review by City Clerk	City Attorney Consent
ecommende	Recommended J. Maxfield/C. Fountain	Recommended:	Consent is hereby given to destroy the
Annroved:			records enumerated above.
0. QC	Department Head	Approved:	
はイン	(Transmit to City Clerk)	(Transmit to City Attorney))

☐ Financial

Date 11/8/2017

STORED (YRS.)

2 years



	TROUGH	RECORDS DISPOSAL AUTHORIZATION CERTIFICATE	Page of	1
		Certificate Number:		
TO: The	CITY ATTORNEY Police Department - Fiscal Services Unit	reguests authority to destroy the following records:	Date 09/13/2016	
FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED	
Hard Copy	All prior through 6/30/2014	Administrative Citations (Loud Party / Fireworks)	(YKS.) 3+ Yrs	
Hard / Electronic Copy	All prior through 6/30/2015	Monthly Reports (Internal Activity / Financial)	2+ Yrs	
Hard / Electronic Copy	All prior through 6/30/2015	Impress Fund Receipts, (copies / master in Finance)	2+ Yrs	
Hard / Electronic Copy	All prior through 6/30/2015	General Correspondence and Memos, including Emails deemed to be Official Records	2+ Yrs	
			_	
Reserved to the second to the	Reason for Destruction: Ot destruction: other destruction other tame	Is Record Series Vital Is Record Series Subject to Audit? Vital Vita	Financial	
	(For Department Use)	Review by City Clerk	ınt	T
Recommende. Approved:	Recommended: B.L.Thierjung / L. Lorton Approved:	Recommended: Consent is hereby given to records enumerated above.	Consent is hereby given to destroy the records enumerated above.	
MA	Department Head (Transmit to City Clerk)	(Transmit to City Attomey)		



	Wildle And	CITY OF CORONA RECORDS DISPOSAL AUTHORIZATION CERTIFICATE	Pageof
		Certificate Number:	1
TO: The	CITY ATTORNEY Police Department - Fiscal Services Unit	es Unit requests authority to destroy the following records:	Date 10/30/2017
FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED
Hard Copy	All prior through 6/30/2007	BJA-LLEBG Grant - Timesheets/Earning Registers/Misc. Workpapers	10+ Yrs
Hard Copy	All prior through 6/30/2007	COPS, USDOJ, SLESA and CALCOPS Grant - Timesheets / Earning Registers / Misc. Workpapers	10+ Yrs
Hard Copy	All prior through 6/30/2007	AB109 PACT MOU / Reimbursements Paperwork (10 year MOU Retention Period)	10+ Yrs
Hard Copy	All prior through 6/30/2011	Various Task Force Workpapers	6+ Yrs
Hard Copy	All prior through 6/30/2012	Fund 250 Asset Forfeiture Certification workpapers (5 year Federal Retention Period)	5+ Yrs
Hard Copy	All prior through 6/30/2013	Firearm Facility / Range Rental Lease Agreements or MOU	4+ Yrs
Hard Copy	All prior through 6/30/2013	(NEW) DUI Reimbursement Billings - After Final Payment	4+ Yrs
Hard Copy	All prior through 6/30/2014	Alarm Violations Notices, False Alarm Notices, Permit Application, False Alarm Tracking Reports	3+ Yrs
moest Served	Meason for Destruction: Sep odeule A me freme	torical	Financial
D	(For Department Use)	Review by City Cl	
Recommended:	Recommended: B.L. Thierjung / L. Lorton	Recommended: Consent is hereby given to destroy the records enumerated above.	<u> </u>
Approved:	Department Head (Transmit to Civy Clerk)	Approved: By: By: (Transmit to City Attorney)	
			_



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Page 1

	Consent is hereby given to destroy the	Recommended:	D. Pacheco	Recommended D. Pacheco
	City Attorney Consent		(For Department Use))
	When?	Is Record Series Subject to Audit?	THE LACK	
Financial	✓ Administrative	Vital Historical	Separate Land	727
		Is Record Series	eason for Destruction:	. R
Curr +2 vrs		Dog Licenses - no longer valid - 2015	All prior through 12/31/2015	Ppr/E
Curr +2 yrs		Ketamine/Tranquilizer Logs - 2015	All prior through 12/31/2015	Ppr/E
Curr +2 yrs		Spay/Neuter subsidy program - 2015	All prior through 12/31/2015	Ppr/E
Curr +3 yrs		Bite reports, vicious animal, annual state reporting stats - 2014	All prior through 12/31/2014	Ppr/E
Not useful		Activity Logs - adoption 2015	All prior though 12/31/2015	Ppr
Not useful	nal- 2015	Cash - Petty Cash, receipt books - department copies, not original- 2015	All prior through 12/31/2015	Ppr/E
Not useful	partment copies only, not original- 2015	Purchase Orders, Payroll records, miscelleneous invoices - department copies only, not original- 2015	All prior through 12/31/2015	Ppr/E
2 years		General Correspondence, memorandums - 2015	All prior through 12/31/2015	Ppr/E
Curr +2 yrs		Monthly Reports - 2015	All prior through 12/31/2015	Ppr/E
STORED (YRS.)		DESCRIPTION OF RECORDS	DATES TO FROM TO	FILE NO.
Date 10/24/2017	requests authority to destroy the following records:		CITY ATTORNEY Police Department - Support Services Division - Animal Control	TO: The
	Certificate Number:			

records enumerated above.

By:

(Transmit to City Attorney)

(Transmit to Chief Deputy City Clerk)

Department Head

Approved:

Approved:



	ROVI	RECORDS DISPOSAL AUTHORIZATION CERTIFICATE	
		Certificate Number:	
TO: The	CITY ATTORNEY Police Department - Support Services Division - Animal Control	vices Division - Animal Control requests authority to destroy the following records:	Date 10/24/2017
FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED
Ppr/E	All prior through 12/;31/2015	Noisy Animal complaints - 2015, closed complaints	Curr +2 yrs
Ppr	All prior through 12/:31/2015	Lost Animal Reports - 2015	Curr +2 yrs
Ppr	All prior through 12/: 31/2015	Warning notices - 2015	Curr +2 yrs
Ppr	All prior through 12/; 31/2015	Impound Slips - 2015	Curr +2 yrs.
Ppr	All prior through 12/31/2015	Incident Reports - duplicate copies, not original - 2015	Not useful
Ppr/E	All prior through 12/31/2014	Citations - Administrative - 2014	Curr +3yrs
Reason	Reason for Destruction: of Softwerton	Is Record Series Vital Historical Administrative	Financial
2ch	Schodule time fame	Is Record Series Subject to Audit?	
)	(For Department Use)	Review by City Clerk	
Recommended D. Pacheco	D. Pacheco	Recommended:	0
Approved:	Denartment Ward	Approved: By:	
Tran	(Transmit to Chief Deputy City Clerk)	(Transmit to City Attorney)	



Page 1 of 2

<i>-</i>	on the fifty	Certificate Number:	
TO: The	CITY ATTORNEY Police Department - Support Services Division - Dispatch Section	requests authority to destroy the following records:	Date 10/24/2017
FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED
Ppr/E	All prior through 12/31/15	Work Schedules, shift assignments, shift trades - 2015	Curr +2 yrs
Ppr/E	All prior through 12/31/15	Payroll records, annual leave hour reports - not orginal, duplicate copies	Not useful
Ppr/E	All prior through 12/31/15	Cell phone trace forms	2 years
ь Б	All prior through 12/31/15	Daily Shift Logs - 2015	Curr +2 yrs
Ppr/E	All prior through 12/31/15	Monthly Equipment Review Log - 2015	Curr +2 yrs
Ppr/E	All prior through 12/31/15	Monthly Activity Logs - 2015	Curr +2 yrs
Ppr/E	All prior through 12/31/15	CAD system generated reports - 2015	Curr +2 yrs
Troe	Reason for Destruction:	Is Record Series Vital Historical Administrative	Financial
Sche	Schedule time fame	Is Record Series Subject to Audit? No When?	
	(For Department Use)	Review by City Clerk City Attorney Consent	
Recommended	Recommended H. Young/L. Lorton	Recommended:	
Approved:		Approved:	
A (Tran	Department Head (Transmit to Chief Deputy City Clerk)	(Transmit to Git Attorney)	



	NO STATE OF THE ST	RECORDS DISPOSAL AUTHORIZATION CERTIFICATE	Page 2 of 2
		Certificate Number:	
TO: The	CITY ATTORNEY Police Department - Support Services Division - Dispatch Section	vices Division - Dispatch Section requests authority to destroy the following records:	Date 10/24/2017
FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED
E/Computer	All prior through 12/31/16	Recording - Dispatch Radio, 911, station and business phone audio; not logged into evidence -2016	180 days +
Ppr/E	All prior through 12/31/15		Curr +2 yrs
Ppr	All prior through 12/31/15	Ride-a-long wavier forms - Dispatch sit-a-long wavier forms	2 years
Ppr	All prior through 12/31/15	Criminal / Traffic Subpoena Files - Duplicate Copies 2015	Curr +2 yrs
Ppr	All prior through 12/31/15	Monthly Reports - 2015	Curr +2 yrs
<u>ല</u>	All prior through 12/31/15	Parking Permits - Preferential Parking - 2015	Exp +2 yrs
Ppr	All prior through 12/31/15	Trespass Arrest Authorization Form - 2015	2 years
Ppr/E	All prior through 12/31/15	General correspondence, including email deemed to be official records - 2015	2 vears
R	Reason for Destruction:		o John S
Meet	meets algebration	☐ Vital ☐ Historical ☑ Administrative	Financial
Setre	Scholule thu frame	Is Record Series Subject to Audit? When?	
)	(For Department Use)		
Recommended	Recommended: H. Young/L. Lorton	Recommended: Consent is hereby given to destroy the records enumerated above	
Approved:	Denartment Head	Approved:	
CTra	(Transmit to City Clerk)	(Transmit to City Attorney)	

CORDINA

Page 1 of 1

			Certificate Number:	
TO: The	CITY ATTORNEY Police Department - ISD - Detective Bureau		requests authority to destroy the following records:	Date 10/24/2017
FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	S	STORED
Ppr	All prior through 12/31/2015	Impress Fund Receipts - Duplicate Copies		2 years or
Ppr	All terminated through 12/31/2007	Confidential Informant files	n .	until audit. Until term.
Ppr/E	All prior through 12/31/12	Registrant: H&S 11590 Drug		5 years
Ppr/E	All prior through 12/31/13	Suspect Drug House Complaints		Current
Ppr/E	All Prior through 12/31/15	Operational Plans		Plus 3 years 2 years
R. Outdated no	Reason for Destruction: Outdated no longer needed	Is Record Series	✓ Administrative	J Financial
		Is Record Series Subject to Audit? Yes	When?	
)	(For Department Use)	Review by City Clerk	City Attorney Consent	
Recommende	Recommended: Sgt. S.Shatford/Lt. Banales	Recommended:	Consent is hereby given to destroy the records enumerated above.	
Approved:	Department Head (Transmit to City Clerk)	Approved: (Transmit to City Attorney)	By: 1	

Name of the same o
and

	A CONTRACTOR OF THE PARTY OF TH	RECORDS DISPOSAL AUTHORIZATION CERTIFICATE	Page1	of_1_
,			Certificate Number:	
TO: The	CITY ATTORNEY Police Department-Investigative Services Division-Traffic Section	1	Date requests authority to destroy the following records:	Date 10/25/2017
FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	LS	STORED
Ppr/E	All prior through 12/31/2015 To	Tow Hearing Logs		2 Years
	Reason for Destruction:	Is Record Series	The state of the s	
S2120				Financial
	needed	Is Record Series Subject to Audit?	When?	
,	(For Department Use)	w by City C	City Attorney Consent	
(ecommendec	Recommended: L. Delcambre	Recommended:	Consent is hereby given to destroy the records enumerated above.	-
Approved:	Department/Head	Approved:	By: A. X.	
/ IV (Tre	(Transmit to City-Clerk)	(Transmit to City Attorney))	-

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	ROKA	RECORDS DISPOSAL AUTHORIZATION CERTIFICATE	rage_1otl
		Certificate Number:	
TO: The	CITY ATTORNEY Police Department - Investigative Services Division	e Services Division - Detective Bureau requests authority to destroy the following records:	Date
FILE	VTES	DESCRIPTION OF RECORDS	STORED
NO.	FROM TO		(YRS.)
Ppr	All prior through 12/31/2015	Pawn Slips / Secondhand Dealer Transacation Records	2 year
Ppr/E	All prior through 12/31/2016	Registrants: PC 290 Sex Offender Registration	Deceased
			_
 -	Reason for Destruction;	d Series	
4	Habelod-no longe	☐ Vital ☐ Historical ☑ Administrative	Financial
	needed	rd Series Subject to Audit?	
	(Hor Dannetmant IIa)	V No When?	
	(roi Department Ose)	Keview by City Clerk City Attorney Consent	
Secommende	ecommended: <u>Michelle Meza</u>	Recommended:	destroy the
		records enumerated above.	. (
Approved: _		Approved:	Ž
· 子 子	Department Head		1
1471 1.	ausinit to City Ciciny	(Transmit to City Attorney)	



RECORDS DISPOSAL AUTHORIZATION CERTIFICATE CITY OF CORONA

		Certificate Number:	er:	
TO: The	CITY ATTORNEY Police Department - Administration	requests authority to destroy the following records:	records:	Date 11/7/2017
FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS		STORED
Ppr/E	All Prior through 12/31/2012	Administrative Investigations - 10-010, 10-011, 11-008, 11-010, 11-012, 12-001, 12-003, 12-004, 12-005, 12-006, 12-007, 12-009, 12-010.	, 12-003, 12-004, 12-005,	Final Disp Plus 5 Yrs
Ppr/E	All Prior through 12/31/2015	On-Duty Accident Review Board - non-preventable not resulting in discipline - 2015	015	Current + 2 Yrs.
Ppr/E	All Prior through 12/31/2012	On-Duty Accident Review Board - preventable resulting in discipline - 2012		Final Disp Plus 5 Yrs
Ppr/E	All Prior through 12/31/2012	Formal Inquiries/Complaints/Claims - received from citizens, service comment forms - closed 2012	orms - closed 2012	Final Disp Plus 5 Yrs
Ppr/E	All Prior through 12/31/2012	Use of Force Reports, Taser Use Reports - attorney/client correspondence, photos, audio recordings = 2012	s, audio recordings - 2012	Final Disp Plus 5 Yrs
moet	Reason for Destruction:	Is Record Series Wital Historical Administrative		Financial
sch	scholule trive frame	Is Record Series Subject to Audit?		
	(For Department Use)	ew by City Clerk	City Attorney Consent	
Kecommendec	kecommended: 3. Buonocore	Recommended: Conse	Consent is hereby given to destroy the records enumerated above.	
Approved:	Department Head	Approved: By:C	なって	
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		. Taramenta Mila Amana)	

COMPANY

RECORDS DISPOSAL AUTHORIZATION CERTIFICATE CITY OF CORONA

Certificate Number:

11/7/17

of

Page 1

requests authority to destroy the following records: Police Department - Support Services Division - Personnel CITY ATTORNEY

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STORED (YRS.) 3 + years3 + years 3 + years3 + years 3 + years3 + years 5 + years Erika Bailey, Christopher Gonzalez, Karla Casillas, Briana Caudle, Catherine Chavez, Miguel Cintron, Jr., Background Files - Unsuccessful Applicants - 2014 - Angel Ramirez, Joseph Alicastro, Danyel Alvarez, Shelly DeGonia, Janice Esparza, Froilan Torres, Larry Gaines, Cindy Gomez, Amanda Hall, Karissa Hill, Gloria Lopez, Richard Renstrom, David Durant, Nicholas Larkin, Stephanie DeLeon, Denise Wooldridge, Benjamin Penaranda, Shane Prechtl, Raquel Puebla, Erick Rodriguez, Matthew Seno, Vincent Rodriguez, Christopher Trueblood, Roy Williamson, Paschke, Gerardo Rodriguez, III, Anthony Pham, David Ramos, Christopher Allison, Chrystal Johnson, Devin Stewart-Perdomo, Samantha Phillips, Rebecca Takkinen, Jeffrey Wright, Barron Noah, Pamela Buchanan, Ryan Anderson, Robert Denney, April Casada-Huber, Former Employees - 2012 - Michael Tripet, Brad Townsend, James Boydd, Jim Dillion, Julie Cable, Kenneth Jones, Daniel Kimbrough, Travis Kuhse, Jeffrey Lamb, Mayra Lara, Cinthia Madariaga, Kenneth Jones, Daniel Kimbrough, Travis Kuhse, Jeffrey Lamb, Mayra Lara, Cinthia Madariaga, leff Hubert, Shawn Dredla, Michael Motta, Nicole Leslie and Scott Leslie, Yvette Lopez, and Kenneth McCullough, Cindy McLain, Cristina Mendoza, Rebecca Meyer, Tahmarah Otoo, Christina VanVorce, Yesenia Villegas, Keenan Williams, Brian Wright, Yvonne Lopez sanet Captain, Michael Cordova, Jessica Williams, Shannon Daugherty, Kelly Higgins, Matthew Jones, Kyle Birmingham, Hayssen Aguirre, Marice Estrada, Abraham Santos, DESCRIPTION OF RECORDS Elizabeth Sutphin and Amber Wambold. Is Record Series Benjamin Penaranda OL All Prior through 12/31/2014 All Prior through 12/31/2012 All Prior through 12/31/2014 Reason for Destruction: DATES FROM FILE Ppr Ppr Ppr NO. Ppr Ppr

Review by City Clerk Recommended: Approved:

Recommended: S. Buonocore/L. Lorton

Consent is hereby given to destroy the records enumerated above.

City Attorney Consent

When?

☐ Financial

✓ Administrative

✓ Historical

Is Record Series Subject to Audit?

Eskedeetle time James

(For Department Use)

made dotruction

(Transmit to City Clerk) Department Head,

(Transmit to City Attorney)

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92	PROTEIN TROUTE	CLLY OF CORONA RECORDS DISPOSAL AUTHORIZATION CERTIFICATE	Page 2 of 2
	AUTHORITION OF THE PROPERTY OF	Certificate Number:	
TO: The	CITY ATTORNEY Police Department - Support Services Division - Personnel	ss Division - Personnel requests authority to destroy the following records:	71/7/11
FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED
Ppr/E	gh 12/31/2012	Formal Inquiries/Complaints/Claims - 2012	5 + years
Ppr	All Prior through 12/31/2015 Al	All Training request forms and associated documentation - 2015	2 + years
	Reason for Destruction	To Renard Series	
٠.	Mason for Ecsu action.	Historica	- : :
moork	dostruction		Financiai
Salradu	dule time frame	Is Record Series Subject to Audit? No When?	
	(For Department Use)	Review by City Clerk	
Recommendec	Recommended S. Buonocore/L. Lorton	Recommended:	y the
,			_
Approved:	Department Head	Approved:	
サイン	(Transmit to City (Jerk)	(Transmit to Site Attorney)	

RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page 1 of 1

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		Certificate Number:		
TO: The	CITY ATTORNEY Police Department - Administration	on requests authority to destroy the following records:	Date 11/7/2017	
FILE	TES	DESCRIPTION OF RECORDS	STORED	
NO.	FROM TO			
Ppr/E	All prior through 12/31/15 All prior through 12/31/15	Permits Issued by Police Department - Applications, background docs, inspection sheets, memos, permits Meeting Minutes - Police Formal Staff Meetings - Management Meetings	<u> </u>	T
-	Reason for Destruction:	Record Series		
med	meets destruction	☐ Vital ☐ Historical ☑ Administrative	Financial C	
20	Schodede time frame	Is Record Series Subject to Audit? No When?		
	(For Department Use)		nt	
Recommende	Recommended: Kolleen Hut	Recommended:	en to destroy the	
Approved:		Approved:		
シスそ	Department Head (Transmit to City Clerk)	ansmit to City (Corney)		
		(Carrent Cara	•	

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CITY OF CORONA RECC

Page 1 of 2

CERTIFICATE	
AUTHORIZATION	
ORDS DISPOSAL	

9		Certificate Number:	
TO: The	CITY ATTORNEY Police Department - Support Services Division - Records Section	vices Division - Records Section requests authority to destroy the following records:	Date 10/8/2017
FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED (VRS.)
Ppr/E	All prior through 12/31/2013-	All prior through 12/31/2013. (Regions - Notice to Appear, Infraction, Misd, Traffic and ACO 2012	5+ yrs
Ppr	All prior through 12/31/2014	Crime Statistics - Jail Activity Logs 2013	Curr +3 yrs
Ppr	All prior through 12/31/2015	Crime Statistics - Periodic Requests	Curr +2 yrs
Ppr	All prior through 12/31/2014	Cirm Statistics- Rap Sheet Audit Trail Logs - handwritten 2014	Curr + 2 yrs
Ppr	All prior through 12/31/2015	Department of Justice Validation Lists 2014	Curr +2 yrs
Ppr	All prior through 12/31/2015	Bicycle Licenses 2014	Exp +2 years
Ppr	All prior through 12/31/2015	Cross Reports - CPS, DPSS, APS 2015	2 years
Ppr	All prior through 12/31/2015	Private Party Tow/Repossession Reports 2015	2 years
Ppr	All prior through 12/31/2015	Criminal/Traffic Subpoena File - SDT No record 2015	2 years
R	Reason for Destruction:	Is Record Series ☐ Vital ☐ Vital ☐ Vital	Financial
Sche	Schedule time trans	Is Record Series Subject to Audit?	
D	(For Department Use)	Review by City Clerk / City Attorney Consent	
Recommended S. Hernandez	S. Hernandez		troy the
		records enumerated above.	, (
Approved:	Donostment Hood	Approved:	7
そそ	(Transmit to City Clerk)	(Transmit to City Attorney)	

(Transmit to City Attorney)



RECORDS DISPOSAL AUTHORIZATION CERTIFICATE CITY OF CORONA

Certificate Number:

Page 2 of 2

TO: The	CITY ATTORNEY Police Department - Support Services Division - Records Section	rices Division - Records Section requests authority to destroy the following records:	Date 11/8/2017
FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED
Ppr/E	All prior through 12/31/2013. Strime Reports	Crime Reports - Infractions, Misdemeanor	5 yrs
Ppr/E	All prior through 12/31/2007	Crime Reports - Felony, EXCEPT Homicide, Juvenile, Child Abuse or Sexual Assault	10 yrs
Ppr/E	All prior through 12/31/2014	Incident Reports - Non-criminal, civil 2012, 2013	Curr +3 yrs
Ppr/E	All prior through 12/31/2014	Incident Reports - Found Property/Safekeeping	Curr +3 yrs
Ppr/E	All prior through 12/31/2015	Incident Reports - 5150 WIC	Curr +2 yrs
Ppr/E	All prior through 12/31/2014	Reports - Traffic Collisions (not fatal), Missing Person & Runaway (cleared)	Curr +3 yrs
Ppr/E	All prior through 12/31/2012	Crime Reports - Stolen Vehicles, no conviction, recovered	5 yrs
Ppr/E	All prior through 12/31/2015	General Correspondence - Miscellenous Public Disclosures, Response Letters 2015 Records Destruction Checklist - Duplicates 1990-2010	2 yrs
Ppr/E	All prior through 12/31/2015	Work Schedules, Shift assigments, Shift trades 2014	7.00
R Week	Reason for Destruction:	Is Record Series ☐ Vital ☑ Historical ☑ Administrative	Financial
Scho	Schadele time frame	Is Record Series Subject to Audit?	
)	(For Department Use)	Review by City Clerk City Attorney Consent	sent
Recommended S. Hernandez	S. Hernandez	Recommended:	Consent is hereby given to destroy the

Consent is hereby given to destroy the

records enumerated above.

By:

(Transmit to City Attorney)

(Transmit to City Clerk) Department Head

Approved

Approved:

|--|

TO: The

RECORDS DISPOSAL AUTHORIZATION CERTIFICATE CITY OF CORONA

Certificate Number:

Page 1 of 4

	CITY ATTORNEY			Date
	Public Works Depart	ublic Works Department, 2nd Floor (Transportation Division) req	requests authority to destroy the following records:	
FILE	DATES	DESCRIPTION	DESCRIPTION OF RECORDS	STORED
VO.	FROM	10		(VRS.)
	2005	2008 Short Range Transit Plan 2005/06 - 2007-08	80-/	
	2003	2005 Short Range Transit Plan 2003-05		
	2004	2006 Short Range Transit Plan 2004-06		
	2005	2007 Short Range Transit Plan 2005-07		
	2008	2009 Short Range Transit Plan 2008-09		•
	2009	2012 Short Range Transit Plan 2009/10 - 2011/12	1/12	
	2008	2011 Short Range Transit Plan 2008/09 - 2010/11)/11	
	2006	2009 Short Range Transit Plan 2006/07 - 2008/09	60/5	

2002 Corona Dial A Ride Monthly Maintenance Reports-July-December, 2002 2003 Corona Dial A Ride Monthly Maintenance Reports-January-March, 2003

2003 Corona Cruiser Monthly Maintenance Reports-January - March, 2003 Corona Cruiser Monthly Maintenance Reports- July-December, 2002

2009 Short Range Transit Plan 2006/07 - 2008/09

2002

2003	2003 Dial A Ride and Corona Cruiser Maintenance Reports-January 2003	tenance Reports-January 2003		14
2002	2002 Dial A Ride and Corona Cruiser Maintenance Reports- December 2002	tenance Reports- December 20	02	15
2004 2	2004 2004 ADA Audit			50
2003	2003 Triennial Review Audit 12/15/2003			41
1999 R	1999 RFP-1999			81
2003 Ir	2003 Inland Empire Regional Intelligent Transportation Systems Architecture Project Final Report, June, 2003	insportation Systems Architect	are Project Final Report, June, 2003	14
Reason for Destruction:	Is Record Series			
		☐ Historical	✓ Administrative	Financial
Annual destruction per retention policy]
	Is Record Series Subject to Audit?	o Audit?		
	☐ Yes	□ No When?	?	
(For Department Use)	Review by City Clerk	lerk	City Attorney Consent	
Recommended: Stephanie Lucido	Recommended:		Consent is hereby given to destroy the	
)		records enumerated above.	
Approved: Heling Man	Approved:	in Tavardo	No. of the second secon	
Department Head			91	
(Transmit to City Clerk)	(Transmit to City Attorney)	orney)))	

CONTRACT	

		Date	STORED (YRS.)	12	12	15	10	7	7	18	19	15	12	14								
Page 2 of 4				:														ent	iven to destroy the	above.	メング	
CERTIFICATE	Certificate Number:	requests authority to destroy the following records:	S				1.9	09/10	10/11		d Related Documents	ments Related Documents	ject No. CA-90-1/303 00		A contract of the contract of		When?	City Attorney Consent	Consent is hereby given to destroy the	records enumerated above.	By	
CITY OF CORONA RECORDS DISPOSAL AUTHORIZATION CERTIFICATE			DESCRIPTION OF RECORDS	nol Audit Review	Review	FTA Triennial Review FY2002, 2003, 2004- Sections 5-13 City of Corona Vanpool FY 2008/09 Program Log Book	Route Match Software User Guide Product Version RM-3.1.9	City of Corona Vanpool/Carpool Program Log Book FY 2009/10	City of Corona Carpool/Vanpool Program Log Book FY 2010/11 NTD FY99/00	666	N1D 1998 City of Corona Transit Services Evaluation of Proposals and Related Documents	City of Corona Transit Services Proposals and Related Documents City of Corona Transit Services Requests for Proposals and Related Documents	State Contract-Contract No.1-02-23-15, City of Corona Project No. CA-90-1/303 00	w Vol. 2 of 2	d Series		Is Record Series Subject to Audit?	Review by City Clerk	ed:		MINTE TOWARDS	(Transmit to City Attorney)
RECC		2nd Floor (Transportation Division)	01	2005 2005 Drug and Alcohol Audit 2005 2005 FTA Triennial Review	2005 2005 FTA Triennial Review	2004 FTA Triennial Revie 2009 City of Corona Vanp	2007 Route Match Software User Guide Prod		2011 City of Corona Carpo 2000 NTD FY99/00	1999 NTD Yearly Report 1999	2002 City of Corona Trans	2002 City of Corona Trans 2002 City of Corona Trans	2005 State Contract-Contract		Is Record Series		Is Recor		Recommended;		Approved:	TL)
A COUNTY OF THE PROPERTY OF TH		CITY ATTORNEY Public Works Department, 2nd Floor (Trans	DATES FROM	2005	2005	2002 2008		2009	2010 1999						Reason for Destruction:	Annual destruction per retention policy		(For Department Use)	Recommended: Stephanie Lucido	/ / /	Man I Male	Department Head (Transmit to City Clerk)
	7	TO: The	FILE NO.												R	Annual d			Recommended	7.	Approved:	(Tra



			CITY RECORDS DISPC	CITY OF CORONA RECORDS DISPOSAL AUTHORIZATION CERTIFICATE	RTIFICATE	Page 3 of 4	
					Certificate Number:		V.
TO; The	CITY ATTORNEY Public Works Department, 2nd Floor (Transportation Division)	nt, 2nd Floor (Tra	nsportation Division)	requests authority to dest	requests authority to destroy the following records:		Date
FILE NO.	DATES FROM	OL	DESC	DESCRIPTION OF RECORDS			STORED
		2003 Novem	rber 2003 Monthly Report	November 2003 Monthly Report for Corona Cruiser and Dial A Ride	. Ride		14
		2006 FTA D 2006 Safety	FTA Drug and Alcohol Audit 1/23/06 Safety Vision	3/06			11
			FTA Triennial Review Workshop Workbook FY2012	Workbook FY2012			5
		2007 Vanpool	iol Friennial Review Infy 14.14	Vanpool FTA Triennial Baviau Iuly 14.1\$, 2008 Missellonous Motonials			10
			Corona Corona Cruiser Bu	City of Corona Corona Cruiser Bus Stop Inventory, Nov. 2007	20		10
		2010 Title 49	Title 49: Transportation Part 37-Tran Dial A Ride Presentation Tune 2000	Fransportation Services for Inc	Title 49: Transportation Part 37-Transportation Services for Individuals with Disabilities (ADA) Dial A Ride Presentation Tune 2000		7
		2008 Workb	Workbook Triennial Review Program FY2008	gram FY2008			1/
			Injury and Illness Prevention Program	gram			. 00
		2003 Creativ 2006 Bus W	Creative Bus Procurement I Bus West Type II Buses				14
		2001 NTD Report	NTD Reporting Manual 2001				16
	2011	2012 City of	Corona Carpool/Vanpool	City of Corona Carpool/Vanpool Program Log Book FY2011/12	2		12
		2000 Transpo	Transportation Concepts Employee Handbook (Rev. 8/2000) Hazard Elimination Safety Program Funding Application for	e Handbook (Rev. 8/2000) in Funding Application for E.	Transportation Concepts Employee Handbook (Rev. 8/2000) Hazard Elimination Safety Program Funding Application for E. Sixth Street Median & Traffic Sional Immount	na! [mnrvmt	17
	Reason for Destruction:		Is Record Series	0			61
Annual's	Annual destruction per retention policy	oliev	□ Vital	Historical	✓ Administrative		☐ Financial
			Is Record Series Subject to Audit?	ect to Audit?			
			Yes	oN \square	When?		
	(For Department Use)		Review by City Clerk	ity Clerk	City Attorney Consent	1	
Recommendec	Recommended: Stephanie Lucido		Recommended:		Consent is hereby given to destroy the	n to destroy the	
	/ / / /		C		records enumerated above.	ove.	
Approved:	I dong hill		Approved:	R Edward	By	7	
Ė	Department Head		Ę				
11)	(Transmit to City Clerk)		(Transmit to City Attorney)	y Attorney)			



	ROYA	RECORDS DISPOSAL AUTHORIZATION CERTIFICATE	
	Turner.	Certificate Number:	
ro: The	CITY ATTORNEY Public Works Departmen	CITY ATTORNEY Public Works Department, 2nd Floor (Transportation Division) requests authority to destroy the following records:	Date
FILE	DATES	DESCRIPTION OF RECORDS	STORED
	2005 2004 2005 2001 2001 2000	1999 City of Corona Tea Application for Sidewalk Improvement in Downtown Corona 2002 Hazard Elimination Safety Program Funding Application for E. Sixth Street Median & Traffic Signal Imprymt. 2005 Cota St. Sidewalk & River Rd. Bike Lane Improvements FY05/06 SB821 Bicycle & Pedestrian Facilities Program 2006 Main St. Comprehensive Pedestrian & Accessibility Improvement FY 05/06 SB821 Bicycle & Pedestrian Facilities 2005 FY2004/05 SB821 Bicycle and Pedestrian Facilities Program 2007 City of Corona Transit Services SRTP Update FY 2005/2007 2002 Ernst & Young Audited Financial Stmts, City of Corona Transit Svcs. & Measure A Transportation Funds 2007 Ernst & Young Audited Financial Stmts, City of Corona Transit Svcs. & Measure A Transportation Funds 2008 Ernst & Young Audited Financial Stmts, City of Corona Transit Svcs. & Measure A Transportation Funds 2008 Comprehensive Annual Financial Report FY ended June 30, 2008 RCTC 2009 Transportation Concepts Trainee's Manual, Professional Driver Training Program 2006 City of Corona Comprehensive Annual Financial Report year ended June 30, 2006 2001 Corona Bicycle Master Plan, May 31, 2001	(TRS) 18 18 12 12 16 17 17 17 17 18 11 11 11 11 11 11 11 11 11 11 11 11
	Reason for Destruction:	: Is Record Series Thistorical Comministration	
Annual	Annual destruction per retention policy		Hnancia
		Is Record Series Subject to Audit?	
	(For Department Use)	Review by City Cl	
<u>secommende</u>	Recommended: Stephanie Lucido	Recommended:	he
Approved:	Department Head	Approved: Mark Edward By:	
(II	(Transmit to City Clerk)	(Transmit to City Attomey)	

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7					_	-		_	_	
of		Date	STORED	4		Financial			ıe	
rage_1 FICATE	Certificate Number:	the following records:				✓ Administrative	n?	City Attorney Consent	Consent is hereby given to destroy the	By:
RECORDS DISPOSAL AUTHORIZATION CERTIFICATE	Cert	Division requests authority to destroy the following records:	DESCRIPTION OF RECORDS	2013 Dig Alert Tickets	rd Series	Vital Vital Record Series Subject to Andit?	Types Types No When?	Review by City Clerk	Recommended:	Approved: Myin Edward (Transmit to City Attorney)
PROWN PROWN		CITY ATTORNEY Public Works Department, Inspection Division	DATES FROM TO	2012 2013 BIG	Reason for Destruction:	Annual destruction per retention policy		(For Department Use)	Recommended: Laura Lopez	Why Mike Department Head (Transmit to City Clerk)
O O		TO: The	FILE NO.			Annual	i i		Recommende	Approved:

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	NO. NO.				RECORDS	CITY OF CORONA RECORDS DISPOSAL AUTHORIZATION CERTIFICATE	CITY OF CORONA ISPOSAL AUTHORIZA	ATION CER	TIFICATE			Pa	Page of
9	D. Line								Certificate Number:	Number:			1
TO: The	CITY ATTORNEY Risk Management Department	VEY ent Depar	tment				requests aut	hority to des	troy the follo	requests authority to destroy the following records:	S:	Ħ	Date
FILE NO.	D. FROM	DATES M	TO			DESCRIF	DESCRIPTION OF RECORDS	ECORDS				3 2	STORED (YRS.)
				Legal Retention Period - 3 years	ntion Period	d-3 years							
	1/1/2014		12/31/2014	Special Eve	nts Insuranc	12/31/2014 Special Events Insurance for 4 reporting quarters covering 1/1/2014-12/31/2014	ting quarters	covering 1/	1/2014-12/3	1/2014			3
											i		
		1											
				-									
		1											
Past retention	Reason for Destruction: Past retention date-no longer useful or needed	uction: seful or n	pepea		Is Record Series	eries	Historical		☐ Administrative	ative			☐ Financial
					Is Record S	S Record Series Subject to Audit?	to Audit?		When?				
	(For Department Hea)	t I Ica)		-		Review by City Clerk	Zi Ci		-	City Attom	Topcont		
Recommended:	THE PARTY OF THE P		7	 Re	Recommended:		4 2			Consent is 1	City Authority Consent Consent is hereby given to destroy the	to destroy t	<u>د</u> -د
			C						_	records enu	records enumerated above.	(e.	2
Approved:	X	X		Αp	Approved:					is is	X	分	
T.	Department Head (Transmit to Chief Deputy City Clerk)	ad Jeputy Ci	ity Clerk)		(Trans	(Transmit to City Attorney)	ttorney)			k	7		ı

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Page of 11

									Certificate Number:	Number:			Ì
TO: The	CITY ATTORNEY Risk Management Department	ORNEY ement Dep	artment				requests au	requests authority to destroy the following records:	troy the follo	wing record	<u>:</u>	I	Date
FILE		DATES				DESCRIE	DESCRIPTION OF RECORDS	RECORDS				92	STORED
NO.	FROM	MC	ТО										(YRS.)
				Legal Rete	Legal Retention Period - 3 years	l - 3 years							
	1/1/2014		12/31/2014	Subrogation Demand Invoices generated during the months and years 1/1/2014 - 12/31/2014	Demand In	voices gener	ated during	the months a	nd years 1/1	/2014 - 12/3	1/2014.		æ
				Includes pai	Includes paid in full, no payment-past statute of limitations, and incidents that did not warrant a	payment-pa	st statute of	limitations, a	ind incidents	that did not	warrant a		
				subrogation	subrogation demand due to no repairs or damages per department response.	to no repair	s or damage	s per departi	nent respons	زه ا			
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Past retention	Reason for Destruction: Past retention date-no longer useful or needed	estruction: r useful or	papaau .		Is Record Series	eries	Historical	_	☐ Administrative	ative			Financial
					Is Record Se	Is Record Series Subject to Audit? Record Series Subject to Audit?	to Audit?		When?				
	(For Department Use)	nent Use)	7		Revi	Review by City Clerk	Clerk		_	City Attorn	City Attorney Consent		
Recommended.	A Spare	3	to the	Re	Recommended:					Consent is 1	Consent is hereby given to destroy the	to destroy t	he
Approved:	X	X	Q	Ap	Approved:					records enu Bv:	records enumerated above.	$Q_{\rm e}$	
T)	Department/Head (Transmit to Chief Deputy City Clerk)	Head ef Deputy (City Clerk)		(Transn	(Transmit to City Attorney)	ttorney)			\$	2		

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Certificate Number:

Pages of [1]

TO: The	CITY ATTORNEY Risk Management Department	Department	requests authority to destroy the following records:	Date
FILE NO.	DATES FROM	ES TO	DESCRIPTION OF RECORDS	STORED (YRS.)
			Legal Retention Period - 3 years	
	6/30/2005	12/31/2005	12/31/2005 CDs with Cost Detail Reports for Workers' Compensation Claims dated 1/1/1975-12/31/2005	6
	1/31/2006	12/31/2006	12/31/2006 CDs with Cost Detail Reports for Workers' Compensation Claims dated 1/1/1975-12/31/2006	10
	1/31/2007	12/31/2007	12/31/2007 CDs with Cost Detail Reports for Workers' Compensation Claims dated 1/1/1975-12/31/2007	11
	1/31/2008	5/31/2008	5/31/2008 CDs with Cost Detail Reports for Workers' Compensation Claims dated 1/1/1975-5/31/2008	12
Fast retention	Reason for Destruction: Past retention date-no longer useful or needed	n: or needed	Is Record Series	Financia
			Is Record Series Subject to Audit? No When?	
	(For Department Use)	(Review by City Clerk Consent	
Recommended	THE PROPERTY	JA-	Recommended: Consent is hereby given to destroy the	destroy the
A nnroved.	X	CV		Q
Transfer (Tra	Department Head (Transmit to Chief Deputy City Clerk)	v City Clerk)	Transmit to City Attorney)	1

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			1						_				7						_									
	Date	STORED (YRS.)		7	5	11	11	8	12	10	11	12	15	9	11	12	10	11	10	6	☐ Financial				oy the			
Certificate Number:	requests authority to destroy the following records:																				✓ Administrative		When?	City Attorney Consent	Consent is hereby given to destroy the	records enumerated above.	By) عر
	requests authority to de	DESCRIPTION OF RECORDS	CLOSED WORKER'S COMPENSATION CLAIMS	NDERSON, MICHAEL D	3/13/2012 BAKER, JEFFREY	ALL, JOHN	ONNEY, MARK	OURGAULT, LANCE	ASADA-HUBER, APRIL	REDLA, SHAWN	DUNTAIN, MICHELLE	OMEZ, MATTHEW	1/29/2002 HANNEMAN, ERIC	7/14/2011 HANNEMAN, ERIC	ARPER, RONALD	6/20/2005 LOPEZ, GLORIA		GUYEN, HUONG	JONES, SHERRY	5/29/2008 MACALALAD, YOLANDA	Is Record Series Uvital	Is Record Series Subject to Audit?	☐ Yes	Review by City Clerk	Recommended:		Approved:	(Transmit to City Attorney)
	artment	OT		4/23/2010 ANDERSC	3/13/2012 E	3/22/2006 BALL, JOHN	3/7/2006 BONNEY,	12/2/2009 BOURGAT	10/12/2005 CASADA-	10/24/2007 DREDLA,	12/19/2006 FOUNTAI	8/1/2005 GOMEZ,	1/29/2002 F	7/14/2011 F	11/16/2006 HARPER,	6/20/2005	7/18/2007 N	8/25/2006 NGUYEN,	9/4/2007	5/29/2008 N				00	5	0		City Clerk)
	CITY ATTORNEY Risk Management Department	DATES FROM		4/15/2010	2/13/2012	3/15/2006	2/28/2006	4/2/2008	9/22/2005	6/4/2001	8/9/2006	7/6/2005	11/2/2001	7/24/2010	11/2/2006	2/23/2005	3/24/2006	9/21/2006	7/13/2007	5/6/2008	Reason for Destruction: Claim closed; no longer employed			(For Department Use)	TIMEN THE	ンメン	Denartment Head	(Transmit to Chief Deputy City Clerk)
A CHAPTER TO THE CHAP	TO: C	FILE NO.		2010102984			06-5900-0104	2008083074		CCBE-424283	07-5900-0014	- 1		CCBP-539625	07-5900-0039 11/2/2006	05-5900-0102	06-5900-0170 3/24/2006			08-5900-0119	Re Claim closed; no			1)	Recommended:	<u>-</u>	Approved:	(Trans

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			CITY OF CORONA RECORDS DISPOSAL AUTHORIZATION CERTIFICATE		Page 5 of μ
The state of			Cert	Certificate Number:	
ro: The	CITY ATTORNEY Risk Management Department	NEY ent Departmen	requests authority to destroy the following records:	Date oy the following records:	ate
FILE NO.	D FROM	DATES TO	DESCRIPTION OF RECORDS	DLS	STORED (YRS.)
			CLOSED WORKER'S COMPENSATION CLAIMS		
07-5900-0108	4/13/2017	6/19/2007	MALLE, TARA		10
08-5900-0127	5/28/2008	10/6/2008	MCCOY, CHRIS		6
07-5900-0007	7/18/2006	12/1/2006	MENDOZA, FRANK		11
2008083499	12/2/2008	1/30/2009	MILLER, RICHARD		∞
07-5900-0092	3/9/2007	3/26/2007	3/26/2007 MOEDER, PATRICIA		10
CCAU-423401	12/1/1992	5/25/2006	5/25/2006 MUMMA, BILL		11
	3/9/1993	5/20/1993	5/20/1993 PEREZ, GEORGINA		24
28213081	6/24/1998	12/22/1998	PEREZ, GEORGINA		61
6800-0065-80	2/5/2008	2/12/2008	PEREZ, GEORGINA		6
06-5900-0107	3/8/2006	3/20/2006	TAMBOURIS, ARMAND		11
06-5900-0042	10/6/2005	12/27/2005	12/27/2005 WEEKS, THOMAS		12
01-5900-0003-FMX	10/3/2000	11/17/2005 WHI	WHITAKER, JEFFREY		12
0027213072-FM	7/17/1997	8/30/2006	WHITAKER, JEFFREY		11
Reason for Destruction: Past retention date-no longer useful or needed	Reason for Destruction: date-no longer useful or	papaau .	Is Record Series ☐ Vital ☐ Historical ☐ △	☐ Administrative	Financial
			Is Record Series Subject to Audit?	en?	
(For D	(For Department I Isa)		Paview by City Clark	City Attorney Consent	
55.	Man uncare osci	000	with the state of	THOSING COUNTY AND	
Recommended:		3	Recommended:	Consent is hereby given to destroy the	le
Approved:	A V	\sim	Approved:	By:	
	Transmit to Chief Deputy City Clerk)	ad City Clerk)	(Transmit to City Attorney)		

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			RECORDS DISPOSAL AUTHORIZATION CERTIFICATE		age or th
À			Certificate Number:		Ť
CITY ATTORNEY Risk Management Department	Y Depa	ırtment	requests authority to destroy the following records:		Date
DA' FROM	DATES	10	DESCRIPTION OF RECORDS	Ø.	STORED (YRS.)
			LIABILITY CLAIMS CLOSED IN 2012	:	5
6/3/2011		9/10/2012	ABBE, DEBRA		5
4/26/2011		7/19/2012	ACOSTA/CHAFFEY, TANNIA/ERIC & ALEXIS		5
4/25/2012		12/3/2012	AGUILAR, RITA		5
6/9/2011		5/12/2012	ALEMAN, KITTIE		5
12/22/2011		7/30/2012	ALVAREZ, ROBERT		5
3/17/2012		5/10/2012	ANZOATEGUI, ERNESTO		5
9/1/2011		4/27/2012	BARRANCAS, ANNA		5
7/17/2011		5/21/2012	BASINGER, KAREN		5
ONGOING		8/23/2012	BATTLE, LINNE		5
6/15/2012		6/15/2012	BEALE, STACEY		5
3/19/2009		6/28/2012	BEARD, JOHN		5
1/19/2011		11/29/2012	BENJAMIN, SARWAT		5
1/26/2012		8/30/2012	BIGGS, ERIC		5
11/6/2009		4/24/2012	BRACAMONTES, THEODORE		5
5/21/2012		7/27/2012	BRISENO, TAYLOR		5
7/13/2011		9/27/2012	CAMPBELL, PATRICK		5
6/1/2011		2/1/2012	CAPEZZUTO, JOHN		5
Reason for Destruction: Past retention date-no longer useful or needed	uction: seful or	pepeeu	Is Record Series Instructive Instructiv		☐ Financial
			ord Series Subject to Audit?		
			☐ Yes ☐ No When?		
(For Department Use)	nt Use)	:	Review by City Clerk City A	City Attorney Consent	
Allend A	3	50	Recommended:	Consent is hereby given to destroy the	je
ير لار	J	2		records enumerated above.	
Department Head	ē.		Approved:	りりつ	
(Transmit to Chief Deputy City Clerk)	Seputy :	City Clerk)	(Transmit to City Attorney)		

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			_	1																			1				
	Date	STORED (YRS.)	5	5	5	\$	5	5	S	5	5	5	S	s	5	5	5	5	5	5	☐ Financial			4	y une	~ 1	
Certificate Number:	the following records:																				Administrative	.m?	City Attorney Consent	and the second of the second	records enumerated above.	N N N N N N N N N N N N N N N N N N N	00%
Cert	requests authority to destroy the following records:	DESCRIPTION OF RECORDS	LIABILITY CLAIMS CLOSED IN 2012	CARDENAS, AGUSTIN	CASTILLO, RAYMUNDO	CHAVEZ, RICHARD	CITY OF RIVERSIDE	10/30/2012 COLOTTA, LUPE (ANTONELLO/LUCCIANA)	10/30/2012 COLOTTA, MIGUEL(ANTONELLO/LUCCIANA)	CURRY, MARTIN	DAILEY, TIM	DE LA CRUZ, JORGE REYNA	DIAS, JON	FREBERG, JAY & PATRICIA	GALINDO, PETRA	GARCIA, JUAN	GEORGE, MAKRUM		GONZALES, MICHAEL (AUTOCLUB)	GREGG, BRANDON	Is Record Series	Is Record Series Subject to Audit?	Review by City Clerk	Ranam mandad.	TOO THE TOTAL OF T	Approved:	(Transmit to City Attanton)
	rtment	10		12/27/2012 CA	10/3/2012 CA	12/13/2012 CH	4/27/2012 CII	10/30/2012 CC	10/30/2012 CC	8/30/2012 CU	12/20/2012 DA	3/28/2012 DE	9/13/2012 DI	1/19/2012 FR	1/18/2012 GA		_	-	\neg	7/27/2012 GF	pepea			700		_1	its, Clerk)
	CITY ATTORNEY Risk Management Department	DATES FROM		11/3/2012	7/22/2011	9/26/2012	9/21/2011	9/17/2011	9/17/2011	10/10/2011	10/20/2012	4/2/2012	5/5/2012	6/20/2011	7/8/2011	2/24/2012	4/20/2012	10/11/2010	11/2/2011	1/8/2012	Reason for Destruction: date-no longer useful or r		(For Department Use)	M A LEG		メメイ	Department Head Transmit to Chief Departs City Clerk)
AND THE PROPERTY OF THE PROPER	O: CITY he Risk l	FILE NO.		1814242 11/3/	1631939 7/22/		A00696 9/21/			1632375 10/10	1768009 10/20				\dashv			+	1	A00709 1/8/	Reason for Destruction: ast retention date-no longer useful or needed		(For B	. Johnsonder	1)-	pbroved:	Depai

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RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

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froy the	City Attorney Consent Consent is hereby given to destroy the	Review by City Clerk Recommended:	(For Department Use) Recommended:	Recommended
		☐ Yes ☐ No When?		
	G	ord Series Subject to Audit?		
Financial	☐ Administrative	☐ Vital ☐ ☐ Historical ☐ /	Past retention date-no longer useful or needed	Past retention
		rd Series	Reason for Destruction:	
5		10/19/2012 KLATT, TAYLOR	8/17/2011 10/19/2012	A00702
5		KERMOIAN, GARY	8/13/2011 2/8/2012	A00688
. 5		KELVIN, PAMELA	4/24/2010 8/30/2012	A00551
5		KEATON, JOHN (VOGEL, KAR) AAA	9/2/2011 5/24/2012	A00682
5		OHNSON, MATTHEW	3/1/2012 JOHNSON,	1744204
5		JOHNSON, CHRIS	9/6/2011	A00695
5		JARAMILLO, LUIS	7/18/2011 2/8/2012	A00667
5		JANJI, HOSHANG	12/9/2009	A00533
5		JAIN, HIND	4/26/2012 12/18/2012	1764864
5		HYMAN, MEGGIE & LUCAS	1/4/2008	A00642
5		HUERTA, JOSE	8/17/2011	1631923
5		HOA WINDWOOD CORONA	9/18/2012	1633401
5		HEREDIA, FRANCISCO	5/24/2012 12/28/2012	1752228
5		HEGER, AARON	2/3/2012 8/14/2012	A00724
s		HEALTH PRODUCTS, DANSEREAU	1/18/2012 6/7/2012 F	1631936.00
5		HAYES, JUNE	ONGOING 3/28/2012 H	A00699
5		HADDAD, CHRISTIAN	7/12/2011	69900V
5		LIABILITY CLAIMS CLOSED IN 2012		
(YRS.)			FROM TO	NO.
STORED		DESCRIPTION OF RECORDS	DATES	FILE
Date	the following records:	requests authority to destroy the following records:	CITY ATTORNEY Risk Management Department	TO: The
	Certificate Number:	Cert		7

records enumerated above.

(Transmit to City Attorney)

Approved:

Department Head
(Transmit to Chief Deputy City Clerk)

Approved:

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Wazi Can			CITY OF CORONA RECORDS DISPOSAL AUTHORIZATION CERTIFICATE	ATE	Page¶ of μ
E.	His Comment		Cer	Certificate Number:	
TO: The	CITY ATTORNEY Risk Management Department	artment	requests authority to destroy the following records:		Date
FILE	DATES	Ç	DESCRIPTION OF RECORDS		STORED
NO.	FROM	IO	LIABILITY CLAIMS CLOSED IN 2012		(YRS.)
A00678	7/2011	2/28/2012			, 4
1774527	4/17/2012	11/20/2012	LIN, JACK YULIN		ŝ
	UNKNOWN	4/17/2012	MACIAS, ROSARIO		5
A00718	10/31/2011	2/23/2012	MCNAUGHT, ROBERTA		5
1763241.00	8/24/2012	8/30/2012	MEDINA, VICTOR		S
1631931	2/2/2011	10/18/2012	MEEKER, JANINE		S
PENDING	7/5/2011	8/15/2012	MERAZ, MARISELA		5
1765824	9/19/2012	12/17/2012	MEYER, PATTI		5
1752235	11/2011	9/4/2012	MIRANDA, JOSE		5
1763422	7/30/2012	11/1/2012	MUNIO, JANELLE		5
A00700	11/4/2011	7/27/2012	MURESAN, ROMEO		5
1752233	4/11/2012	12/17/2012	MURRAY, JOE		5
1757889	6/1/2012	12/20/2012	OHLDELMAALEM, ALI		5
1732864	2/3/2012	11/20/2012	PARKER, BEVERLY		5
A00713	12/1/2011	10/19/2012	PENA, MARIA		5
1631936	1/18/2012	9/12/2012	PERALTA, RODNEY		5
1744842	4/15/2012	9/10/2012	PETERSEN, MICHAEL USAAL CASUALTY INS FOR		5
Past retention o	Reason for Destruction: Past retention date-no longer useful or needed	needed	Is Record Series	Administrative	☐ Financial
			ord Series Subject to Audit?	c	
			LI Yes LI No Wi	When?	
	(For Department Use)		Review by City Clerk	City Attorney Consent	
Recommended	James Chu	\$	Recommended:	Consent is hereby given to destroy the	roy the
,	シスジ	_		records enumerated above.	0
Approved:	Menartment Head		Approved:	By:	
(Tra	(Transmit-to Chief Deputy City Clerk)	City Clerk)	(Transmit to City Attorney)) L	

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CORO			CITY OF CORONA RECORDS DISPOSAL AUTHORIZATION CERTIFICATE	ď	Page 10 of 1 <u>1</u>
)			Certificate Number:	Ľ	
TO: The	CITY ATTORNEY Risk Management Department	artment	requests authority to destroy the following records:	Date ecords:	ñ
FULE	DATES	Ę	DESCRIPTION OF RECORDS	ST	STORED
NO.	FROM	01	LIABILITY CLAIMS CLOSED IN 2012		(YKS.)
1760325	6/2012	9/13/2012	PINEDA ROSENDA		, ~
1631930	12/28/2011	4/19/2012	PRECIADO, JESSE		2
1632092	2/27/2012	3/29/2012	PRICE, DOROTHY		S
1743943	7/22/2011	5/24/2012	PRODUCTIONS, INTERACT EVENT		5
1631936	1/18/2012	8/16/2012	PRODUCTS, INC., ARITHANE FOAM		5
1768903	10/27/2012	12/27/2012	QUINONEZ, PATRICIA		5
1759921	8/5/2012	9/20/2012	RAMIREZ, LEIDY SANCHEZ		5
1631935	7/30/2011	8/28/2012	ROSEN, TYLER		5
A00675	6/28/2011	3/28/2012	SAENZ (REGALADO, ISABEL) VIVIAN		5
A00720	4/5/2012	6/21/2012	SAGE, BOB		5
A00274	7/2/2007	2/14/2012	SANCHEZ (GONZALEZ, SYLVIA) HEIRS OF PAUL		5
1732861	4/4/2012	5/17/2012	SISCO, SIMONE		5
A00712	6/30/2011	7/26/2012	SMITH, ALFRED		5
A00674	12/1/2011	6/13/2012	SMTH, PETER		5
A00704	121/2011	10/19/2012	SNYDER, LYNN		5
A00691	9/1/2011	9/12/2012	SOLIS, ALFONSO		5
1744207	5/9/2012	9/10/2012	SOUTHERN, JOYCE		5
Past retention	Reason for Destruction: Past retention date-no longer useful or needed	pepeau	Is Record Series		Financial
			Is Record Series Subject to Audit?		
	(For Department Use)		Review by City Clerk	City Attorney Consent	
Recommended	THE VANDE OF	1	Recommended: Conse	Consent is hereby given to destroy the	' the
Annroved:	TX X	را ا	Approved:	records enumerated above.	0
Transcription (Tra	Department Head (Transmit to Chief Deputy City Clerk)	City Clerk)	(Transmit to City Attorney)		

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			Certificate Number:	3r:	
TO: The	CITY ATTORNEY Risk Management I	CITY ATTORNEY Risk Management Department	requests authority to destroy the following records:	records:	Date
FILE	1	ATES	DESCRIPTION OF RECORDS		STORED
NO.	FROM	TO TO			(YRS.)
			LIABILITY CLAIMS CLOSED IN 2012		5
A00705	10/6/2011	9/13/2012	2 STEWART, JACK YULIN		5
1760682	8/10/2012	4/19/2012	2 STILWELL, DAVID		5
A00708	10/2011	3/29/2012	2 TEICHERT, SHEZANA		5
	7/30/2012	5/24/2012	2 THOMAS, DAVID		5
A00644	4/18/2011	8/16/2012	2 VALADEZ, JESUS		5
1631887	8/1/2011	12/27/201	12/27/2012 VEGA(SCE-GOMEZ, CARMEN) VICKI		5
1631927	1/1/2012	9/20/2012	9/20/2012 VERGNANI, DINO		5
A00435	1/4/2009	8/28/2012	2 VILLA, ISAAC		5
A00717	10/2/2011	3/28/2012	2 WHITAKER, SHARON & STEVE		5
1759923	7/19/2012	6/21/2012	2 WITTIG, RAMON		5
Past retention	Reason for Destruction: Past retention date-no longer useful or needed	ruction: aseful or needed	Is Record Series Uvital Historical Administrative		Financial
			Is Record Series Subject to Audit?		
			☐ Yes ☐ No When?		
	(For Department Use)	nt Use)	Review by City Clerk City	City Attorney Consent	
Recommende	TAMES OF	Recommended (Muth Child	Recommended: Conse	Consent is hereby given to destroy the	stroy the
		0	record	records enumerated above.	(

(Transmit to City Attorney)

Approved:

Department Head (Transmit to Chief Deputy City Clerk)

Approved: _