

**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.

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Mayor of the City of Corona, California

**ATTEST:**

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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 foregoing Resolution was regularly passed and adopted by the City Council of the City of Corona, California, at a regular meeting thereof held on the 1st day of August, 2018, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the official seal of the City of Corona, California, this 1st day of August 2018.

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City Clerk of the City of Corona, California

(SEAL)

**EXHIBIT “A”**

List of Obsolete Records to be Destroyed



## CITY OF CORONA

## RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page 1 of 2

TO: CITY ATTORNEY

The Administrative Services (Finance) - Budget/Revenue

Certificate Number: \_\_\_\_\_

DATE: 11/8/17

requests authority to destroy the following records:

FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED (YRS.)
Electronic & Hard Copies	2 All prior - 6/30/2011	Audited Gann Limit Calculation / Workpapers	5.5
Electronic & Hard Copies	All prior - 6/30/2012	Budget and Mid-Year Workpapers	5.5
Electronic & Hard Copies	All prior - 6/30/2012	Records of Appropriation Increase / Decreases	5.5
Electronic & Hard Copies	All prior - 6/30/2012	Billable Hourly Rates	5.5
Electronic & Hard Copies	All prior - 6/30/2012	A-87 and Full Cost Allocation Plan	5.5
Electronic & Hard Copies	All prior - 6/30/2012	Vehicle Expense Records	5.5

## Reason for Destruction:

Records have been inventoried &amp; determined that they are no longer vital to the department.

## Is Record Series

☐ Vital☐ Historical☒ Administrative☐ Financial

## Is Record Series Subject to Audit?

☐ Yes☒ No

When?

(For Department Use)

Recommended:

  
Kim Sitton, Finance Manager

Approved:

  
Kerry D. Eden, 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 the records enumerated above.

By:



## CITY OF CORONA

## RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page 2 of 2

TO: CITY ATTORNEY

The Administrative Services (Finance) - Budget/Revenue

Certificate Number: \_\_\_\_\_

DATE: 11/8/17

requests authority to destroy the following records:

FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED (YRS.)
Electronic & Hard Copies	All prior - 6/30/2012	Audited Sales Tax Receipts, State Board of Equalization Statements (with AR Records) (Does not include tax returns)	5.5
Electronic & Hard Copies	All prior - 6/30/2012	Audited Property Tax Paperwork	5.5
Electronic & Hard Copies	All prior - 6/30/2015	Miscellaneous Customer / Departmental Correspondence	2.5
Electronic & Hard Copies	All prior - 6/30/2013	Daily Bank Deposit Reconciliation Deposit tickets Summary reconciliation Daily reports: Credit Card Deposits, Bank Deposit Summary, Utility Billing Summary Charge backs, Credit Card Adjustments, Overdrafts	4.5

## Reason for Destruction:

Records have been inventoried &amp; determined that they are no longer vital to the department.

## Is Record Series

☐ Vital☐ Historical☒ Administrative☐ Financial

## Is Record Series Subject to Audit?

☐ Yes☒ No

When?

(For Department Use)

Recommended:

Kim Sitton, Finance Manager

Approved:

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

Review by City Clerk




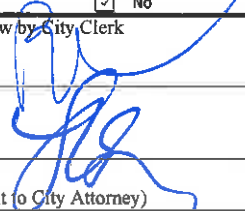

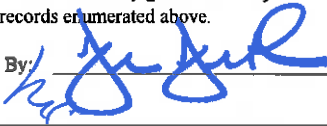
City Attorney Consent

Recommended:

Approved:

Consent is hereby given to destroy the records enumerated above.

By:

 <b>CITY OF CORONA</b> <b>RECORDS DISPOSAL AUTHORIZATION CERTIFICATE</b>		Page 1 of 3	
TO: <b>CITY ATTORNEY</b> The <b>Finance Department - Payroll</b> requests authority to destroy the following records:		Certificate Number: _____  DATE: 11/7/2017	
FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED (YRS.)
Electronic & Hard Copies	All prior - 12/31/2013	Employee Pre-List (Payment, contribution and deduction by empl per period)	3
Electronic & Hard Copies	All prior - 12/31/2013	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	All prior - 12/31/2013	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
Reason for Destruction: Records have been inventoried & determined that they are no longer vital to the department.			
Is Record Series <input checked="" type="checkbox"/> Vital <input checked="" type="checkbox"/> Historical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Financial			
Is Record Series Subject to Audit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No      When?			
(For Department Use)  Recommended:  Reta Weston, Accounting Supervisor  Approved:  Kerry D. Eden, 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 the records enumerated above.  By: 	



## CITY OF CORONA

## RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page 2 of 3

TO: CITY ATTORNEY  
The Finance Department - Payroll

Certificate Number: \_\_\_\_\_

DATE: 11/7/2017

requests authority to destroy the following records:

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)	3
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)	2
Electronic & Hard Copies	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)	5

## Reason for Destruction:

Records have been inventoried & determined that they are no longer vital to the department.

## Is Record Series

☐ Vital☐ Historical☒ Administrative☐ Financial

## Is Record Series Subject to Audit?

☐ Yes☒ No

When?

## (For Department Use)

## Recommended:

Reta Weston, Accounting Supervisor

## Approved:

Kerry D. Eden, 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 the records enumerated above.

By:



## CITY OF CORONA

## RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page 3 of 3

Certificate Number: \_\_\_\_\_

TO: CITY ATTORNEY  
The Finance Department - Payroll

DATE: 11/7/2017  
requests authority to destroy the following records:

FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED (YRS.)
Electronic & Hard Copies	All prior - 12/31/2012	General Ledger Posting and Labor Distribution Report (System generated GL posting and labor distribution reports)	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)	6
Electronic & Hard Copies	All prior - 12/31/2011	PERS Retirement Report (Retirement plan reporting)	6
Electronic & Hard Copies	All prior - 12/31/2011	Time Sheet (Payroll Copy)	6
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 inventoried & determined that they are no longer vital to the department.

## Is Record Series

☐ Vital

☐ Historical

☒ Administrative

☐ Financial

## Is Record Series Subject to Audit?

☐ Yes

☒ No

When?

(For Department Use)

Review by City Clerk

City Attorney Consent

Recommended: \_\_\_\_\_  
Reta Weston, Accounting Supervisor

Consent is hereby given to destroy the records enumerated above.

Approved: \_\_\_\_\_  
Kerry D. Eden, Department Head  
(Transmit to City Clerk)

Recommended: \_\_\_\_\_  
Approved: \_\_\_\_\_  
(Transmit to City Attorney)

By: \_\_\_\_\_





## CITY OF CORONA

## RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page 1 of 1

Certificate Number: \_\_\_\_\_

TO: CITY ATTORNEY

DATE: 11/07/2017

The Finance Department - Accounts Payable

requests authority to destroy the following records:

FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED (YRS.)
Electronic & Hard Copies	All prior - 6/30/2014	Check Registers	3.5
Electronic & Hard Copies	All prior - 6/30/2012	Check Package (Invoice, and/or Purchase Orders, and/or Petty Cash	5.5

## Reason for Destruction:

Records have been inventoried &amp; determined that they are no longer vital to the department.

## Is Record Series

☐ Vital☐ Historical☒ Administrative☒ Financial

## Is Record Series Subject to Audit?

☐ Yes☒ No

When?

## (For Department Use)

Recommended by:

Reta Weston, Accounting Supervisor

Approved by:

Kerry D. Eden, 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 the records enumerated above.

By:



## CITY OF CORONA

## RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page 2 of 2

TO: CITY ATTORNEY

The Finance Department - Accounts Receivable

DATE: 8/31/2016

requests authority to destroy the following records:

FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED (YRS.)
Electronic & Hard Copies	All prior - 6/30/2012	Monthly Deposit / AR Reconciliation and Related Reports	5.5
Electronic & Hard Copies	All prior - 6/30/2012	Audited Numerical Copy of Invoices	5.5
Electronic & Hard Copies	All prior - 6/30/2012	Audited Project Invoices (Including WRCOG, RCTC, TUMF )	5.5
Electronic & Hard Copies		Citywide Fee Update Material / Studies:	
Electronic & Hard Copies	All prior - 6/30/2012	Department Correspondence Files	5.5
Electronic & Hard Copies	All prior - 6/30/2012	Final Proposal Cost Study Workbooks	5.5

## Reason for Destruction:

Records have been inventoried &amp; determined that they are no longer vital to the department.

## Is Record Series

☐ Vital☐ Historical☐ Administrative☒ Financial

Is Record Series Subject to Audit?

☐ Yes ☒ No

When?

Review by City Clerk

City Attorney Consent

Recommended:

Reta Weston, Accounting Supervisor

Approved:

Kerry D. Eden, Department Head

(Transmit to City Clerk)

Recommended:

Approved:

(Transmit to City Attorney)

Consent is hereby given to destroy the records enumerated above.

By:

**CITY OF CORONA**  
**RECORDS DISPOSAL AUTHORIZATION CERTIFICATE**

Certificate Number: \_\_\_\_\_

DATE: 11/07/2017

TO: CITY ATTORNEY  
 The Finance Department - Accounts Receivable requests authority to destroy the following records:

FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED (YRS.)
Electronic & Hard Copies	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 3.5
Electronic & Hard Copies	All prior - 6/30/2013	Audited Accounts Receivables / Reconciliations and Related Reports	5.5

## Reason for Destruction:

Records have been inventoried & determined that they are no longer vital to the department.

## Is Record Series

☐ Vital☐ Historical☐ Administrative☒ Financial

## Is Record Series Subject to Audit?

☐ Yes☒ No

When?

## (For Department Use)

Recommended:

Reta Weston, Accounting Supervisor

Approved:

Kerry D. Eden, 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 the records enumerated above.

By:



**CITY OF CORONA**  
**RECORDS DISPOSAL AUTHORIZATION CERTIFICATE**

Page 2 of 3



Certificate Number: \_\_\_\_\_

TO: CITY ATTORNEY

The Finance Division - General Ledger Accounting

6

requests authority to destroy the following records:

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	4.5 *
Electronic & Hard Copies	All prior - 6/30/2012	Maintenance of Effort Certificate Forms	5.5
Electronic & Hard Copies	All Prior - 6/30/2015	Comprehensive Annual Financial Report	2.5

**Reason for Destruction:**

Records have been inventoried &amp; determined that they are no longer vital to the department.

**Is Record Series**☐ Vital☒ Historical☒ Administrative☒ Financial**Is Record Series Subject to Audit?**☐ Yes☒ No

When?

(For Department Use)

Recommended:

Theresa Dailey, Financial Analyst III

Decided by:

Approved:

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

Review by City Clerk

Recommended:






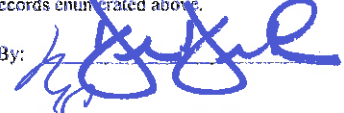
Approved:


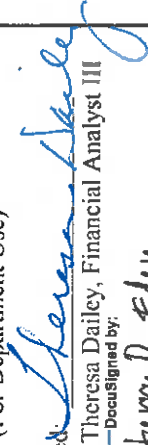


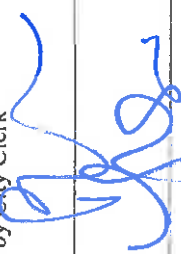
(Transmit to City Attorney)


City Attorney Consent

Consent is hereby given to destroy the records enumerated above.

By:

CITY OF CORONA RECORDS DISPOSAL AUTHORIZATION CERTIFICATE				Page 1 of 3
		Certificate Number: _____		
TO: CITY ATTORNEY		DATE: 10/16/2017		
The Finance Division - General Ledger Accounting		requests authority to destroy the following records:		
FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED (YRS.)	
Electronic & Hard Copies	All prior - 6/30/2013	General Ledger Detail, General Ledger Summary Reports: Balance Sheet, Revenue Summary, Expenditure Summary, Expenditure Statement, Chart of Accounts	4.5	
Electronic & Hard Copies	All prior - 6/30/2013	Tax Forms and Returns	6.5	
Electronic & Hard Copies	All prior - 6/30/2013	Bank Statements / Bank Reconciliations	4.5	
Electronic & Hard Copies	All prior - 6/30/2013	Journal Vouchers/Work papers	4.5 *	
Electronic & Hard Copies	All prior - 6/30/2017	Fixed Asset (Inventory): Keep paperwork for the life of the asset	Varies	
Electronic & Hard Copies	All prior - 6/30/2015	Audit Reports	2.5	
Reason for Destruction: Records have been inventoried & determined that they are no longer vital to the department.		Is Record Series <input type="checkbox"/> Vital <input checked="" type="checkbox"/> Historical <input checked="" type="checkbox"/> Administrative <input checked="" type="checkbox"/> Financial		
* Except for grant related items		Is Record Series Subject to Audit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No      When?		
(For Department Use) Recommended:  Theresa Dailey, Financial Analyst III DocuSigned by: Approved:  Kerry D. Eden, 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 the records enumerated above. By: 

CITY OF CORONA RECORDS DISPOSAL AUTHORIZATION CERTIFICATE				Page 3 of 3
		TO: CITY ATTORNEY The Finance Division - General Ledger Accounting		Certificate Number: _____  DATE: 10/16/2017
requests authority to destroy the following records:				
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	4.5	
Electronic & Hard Copies	All Prior - Until Sold	DMV Title Records	Until Sold	
Reason for Destruction: Records have been inventoried & determined that they are no longer vital to the department.		Is Record Series <input type="checkbox"/> Vital <input type="checkbox"/> Historical <input checked="" type="checkbox"/> Administrative <input checked="" type="checkbox"/> Financial  Is Record Series Subject to Audit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No When?		
(For Department Use) Recommended:  Theresa Dailey, Financial Analyst III DocuSigned by:		City Attorney Consent Consent is hereby given to destroy the records enumerated above. By: 		
Approved:  Perry D. Eden, Department Head (Transmit to City Clerk)		Approved:  (Transmit to City Attorney)		

		<b>CITY OF CORONA</b> <b>RECORDS DISPOSAL AUTHORIZATION CERTIFICATE</b>		Page 1 of 1
		Certificate Number: _____		
<b>TO:</b> CITY ATTORNEY <b>The</b> Finance Department - Purchasing Division		DATE: 11/07/2017		
_____ requests authority to destroy the following records:				
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		
<b>Reason for Destruction:</b> Records have been inventoried & determined that they are no longer vital to the department.				
<b>Is Record Series</b> <input type="checkbox"/> Vital <input type="checkbox"/> Historical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Financial				
<b>Is Record Series Subject to Audit?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
<b>When? Based on Grantor's requirements</b>				
<b>(For Department Use)</b> Recommended: <u>Cita Longworth</u> Designated by: <u>Cita Longworth</u> - Purchasing Manager Approved: <u>Kerry Edin</u> Department Head (Transmit to City Clerk)		<b>Review by City Clerk</b> Recommended: _____ Approved: _____ (Transmit to City Attorney)		
<b>City Attorney Consent</b> Consent is hereby given to destroy the records enumerated above. By: <u>[Signature]</u>				



**CITY OF CORONA**  
**RECORDS DISPOSAL AUTHORIZATION CERTIFICATE**

Page 1 of 2

TO: CITY ATTORNEY

The Administrative Services (Finance) - Business License

Certificate Number: \_\_\_\_\_

DATE: 11/8/17

requests authority to destroy the following records:

FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	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	4.5

Reason for Destruction:  
Records have been inventoried & determined that they are no longer vital to the department.

Is Record Series  
☐ Vital ☐ Historical ☒ Administrative ☒ Financial

Is Record Series Subject to Audit?  
☐ Yes ☒ No When?

(For Department Use)

Recommended: Kim Sifton Finance Manager  
Approved: Kerry D. Eden Department Head  
(Transmit to City Clerk)

Review by City Clerk  
[Signature]

City Attorney Consent  
Consent is hereby given to destroy the records enumerated above.  
By: [Signature]





CITY OF CORONA

RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

TO: CITY ATTORNEY

The Administrative Services (Finance) - Business License

requests authority to destroy the following records:

Certificate Number: \_\_\_\_\_

DATE: 11/8/17

FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	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 Copies	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 inventoried & determined that they are no longer vital to the department.

Is Record Series

☐ Vital

☐ Historical

☒ Administrative

☒ Financial

Is Record Series Subject to Audit?

☐ Yes ☒ No

When?

(For Department Use)

Recommended: Kim Sitton  
Kim Sitton, Finance Manager

Approved: Kerry D. Eden  
Kerry D. Eden, 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 the records enumerated above.

By:

Up [Signature]



## RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

**Certificate Number:**

TO: CITY ATTORNEY

TO: CITY ATTORNEY  
The Administrative Services (Human Resources)

requests authority to destroy the following records:

Date \_\_\_\_\_

FILE NO.	DATES FROM	TO	DESCRIPTION OF RECORDS	STORED (YRS.)
JUN 934	9/26/2011 - 11/3/2011		Senior Customer Service Representative	6
JUN 928	8/17/2011 - 10/12/2011		Water Maintenance Technician I/II	6
JUN 925	7/27/2011 - 8/18/2011		Provisional Water Reclamation Facility Operator in Training	6
JUN 939	11/26/2011 - 11/27/2011		Accounting/Grants Specialist (Police)	6
JUN 940	11/28/2011 - 12/19/2011		Parks Landscape Contract Inspector	6
	2011		Police Sergeant Promotional	6
JUN 913	3/17/2011 - 3/31/2011		Library Assistant	6
JUN 907	2/17/2011 - 3/2/2011		General Assistant - Police	6
JUN 909	2/24/2011 - 4/11/2011		Lifeguard	6
JUN 915	3/30/2011 - 4/13/2011		Library Page	6
JUN 918	5/3/2011 - 6/1/2011		Park Maintenance Assistant I/II	6
JUN 938	11/9/2011 - 12/1/2011		Library Assistant	6
JUN 901	1/20/2011		Police Records Supervisor (Promotional)	6
JUN 904	1/31/2011		Customer Service Representative I/II Flex	6
JUN 914	3/24/2011 - 4/11/2011		Deputy City Clerk	6
JUN 930	8/25/2011 - 10/13/2011		Human Resources Analyst	6
JUN 906	2/17/2011 - 3/3/2011		General Assistant - Animal Control	6

Reason for Destruction:

Annual destruction per retention policy

## Is Record Series

vital

Historical

☒ Administrative☐ Financial

## Is Record Series Subject to Audit?

☐ Yes☒ No

When?

(For Department Use)

**Recommended:**

Approved:

Department Head

(Transmit to Chief Deputy City Clerk)

Recommended:

Approved:

**Review by City Clerk**

City Attorney Consent

Consent is hereby given to destroy the records enumerated above.

Bv-



CITY OF CORONA  
RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page \_\_\_\_ of \_\_\_\_

CITY ATTORNEY

The Administrative Services (Human Resources)

Certificate Number: \_\_\_\_\_

Date

requests authority to destroy the following records:

FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED (YRS.)
JN 905	2/16/2011 - 3/1/2011	Janitor - Police Dept.	6
JN 911	2/24/2011 - 4/11/2011	Aquatics Manager	6
JN 932	9/8/2011	Forensic Technician	6
	2011	Animal Control Supervisor	6
	2011	Acting Crime Analyst	6
JN 900	12/15/2010 - 1/13/2011	Assistant Recreation Coordinator	6
JN 917	4/27/2011 - 5/17/2011	Building Permit Technician	6
JN 919	6/9/2011 - 6/30/2011	Water Resources Aide	6
JN 926	7/28/2011 - 9/21/2011	Utilities Planner/Asset Coordinator	6
JN 902	1/13/2011 - 2/10/2011	Water Distribution Operator I/II Flex	6
JN 903	1/27/2011 - 2/24/2011	Water Facility Operator III	6
JN 910	2/23/2011 - 4/11/2011	Water Safety Instructor	6
JN 908	2/24/2011	Recreation Specialist (Promotional)	6
JN 924	6/22/2011 - 6/28/2011	Senior Customer Service Representative	6
JN 921	6/28/2011 - 7/21/2011	Senior Office Assistant	6
JN 912	2/24/2011 - 4/11/2011	Pool Manager	6
JN 927	8/11/2011 - 9/1/2011	Recreation Leader I/II	6
JN 929	8/22/2011 - 9/8/2011	Recreation Leader III	6

Reason for Destruction:

Is Record Series

☐ Vital

☐ Historical

☒ Administrative

☐ Financial

Annual destruction per retention policy

Is Record Series Subject to Audit?

☐ Yes

☒ No

When?

Review by City Clerk

City Attorney Consent

Recommended:

Recommended:

Approved:

Approved:

Department Head

(Transmit to Chief Deputy City Clerk)

Consent is hereby given to destroy the records enumerated above.

By:

(Transmit to City Attorney)



CITY OF CORONA

RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page of

Certificate Number: \_\_\_\_\_

TO: CITY ATTORNEY

The Administrative Services (Human Resources)

requests authority to destroy the following records:

Date

FILE NO. DATES FROM TO

DESCRIPTION OF RECORDS

STORED (YRS.)

JN 916	4/5/2011 - 4/19/2011	Public Safety Dispatcher I	6
JN 933	9/19/2011 - 10/27/2011	Purchasing Specialist	6
JN 899	12/15/2010 - 1/13/11	Traffic Camera Operator	6
	1/1/2011 - 12/31/011	Annual Leave Slips ( 2 boxes)	6

\* all recruitment records - 2K.

Reason for Destruction:

Annual destruction per retention policy

Is Record Series

☐ Vital

☐ Historical

☒ Administrative

☐ Financial

Is Record Series Subject to Audit?

☐ Yes

☒ No

When?

(For Department Use)

Recommended:

*Ali Zuhair*

Approved:

Recommended:

*[Signature]*

Approved:

City Attorney Consent

Consent is hereby given to destroy the records enumerated above.

By:

*[Signature]*

Department Head

(Transmit to Chief Deputy City Clerk)

## 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
JN 939	11/26/2011 - 11/27/2011	Accounting/Grants Specialist (Police)
JN 940	11/28/2011 - 12/19/2011	Parks Landscape Contract Inspector
	2011	Police Sergeant Promotional

## RECRUITMENT BOX 2011-3

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

## RECRUITMENT BOX 2011-4

JN 907	2/17/2011 - 3/2/2011	General Assistant - Police
JN 909	2/24/2011 - 4/11/2011	Lifeguard
JN 915	3/30/2011 - 4/13/2011	Library Page
JN 918	5/3/2011 - 6/1/2011	Park Maintenance Assistant I/II
JN 938	11/9/2011 - 12/1/2011	Library Assistant

## RECRUITMENT BOX 2011-5

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

## RECRUITMENT BOX 2011-6

JN 905	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

## RECRUITMENT BOX 2011-7

JN 917	4/27/2011 - 5/17/2011	Building Permit Technician
JN 919	6/9/2011 - 6/30/2011	Water Resources Aide
JN 926	7/28/2011 - 9/21/2011	Utilities Planner/Asset Coordinator

## RECRUITMENT BOX 2011-8

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

## RECRUITMENT BOX 2011-9

JN 908	2/24/2011	Recreation Specialist (Promotional)
JN 924	6/22/2011 - 6/28/2011	Senior Customer Service Representative
JN 921	6/28/2011 - 7/21/2011	Senior Office Assistant (1 of 3)
JN 913	3/17/2011 - 3/31/2011	Library Assistant (2 of 2)

# 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)
JN 899	12/15/2010 - 1/13/2011	Traffic Camera Officer



# BOX 2011-12

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

# BOX 2011-13

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



CITY OF CORONA

RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Certificate Number: \_\_\_\_\_

TO: CITY ATTORNEY  
The City Clerk

Date

requests authority to destroy the following records:

FILE NO.	DATES FROM	TO	DESCRIPTION OF RECORDS	STORED (YRS.)
----------	------------	----	------------------------	---------------

Box # 1	4/23/2012 to	7/11/2012	2012 Public Records Request # 3605 to 3772	5
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Reason for Destruction:

Per Retention Policy

Is Record Series

☐ Vital

☐ Historical

☒ Administrative

☐ Financial

Is Record Series Subject to Audit?

☐ Yes

☒ No

When?

(For Department Use)

Recommended:

Recommended:

Approved:

Department Head

(Transmit to Chief Deputy City Clerk)

City Attorney Consent

Consent is hereby given to destroy the records enumerated above.

By:

*[Signature]*



CITY OF CORONA

RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Certificate Number: \_\_\_\_\_

TO: CITY ATTORNEY  
The City Clerk

Date

\_\_\_\_\_ requests authority to destroy the following records:

FILE NO.	DATES FROM	TO	DESCRIPTION OF RECORDS	STORED (YRS.)
Box # 2	1/3/2012 to	4/23/2012	2012 Public Records Request # 3391 to 3604	5

Reason for Destruction: Per Retention Policy		Is Record Series <input type="checkbox"/> Vital <input type="checkbox"/> Historical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Financial
Is Record Series Subject to Audit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		When?
(For Department Use) Recommended: _____ Approved: _____ Department Head (Transmit to Chief Deputy City Clerk)	Review by City Clerk Recommended: _____ Approved: _____ (Transmit to City Attorney)	City Attorney Consent Consent is hereby given to destroy the records enumerated above. By: _____



CITY OF CORONA

RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Certificate Number: \_\_\_\_\_

TO: CITY ATTORNEY  
The City Clerk

Date

requests authority to destroy the following records:

FILE NO.	DATES FROM	TO	DESCRIPTION OF RECORDS	STORED (YRS.)
----------	------------	----	------------------------	---------------

Box # 3	7/12/2012 to	9/25/2012	2012 Public Records Request # 3773 to 3952	5
---------	--------------	-----------	--	---

Reason for Destruction:

Per Retention Policy

Is Record Series

☐ Vital

☐ Historical

☒ Administrative

☐ Financial

Is Record Series Subject to Audit?

☐ Yes

☒ No

When?

(For Department Use)

Recommended:

Recommended:

Approved:

Approved:

Department Head  
(Transmit to Chief Deputy City Clerk)

(Transmit to City Attorney)

City Attorney Consent

Consent is hereby given to destroy the records enumerated above.

By:

*[Signature]*



CITY OF CORONA

RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page 4 of 6

Certificate Number: \_\_\_\_\_

TO: CITY ATTORNEY  
The City Clerk

Date

requests authority to destroy the following records:

FILE NO.	DATES FROM	TO	DESCRIPTION OF RECORDS	STORED (YRS.)
Box # 4	9/25/2012 to	12/3/2012	2012 Public Records Request # 3953 to 4081	5

Reason for Destruction:

Per Retention Policy

Is Record Series

☐ Vital

☐ Historical

☒ Administrative

☐ Financial

Is Record Series Subject to Audit?

☐ Yes

☒ No

When?

(For Department Use)

Recommended:

Recommended:

Approved:

Approved:

Department Head  
(Transmit to Chief Deputy City Clerk)

(Transmit to City Attorney)

City Attorney Consent

Consent is hereby given to destroy the records enumerated above.

By:



**CITY OF CORONA**  
**RECORDS DISPOSAL AUTHORIZATION CERTIFICATE**

Page 5 of 6

Certificate Number: \_\_\_\_\_

TO: CITY ATTORNEY  
The City Clerk

Date

requests authority to destroy the following records:

FILE NO.	DATES FROM	TO	DESCRIPTION OF RECORDS	STORED (YRS.)
Box # 5	12/11/2012 to	12/27/2012	2012 Public Records Request # 4082 to 4121	5
	Jan	Dec	2014 Council Meeting Blue Speaker Cards	3
	Jan	Dec	2012 Receipt books	3
	Jan	Dec	2013 Receipt Books	3

Reason for Destruction:

Per Retention Policy

Is Record Series

☐ Vital

☐ Historical

☒ Administrative

☐ Financial

Is Record Series Subject to Audit?

☐ Yes

☒ No

When?

(For Department Use)

Recommended:

Recommended:

Approved:

Approved:

Department Head  
(Transmit to Chief Deputy City Clerk)

(Transmit to City Attorney)

City Attorney Consent

Consent is hereby given to destroy the records enumerated above.

By:



CITY OF CORONA

RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Certificate Number: \_\_\_\_\_

TO: CITY ATTORNEY  
The City Clerk

Date

requests authority to destroy the following records:

FILE NO.	DATES FROM	TO	DESCRIPTION OF RECORDS	STORED (YRS.)
----------	------------	----	------------------------	---------------

Box # 6	1/1/2012 to	12/31/2012	2012 Subpoenas Misc.	5
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Reason for Destruction:

Per Retention Policy

Is Record Series

☐ Vital

☐ Historical

☒ Administrative

☐ Financial

Is Record Series Subject to Audit?

☐ Yes

☒ No

When?

(For Department Use)

Recommended:

Recommended:

Approved:

Department Head  
(Transmit to Chief Deputy City Clerk)

Review by City Clerk

City Attorney Consent

Consent is hereby given to destroy the records enumerated above.

By:



CITY OF CORONA  
RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

TO: CITY ATTORNEY

The Community Development Department

requests authority to destroy the following records:

Certificate Number:

Date

FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED (YRS.)
2006	2006	BZA06-002 M. Cable Networks, 726 N. Main Street	11
2006	2006	BZA06-004 Beyond Productions, Maple, Commerce, Main, Sixth	11
2006	2006	BZA06-006 W. side of Paseo Grande at Las Polsas	11
2007	2007	BZA07-001 Shooting Star International, 150 W. Blaine Street	10
2007	2007	BZA07-006 Thompson Boxing Promotions, 1681 California Ave.	10
2007	2007	BZA07-007 Dona Ho of Supremanny USA, 4344 Driving Range Road	10
2007	2007	BZA07-008 Maura Feely/Remote Productions Inc., 1900 Aviation Drive	10
2008	2008	BZA08-001 MTV Networks, 4062 Green River Road	9
2008	2008	BZA08-003 State Penn Pro, 1579 Tanglewood Drive	9
2008	2008	BZA08-005 Green Institute for Village Empowerment, 796 Orange Heights Lane	9
2009	2009	BZA09-001 The Art Institute of California LA, Rincon & Corydon Street	8
2009	2009	BZA09-003 Pilgrim Operations, 181 Via Trevizio	8
2009	2009	BZA09-004 Live Tribe Productions, Corona Airport	8
2009	2009	BZA09-005 Chapman University, 1947 Sage Avenue	8
2009	2009	BZA09-006 Nicole W. Block of Screen Door Entertainment Various, Eagle Glen & Dos Lagos	8
2009	2009	BZA09-007 Chapman University, 510 W. Grand Blvd.	8
2010	2010	BZA09-008 Michael Bean, Brentwood Park	7
2010	2010	BZA10-002 Koerce Media, 1550 E. Ontario Avenue	7

Reason for Destruction:

Is Record Series

☐ Vital

☐ Historical

☒ Administrative

☐ Financial

Meets destruction schedule time frame

Is Record Series Subject to Audit?

☐ Yes

☐ No

When?

(For Department Use)

Review by City Clerk

City Attorney Consent

Recommended:

Recommended:

Consent is hereby given to destroy the records enumerated above.

Approved:

Approved:

By:

Department Head  
(Transmit to Chief Deputy City Clerk)

(Transmit to City Attorney)





CITY OF CORONA

RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page 2 of 4

TO: CITY ATTORNEY

The Community Development Department

Certificate Number: \_\_\_\_\_

Date \_\_\_\_\_

requests authority to destroy the following records:

FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED (YRS.)
2010	2010	BZA10-003 Tower Productions, 400 S. Vicentia Avenue	7
2010	2010	BZA10-001 Clean House/Style Network City Wide	7
2010	2010	BZA10-004 New Remote Productions, 1340 Hidden Springs Drive	7
2010	2010	BZA10-005 Collaboration Maiami, Cottage Drive btwn Hearthland Way & Diane Drive	7
2010	2010	BZA10-006 Chapman University, 1031 E. Grand Blvd.	7
2010	2010	BZA10-007 E! Entertainment Television, Inc., 460 N. Main Street	7
2011	2011	BZA11-001 OP Services, 304 W. Mission Road	6
2011	2011	BZA11-002 State Penn Productions, 1886 Butterfield Stage	6
2011	2011	BZA11-003 Chapman University, 3825 Peregrin, 1627 Via Roma, 709 Crawford	6
2011	2011	BZA11-004 Damon Productions, 2735 Wardlow Road	6
2011	2011	BZA11-005 Bongo, LLC, 1650 E. Sixth Street	6
2011	2011	BZA11-006 Caudil & Associates, 1080 Pomona Road	6
2011	2011	BZA11-008 Batmagic LLC, Green River Golf Course	6
2012	2012	BZA12-001 Chapman University, 2890 Gilbert	5
2012	2012	BZA12-002 Asylum Entertainment, Promenade, Tehachapit, Parkview, Rock Vista parks	5
2012	2012	BZA12-003 Omega Products International Inc., 1681 California Ave.	5
2012	2012	BZA12-004 Pictures in a Row, The Lakes in Dog Lagos	5
2012	2012	BZA12-005 Bala Productions, 4015 Crown Ranch Road	5

Reason for Destruction:

Is Record Series

☐ Vital

☐ Historical

☒ Administrative

☐ Financial

Meets destruction schedule time frame

Is Record Series Subject to Audit?

☐ Yes

☐ No

When?

(For Department Use)

Review by City Clerk

City Attorney Consent

Recommended:

Approved:

Department Head

(Transmit to Chief Deputy City Clerk)

Recommended:

Approved:

(Transmit to City Attorney)

Consent is hereby given to destroy the records enumerated above.

By:



## CITY OF CORONA

## RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page 3 of 4

TO: CITY ATTORNEY

The Community Development Department

Certificate Number: \_\_\_\_\_

Date \_\_\_\_\_

requests authority to destroy the following records:

FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED (YRS.)
	2012	BZA12-008 Chapman University, 1164 E. Grand Blvd.	5
	2013	BZA13-001 Megilla Entertainment, various locations	4
	2013	BZA13-002 Long Pond Media, 542 Laguna Circle	4
	2013	BZA13-003 Magilla Entertainment, 3780 Freemont Dr., 1395 Foothill Pwy, 3567 Galatea Wy., 1181 Carter Ln., 514 Corona Mall	4
	2013	BZA13-005 Omega Products International, 1681 California Ave.	4
	2013	BZA13-007 Concrete Images, 2205 Railroad St.	4
	2013	BZA13-008 Anthem Films, 1032 E. Sixth St and 1818 W. Sixth Street	4
	2013	BZA13-009 Quality Toyota, 400 S. Vicentia	4
	2013	BZA13-013 Blue Orbit Productions, 748 Encanto Street	4
	2013	BZA13-014 FuzzBuster Films, 1455 W. Sixth Street	4
	2014	BZA14-002 World of Wonder, 3142 Geranium Wy	3
	2014	BZA14-003 Vitality Group, LLC, City Hall Council Chambers	3
	2014	BZA14-005 Bongo, LLC, 1615 Garretson Ave	3
	2014	BZA14-006 Big Energy Productions, 1510 W. Sixth Street #103	3
	2014	BZA14-007 LWT, 4630 Penny Royal Dr	3
	2014	BZA14-008 Horizon Axis, LLC, Rimpau Park & 632 Black Oak Ci	3
	2014	BZA14-009 Eyeworks USA, LLC Bongo LLC, 1008 W. Tenth Street	3

Reason for Destruction:

Is Record Series

☐ Vital☐ Historical☒ Administrative☐ Financial

Meets destruction schedule time frame

Is Record Series Subject to Audit?

☐ Yes☐ No

When?

(For Department Use)

Review by City Clerk

City Attorney Consent

Recommended:

Department Head

Approved:

(Transmit to Chief Deputy City Clerk)

Consent is hereby given to destroy the records enumerated above.

By:

ne



**CITY OF CORONA**  
**RECORDS DISPOSAL AUTHORIZATION CERTIFICATE**

Page 4 of 4

Certificate Number: \_\_\_\_\_

Date \_\_\_\_\_

TO: CITY ATTORNEY  
The Community Development Department requests authority to destroy the following records:

FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED (YRS.)
----------	---------------	------------------------	---------------

	2014	2014 BZA14-010 Evolution Film and Tape, 1650 E. Sixth Street	3
--	------	--	---

Reason for Destruction:

Meets destruction schedule time frame

Is Record Series

☐ Vital

☐ Historical

☒ Administrative

☐ Financial

Is Record Series Subject to Audit?

☐ Yes

☐ No

When?

(For Department Use)

Review by City Clerk

City Attorney Consent

Recommended:

Recommended:

Consent is hereby given to destroy the records enumerated above.

Approved:

Approved:

By:

Department Head  
(Transmit to Chief Deputy City Clerk)

(Transmit to City Attorney)

huc



**CITY OF CORONA**  
**RECORDS DISPOSAL AUTHORIZATION CERTIFICATE**  
**SIGNATURE PAGE**

TO: CITY ATTORNEY  
The \_\_\_\_\_

DATE: 11/9/17

requests authority to destroy the following records which are more accurately described in the attachment:

**DESCRIPTION OF RECORDS:**

Records identified as no longer vital to the City Clerk's Office and for destruction pursuant to Government Code Section 34090

**Department:**

Recommended: \_\_\_\_\_

(Transmit to City Clerk)

Approved: \_\_\_\_\_

Department Head

**Review by City Clerk:**

Recommended: ☒ \_\_\_\_\_

(Transmit to City Attorney)

Approved: \_\_\_\_\_

Chief Deputy City Clerk

**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: 4



CITY OF CORONA  
RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page 1 of 1

TO: CITY ATTORNEY

The Legal & Risk Management Department

DATE: 2/15/2018

requests authority to destroy the following records:

FILE NO.	DATES FROM	TO	DESCRIPTION OF RECORDS	ACTIVE (YRS.)	INACTIVE (YRS.)	STORED (YRS.)
	7/1/2007	6/30/2008	Property Insurance Notebook (PEPIP) from Alliant Insurance	1	10	10
	7/1/2006	6/30/2007	Property Insurance Notebook (PEPIP) from Alliant Insurance	1	11	11
	7/1/2010	6/30/2011	Property Insurance Proposal and Notebook (PEPIP) from Alliant Insurance	1	7	7
	7/1/2011	6/30/2012	Property Insurance Proposal and Notebook (PEPIP) from Alliant Insurance	1	6	6

Reason for Destruction:

Obsolete

Is Record Series

☐ Vital

☒ Historical

☐ Administrative

☐ Financial

Is Record Series Subject to Audit?

☐ Yes

☒ No

(For Department Use)

Recommended:

*[Signature]*

Approved:

*[Signature]*

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 the records enumerated above.

By:

*[Signature]*



CITY OF CORONA

RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page 1 of 2

Certificate Number: \_\_\_\_\_

TO: CITY ATTORNEY

The Library & Recreation Services - Recreation Division

Date

requests authority to destroy the following records:

FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED (YRS.)
2011	2013	Copies of Senior Center Budget Documents	6-4
2008	2013	Senior Center Cool Center Agreements & Sign in Sheets	9-4
2013	2013	Senior Center Presentation Agreements	4
2013	2014	Payroll including schedules and timesheets	4-3
2010	2014	Copies - Incident & Vandalism Reports	9-4
2014	2014	Picnic & Facility Reservation Forms	3
2014	2014	Read File (Copies of letters mailed out from this Department)	3
2014	2014	Copies - Claim Forms	3
2014	2014	Copies - Green coding slips with invoices and Limited Purchase Orders	3
2014	2014	Purchase Requisitions	3
2014	2014	Program registrations forms.	3
2014	2014	Refund and transfer request slips	3
2014	2014	Copies - Departmental reports	3
2014	2014	Kids Club - Participant emergency cards, Activity Sign in sheets, validation reports	3
2010	2013	Contract Agreements - Instructors are no longer working with the City.	3
2014	2014	Part Time/Full Time Employee Files - Employees are no longer working in the City.	7-4

Reason for Destruction:

No longer needed

Is Record Series

☐ Vital

☐ Historical

☒ Administrative

☒ Financial

Is Record Series Subject to Audit?

☐ Yes

☒ No

When?

(For Department Use)

Review by City Clerk

City Attorney Consent

Recommended: Martha Kimbell

Recommended: \_\_\_\_\_

Consent is hereby given to destroy the records enumerated above.

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

By: *[Signature]*

Department Head  
(Transmit to City Clerk)

(Transmit to City Attorney)



CITY OF CORONA

RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Certificate Number: \_\_\_\_\_

TO: CITY ATTORNEY

The Library & Recreation Services - Recreation Division

Date

requests authority to destroy the following records:

FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED (YRS.)
----------	---------------	------------------------	---------------

2014	2014	Facility Condition Reports (Reports that show that condition of a facility before/after a reservation)	3
2014	2014	Sports Evaluations (Reports that parents/participants fill out regarding the sport enrolled in)	3

Reason for Destruction:

No longer needed

Is Record Series

☐ Vital

☐ Historical

☒ Administrative

☒ Financial

Is Record Series Subject to Audit?

☐ Yes

☒ No

When?

(For Department Use)

Recommended: Martha Kimbell

Recommended: \_\_\_\_\_

Review by City Clerk

City Attorney Consent

Approved: \_\_\_\_\_  
Department Head  
(Transmit to City Clerk)

Approved: \_\_\_\_\_

(Transmit to City Attorney)

Consent is hereby given to destroy the records enumerated above.

By: \_\_\_\_\_



# CITY OF CORONA

## RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page 1 of 1

Certificate Number: \_\_\_\_\_

TO: CITY ATTORNEY

The Police Department - Fleet

requests authority to destroy the following records: \_\_\_\_\_

Date

11/8/2017

FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED (YRS.)
----------	---------------	------------------------	---------------

Ppr/E	All prior through 12/31/2015	Speedometer Calibration Files - 2015	2 years
-------	------------------------------	--------------------------------------	---------

Reason for Destruction:

nots destruction  
Schedule time frame

Is Record Series

☐ Vital

☐ Historical

☒ Administrative

☐ Financial

Is Record Series Subject to Audit?

☐ Yes

☒ No

When?

(For Department Use)

Recommended: J. Maxfield/C. Fountain

Approved: [Signature]  
Department Head  
(Transmit to City Clerk)

Review by City Clerk

Recommended:

Approved: [Signature]  
(Transmit to City Attorney)

City Attorney Consent

Consent is hereby given to destroy the records enumerated above.

By: [Signature]





CITY OF CORONA  
RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page 1 of 2

TO: CITY ATTORNEY

The Police Department - Fiscal Services Unit

Certificate Number: \_\_\_\_\_

Date  
09/13/2016

requests authority to destroy the following records:

FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED (YRS.)
Hard Copy	All prior through 6/30/2014	Administrative Citations (Loud Party / Fireworks)	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

Reason for Destruction:

meets destruction schedule time frame

Is Record Series

☐ Vital

☐ Historical

☒ Administrative

☒ Financial

Is Record Series Subject to Audit?

☐ Yes

☒ No

When?

(For Department Use)

Review by City Clerk

City Attorney Consent

Recommended: B.L. Thierjung / L. Lorton

Approved:

Department Head  
(Transmit to City Clerk)

Recommended:

Approved:

(Transmit to City Attorney)

Consent is hereby given to destroy the records enumerated above.

By:



CITY OF CORONA  
RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page 2 of 2

TO: CITY ATTORNEY  
The Police Department - Fiscal Services Unit

Certificate Number: \_\_\_\_\_

Date: 10/30/2017

requests authority to destroy the following records:

FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED (YRS.)
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

Reason for Destruction: meets destruction schedule time frame

Is Record Series ☐ Vital ☐ Historical ☒ Administrative ☐ Financial ☒

Is Record Series Subject to Audit? ☐ Yes ☒ No When?

(For Department Use)

Recommended: B.L. Thierjung / L. Lorton

Approved: [Signature]  
Department Head  
(Transmit to City Clerk)

City Attorney Consent

Consent is hereby given to destroy the records enumerated above.

By: [Signature]



CITY OF CORONA  
RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page 1 of 2

TO: CITY ATTORNEY

The Police Department - Support Services Division - Animal Control requests authority to destroy the following records:

Certificate Number: \_\_\_\_\_

Date  
10/24/2017

FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED (YRS.)
Ppr/E	All prior through 12/31/2015	Monthly Reports - 2015	Curr +2 yrs
Ppr/E	All prior through 12/31/2015	General Correspondence, memorandums - 2015	2 years
Ppr/E	All prior through 12/31/2015	Purchase Orders, Payroll records, miscellaneous invoices - department copies only, not original- 2015	Not useful
Ppr/E	All prior through 12/31/2015	Cash - Petty Cash, receipt books - department copies, not original- 2015	Not useful
Ppr	All prior through 12/31/2015	Activity Logs - adoption 2015	Not useful
Ppr/E	All prior through 12/31/2014	Bite reports, vicious animal, annual state reporting stats - 2014	Curr +3 yrs
Ppr/E	All prior through 12/31/2015	Spay/Neuter subsidy program - 2015	Curr +2 yrs
Ppr/E	All prior through 12/31/2015	Ketamine/Tranquilizer Logs - 2015	Curr +2 yrs
Ppr/E	All prior through 12/31/2015	Dog Licenses - no longer valid - 2015	Curr +2 yrs

Reason for Destruction:

Meets destruction  
Schedule time frame

Is Record Series

☐ Vital

☐ Historical

☒ Administrative

☐ Financial

Is Record Series Subject to Audit?

☐ Yes

☒ No

When?

(For Department Use)

Recommended D. Pacheco

Approved: [Signature]

Department Head

(Transmit to Chief Deputy City Clerk)

Recommended: [Signature]

Approved: [Signature]

(Transmit to City Attorney)

Review by City Clerk [Signature]

City Attorney Consent

Consent is hereby given to destroy the records enumerated above.

By: [Signature]



**CITY OF CORONA**  
**RECORDS DISPOSAL AUTHORIZATION CERTIFICATE**

Page 2 of 2

Certificate Number: \_\_\_\_\_

TO: CITY ATTORNEY

The Police Department - Support Services Division - Animal Control requests authority to destroy the following records:

Date  
10/24/2017

FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED (YRS.)
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 +3 yrs

Reason for Destruction:

meets destruction  
schedule time frame

Is Record Series

☐ Vital

☐ Historical

☒ Administrative

☐ Financial

Is Record Series Subject to Audit?

☐ Yes

☒ No

When?

Review by City Clerk

City Attorney Consent

Recommended: D. Pacheco

Recommended:

Consent is hereby given to destroy the records enumerated above.

Approved:

[Signature]  
Department Head

(Transmit to Chief Deputy City Clerk)

Approved:

[Signature]  
(Transmit to City Attorney)

By: [Signature]



## CITY OF CORONA

## RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page 1 of 2

TO: CITY ATTORNEY

The Police Department - Support Services Division - Dispatch Section requests authority to destroy the following records:

Certificate Number: \_\_\_\_\_

Date  
10/24/2017

FILE NO.	DATES FROM	TO	DESCRIPTION OF RECORDS	STORED (YRS.)
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 original, duplicate copies	Not useful
Ppr/E	All prior through	12/31/15	Cell phone trace forms	2 years
E	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

Reason for Destruction:

*meets destruction  
schedule time frame*

Is Record Series

☐ Vital☐ Historical☒ Administrative☐ Financial

Is Record Series Subject to Audit?

☐ Yes☒ No

When?

(For Department Use)

Recommended H. Young/L. Lorton

Approved:

Department Head

(Transmit to Chief Deputy City Clerk)

Review by City Clerk

Recommended:

Approved:

(Transmit to City Attorney)

City Attorney Consent

Consent is hereby given to destroy the records enumerated above.

By:



## CITY OF CORONA

## RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page 2 of 2

TO: CITY ATTORNEY

The Police Department - Support Services Division - Dispatch Section

requests authority to destroy the following records:

Certificate Number: \_\_\_\_\_

Date  
10/24/2017

FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED (YRS.)
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	Activity Log - internal requests for recordings - 2015	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
E	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 years

Reason for Destruction:

meets destruction  
Schedule two frame

Is Record Series

☐ Vital☐ Historical☒ Administrative☐ Financial

Is Record Series Subject to Audit?

☐ Yes☒ No

When?

(For Department Use)

Recommended: H. Young/L. Lorton

Approved:

[Signature]  
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 the records enumerated above.

By:

[Signature]



CITY OF CORONA

RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

TO: CITY ATTORNEY

The Police Department - ISD - Detective Bureau

Certificate Number: \_\_\_\_\_

requests authority to destroy the following records: \_\_\_\_\_

Date  
10/24/2017

FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED (YRS.)
Ppr	All prior through 12/31/2015	Impress Fund Receipts - Duplicate Copies	2 years or until audit.
Ppr	All terminated through 12/31/2007	Confidential Informant files	Until term. plus 10 yrs.
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

Reason for Destruction: Outdated no longer needed

Is Record Series ☐ Vital ☐ Historical ☒ Administrative ☒ Financial

Is Record Series Subject to Audit? ☐ Yes ☒ No When?

(For Department Use)

Recommended: Sgt. S. Shatford/Lt. Banales

Approved: \_\_\_\_\_

Department Head  
(Transmit to City Clerk)

Review by City Clerk

City Attorney Consent

Consent is hereby given to destroy the records enumerated above.

By: \_\_\_\_\_



CITY OF CORONA

RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page 1 of 1

Certificate Number: \_\_\_\_\_

TO: CITY ATTORNEY

The Police Department-Investigative Services Division-Traffic Section requests authority to destroy the following records:

Date  
10/25/2017

FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED (YRS.)
Ppr/E	All prior through 12/31/2015	Tow Hearing Logs	2 Years

Reason for Destruction:

Outdated. no longer needed

Is Record Series

☐ Vital

☐ Historical

☒ Administrative

☐ Financial

Is Record Series Subject to Audit?

☐ Yes

☒ No

When?

Review by City Clerk

City Attorney Consent

Recommended: L. Delcambre

(For Department Use)

Approved:

[Signature]  
Department Head  
(Transmit to City Clerk)

Recommended:

Approved:

(Transmit to City Attorney)

Consent is hereby given to destroy the records enumerated above.

By:

[Signature]





CITY OF CORONA

RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page 1 of 1

Certificate Number: \_\_\_\_\_

TO: CITY ATTORNEY

The Police Department - Investigative Services Division - Detective Bureau requests authority to destroy the following records:

Date

FILE NO.	DATES FROM	TO	DESCRIPTION OF RECORDS	STORED (YRS.)
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Ppr	All prior through 12/31/2015		Pawn Slips / Secondhand Dealer Transaction Records	2 year
Ppr / E	All prior through 12/31/2016		Registrants: PC 290 Sex Offender Registration	Deceased

Reason for Destruction:

Outdated - no longer needed

Is Record Series

☐ Vital

☐ Historical

☒ Administrative

☐ Financial

Is Record Series Subject to Audit?

☐ Yes

☒ No

When?

(For Department Use)

Recommended: Michelle Meza

Approved: [Signature]  
Department Head  
(Transmit to City Clerk)

Review by City Clerk

Recommended: [Signature]

Approved: [Signature]  
(Transmit to City Attorney)

City Attorney Consent

Consent is hereby given to destroy the records enumerated above.

By: [Signature]



## CITY OF CORONA

## RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page 1 of 1

TO:  
TheCITY ATTORNEY  
Police Department - Administration

Certificate Number: \_\_\_\_\_

Date

11/7/2017

requests authority to destroy the following records:

FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED (YRS.)
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.	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	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	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	Final Disp Plus 5 Yrs

Reason for Destruction:

meets destruction  
schedule time frame

Is Record Series

☐ Vital☐ Historical☒ Administrative☐ Financial

Is Record Series Subject to Audit?

☐ Yes☒ No

When?

(For Department Use)

Recommended: S. BuonocoreApproved: [Signature]Department Head  
(Transmit to Chief/Deputy City Clerk)

Review by City Clerk

Recommended: [Signature]Approved: [Signature]

(Transmit to City Attorney)

City Attorney Consent

Consent is hereby given to destroy the records enumerated above.

By: [Signature]



## CITY OF CORONA

## RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page 1 of 2

TO: CITY ATTORNEY

The Police Department - Support Services Division - Personnel

Certificate Number: \_\_\_\_\_

11/7/17

requests authority to destroy the following records:

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

Reason for Destruction:

☐ Vital☒ Historical☒ Administrative☐ Financial

Is Record Series Subject to Audit?

☐ Yes☐ No

When?

(For Department Use)

Recommended S. Buonocore/L. Lorton

Approved:

  
Department Head  
(Transmit to City Clerk)

Recommended:

Approved:

(Transmit to City Attorney)

Review by City Clerk

City Attorney Consent

Consent is hereby given to destroy the records enumerated above.

By:



CITY OF CORONA  
RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page 2 of 2

Certificate Number: \_\_\_\_\_

TO: CITY ATTORNEY

The Police Department - Support Services Division - Personnel

requests authority to destroy the following records:

11/7/17

FILE NO.	DATES FROM	TO	DESCRIPTION OF RECORDS	STORED (YRS.)
----------	------------	----	------------------------	---------------

Ppr/E	All Prior through 12/31/2012		Formal Inquiries/Complaints/Claims - 2012	5 + years
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Ppr	All Prior through 12/31/2015		All Training request forms and associated documentation - 2015	2 + years
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Reason for Destruction:

*meets destruction schedule time frame*

Is Record Series

☐ Vital

☐ Historical

☒ Administrative

☐ Financial

Is Record Series Subject to Audit?

☐ Yes

☒ No

When?

(For Department Use)

Review by City Clerk

City Attorney Consent

Recommended S. Buonocore/L. Lorton

Recommended:

Consent is hereby given to destroy the records enumerated above.

Approved:

*[Signature]*  
Department Head

(Transmit to City Clerk)

Approved:

*[Signature]*

(Transmit to City Attorney)

By:

*[Signature]*



CITY OF CORONA

RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page 1 of 1

Certificate Number: \_\_\_\_\_

TO: CITY ATTORNEY

The Police Department - Administration

Date  
11/7/2017

requests authority to destroy the following records:

FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED (YRS.)
Paper 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	Exp. + 2yrs Curr. + 2yrs

Reason for Destruction: meets destruction schedule time frame

Is Record Series ☐ Vital ☐ Historical ☒ Administrative ☐ Financial

Is Record Series Subject to Audit? ☐ Yes ☒ No When?

(For Department Use)

Recommended: Kolleen Hut

Approved: [Signature]  
Department Head  
(Transmit to City Clerk)

City Attorney Consent

Consent is hereby given to destroy the records enumerated above.

By: [Signature]



## CITY OF CORONA

## RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page 1 of 2

TO: CITY ATTORNEY

The Police Department - Support Services Division - Records Section

Certificate Number: \_\_\_\_\_

Date

10/8/2017

requests authority to destroy the following records:

FILE NO.	DATES FROM	TO	DESCRIPTION OF RECORDS	STORED (YRS.)
Ppr/E	All prior through 12/31/2012	12/31/2012	Citations - 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		Crim 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

Reason for Destruction:

Is Record Series

☐ Vital☒ Historical☒ Administrative☐ Financial

Is Record Series Subject to Audit?

☐ Yes☒ No

When?

meets destruction

Schedule time frame

(For Department Use)

Review by City Clerk

City Attorney Consent

Recommended S. Hernandez

Recommended:

Approved:

Department Head  
(Transmit to City Clerk)

Approved:

(Transmit to City Attorney)

Consent is hereby given to destroy the records enumerated above.

By:



## CITY OF CORONA

## RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page 2 of 2

TO: CITY ATTORNEY

The Police Department - Support Services Division - Records Section

Certificate Number: \_\_\_\_\_

requests authority to destroy the following records: Date 11/8/2017

FILE NO.	DATES FROM	TO	DESCRIPTION OF RECORDS	STORED (YRS.)
Ppr/E	All prior through 12/31/2013		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 - Miscellaneous Public Disclosures, Response Letters 2015 Records Destruction Checklist - Duplicates 1990-2010	2 yrs
Ppr/E	All prior through 12/31/2015		Work Schedules, Shift assignments, Shift trades 2014	2 yrs

Reason for Destruction:

meets destruction  
schedule time frame

Is Record Series

☐ Vital☒ Historical☒ Administrative☐ Financial

Is Record Series Subject to Audit?

☐ Yes☒ No

When?

(For Department Use)

Recommended S. Hernandez

Approved:   
Department Head  
(Transmit to City Clerk)

Review by City Clerk

City Attorney Consent

Recommended:

Approved:

Consent is hereby given to destroy the records enumerated above.

By:



CITY OF CORONA

RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page 1 of 4

TO: CITY ATTORNEY

The Public Works Department, 2nd Floor (Transportation Division)

Certificate Number: \_\_\_\_\_

Date \_\_\_\_\_

requests authority to destroy the following records:

FILE NO.	DATES FROM	TO	DESCRIPTION OF RECORDS	STORED (YRS.)
	2005	2008	Short Range Transit Plan 2005/06 - 2007-08	12
	2003	2005	Short Range Transit Plan 2003-05	14
	2004	2006	Short Range Transit Plan 2004-06	13
	2005	2007	Short Range Transit Plan 2005-07	12
	2008	2009	Short Range Transit Plan 2008-09	9
	2009	2012	Short Range Transit Plan 2009/10 - 2011/12	8
	2008	2011	Short Range Transit Plan 2008/09 - 2010/11	9
	2006	2009	Short Range Transit Plan 2006/07 - 2008/09	11
		2002	Corona Cruiser Monthly Maintenance Reports- July-December, 2002	15
		2003	Corona Cruiser Monthly Maintenance Reports- January - March, 2003	14
		2002	Corona Dial A Ride Monthly Maintenance Reports-July-December, 2002	15
		2003	Corona Dial A Ride Monthly Maintenance Reports-January-March, 2003	14
		2003	Dial A Ride and Corona Cruiser Maintenance Reports-January 2003	14
		2002	Dial A Ride and Corona Cruiser Maintenance Reports- December 2002	15
		2004	2004 ADA Audit	13
		2003	Triennial Review Audit 12/15/2003	14
		1999	RFP-1999	18
		2003	Inland Empire Regional Intelligent Transportation Systems Architecture Project Final Report, June, 2003	14

Reason for Destruction:

Annual destruction per retention policy

Is Record Series

☐ Vital

☐ Historical

☒ Administrative

☐ Financial

Is Record Series Subject to Audit?

☐ Yes

☐ No

When?

(For Department Use)

Recommended: Stephanie Lucido

Approved: *Stephanie Lucido*  
Department Head  
(Transmit to City Clerk)

Review by City Clerk

Recommended:

Approved: *Sylvia Eduardo*  
(Transmit to City Attorney)

City Attorney Consent

Consent is hereby given to destroy the records enumerated above.

By: *[Signature]*





## CITY OF CORONA

## RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page 2 of 4

TO: CITY ATTORNEY

The Public Works Department, 2nd Floor (Transportation Division)

requests authority to destroy the following records:

Certificate Number: \_\_\_\_\_

Date

FILE NO.	DATES FROM	TO	DESCRIPTION OF RECORDS	STORED (YRS.)
	2005	2005	2005 Drug and Alcohol Audit	12
	2005	2005	2005 FTA Triennial Review	12
	2005	2005	2005 FTA Triennial Review	12
	2002	2004	FTA Triennial Review FY2002, 2003, 2004- Sections 5-13	15
	2008	2009	City of Corona Vanpool FY 2008/09 Program Log Book	9
		2007	Route Match Software User Guide Product Version RM-3.1.9	10
		2002	FTA Triennial Review 2002 Vol. 1 of 2	15
	2009	2010	City of Corona Vanpool/Carpool Program Log Book FY 2009/10	7
	2010	2011	City of Corona Carpool/Vanpool Program Log Book FY 2010/11	7
	1999	2000	NTD FY99/00	18
		1999	NTD Yearly Report 1999	18
		1998	NTD 1998	19
		2002	City of Corona Transit Services Evaluation of Proposals and Related Documents	15
		2002	City of Corona Transit Services Proposals and Related Documents	15
		2002	City of Corona Transit Services Requests for Proposals and Related Documents	15
		2005	State Contract-Contract No.1-02-23-15, City of Corona Project No. CA-90-1/303 00	12
		2005	2005 Fare Adj.	12
		2003	FTA Triennial Review Vol. 2 of 2	14

Reason for Destruction:

Annual destruction per retention policy

Is Record Series

☐ Vital☐ Historical☒ Administrative☐ Financial

Is Record Series Subject to Audit?

☐ Yes☐ No

When?

(For Department Use)

Recommended: Stephanie Lucido

Approved:   
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 the records enumerated above.

By:



## CITY OF CORONA

## RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page 3 of 4

TO: CITY ATTORNEY

The Public Works Department, 2nd Floor (Transportation Division)

Certificate Number: \_\_\_\_\_

Date \_\_\_\_\_

requests authority to destroy the following records:

FILE NO.	DATES FROM	TO	DESCRIPTION OF RECORDS	STORED (YRS.)
		2003	November 2003 Monthly Report for Corona Cruiser and Dial A Ride	14
		2006	FTA Drug and Alcohol Audit 1/23/06	11
		2006	Safety Vision	11
		2012	FTA Triennial Review Workshop Workbook FY2012	5
		2007	Vanpool	10
		2008	FTA Triennial Review July 14-15, 2008 Miscellaneous Materials	9
		2007	City of Corona Corona Cruiser Bus Stop Inventory, Nov. 2007	10
		2010	Title 49: Transportation Part 37-Transportation Services for Individuals with Disabilities (ADA)	7
		2000	Dial A Ride Presentation, June 2000	17
		2008	Workbook Triennial Review Program FY2008	9
		2009	Injury and Illness Prevention Program	8
		2003	Creative Bus Procurement I	14
		2006	Bus West Type II Buses	11
		2001	NTD Reporting Manual 2001	16
		2005	AVL/MDC	12
	2011	2012	City of Corona Carpool/Vanpool Program Log Book FY2011/12	6
		2000	Transportation Concepts Employee Handbook (Rev. 8/2000)	17
		2002	Hazard Elimination Safety Program Funding Application for E. Sixth Street Median & Traffic Signal Imprvmt.	15

Reason for Destruction:

Annual destruction per retention policy

Is Record Series

☐ Vital☐ Historical☒ Administrative☐ Financial

Is Record Series Subject to Audit?

☐ Yes☐ No

When?

(For Department Use)

Recommended: Stephanie LucidoApproved: Stephanie Lucido  
Department Head  
(Transmit to City Clerk)

Review by City Clerk

Recommended: Sylvia EdwardsApproved: Sylvia Edwards  
(Transmit to City Attorney)

City Attorney Consent

Consent is hereby given to destroy the records enumerated above.

By: Sylvia Edwards



## CITY OF CORONA

## RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page 4 of 4

TO: CITY ATTORNEY

The Public Works Department, 2nd Floor (Transportation Division)

Certificate Number: \_\_\_\_\_

Date \_\_\_\_\_

requests authority to destroy the following records:

FILE NO.	DATES FROM	TO	DESCRIPTION OF RECORDS	STORED (YRS.)
		1999	City of Corona Tea Application for Sidewalk Improvement in Downtown Corona	18
		2002	Hazard Elimination Safety Program Funding Application for E. Sixth Street Median & Traffic Signal Imprvmt.	15
		2005	Cota St. Sidewalk & River Rd. Bike Lane Improvements FY05/06 SB821 Bicycle & Pedestrian Facilities Program	12
	2005	2006	Main St. Comprehensive Pedestrian & Accessibility Improvement FY 05/06 SB821 Bicycle & Pedestrian Facilities	12
	2004	2005	FY2004/05 SB821 Bicycle and Pedestrian Facilities Program	13
	2005	2007	City of Corona Transit Services SRTP Update FY 2005/2007	12
	2001	2002	Ernst & Young Audited Financial Stmt., City of Corona Transit Sves. & Measure A Transportation Funds	16
	2001	2002	Ernst & Young Audited Financial Stmt. & Supplemental Information & Reports Riverside Transit Agency	16
	2000	2001	Ernst & Young Audited Financial Stmt., City of Corona Transit Sves. & Measure A Transportation Funds	17
		2008	Comprehensive Annual Financial Report FY ended June 30, 2008 RCTC	9
		2000	Transportation Concepts Trainee's Manual, Professional Driver Training Program	17
		2006	City of Corona Comprehensive Annual Financial Report year ended June 30, 2006	11
		2001	Corona Bicycle Master Plan, May 31, 2001	16

Reason for Destruction:

Annual destruction per retention policy

Is Record Series

☐ Vital☐ Historical☒ Administrative☐ Financial

Is Record Series Subject to Audit?

☐ Yes☐ No

When?

(For Department Use)

Recommended: Stephanie LucidoApproved: Richard H. H.  
Department Head  
(Transmit to City Clerk)

Review by City Clerk

Recommended: [Signature]Approved: Sylvia Edwards  
(Transmit to City Attorney)

City Attorney Consent

Consent is hereby given to destroy the records enumerated above.

By: [Signature]



CITY OF CORONA  
RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page 1 of 1

TO: CITY ATTORNEY

The Public Works Department, Inspection Division

Certificate Number: \_\_\_\_\_

Date \_\_\_\_\_

requests authority to destroy the following records:

FILE NO.	DATES FROM TO	DESCRIPTION OF RECORDS	STORED (YRS.)
----------	---------------	------------------------	---------------

4

2012 2013 Dig Alert Tickets

Reason for Destruction:

Annual destruction per retention policy

Is Record Series

☐ Vital

☐ Historical

☒ Administrative

☐ Financial

Is Record Series Subject to Audit?

☐ Yes

☐ No

When?

(For Department Use)

Recommended: Laura Lopez

Approved: Nicholas Nuhum  
Department Head  
(Transmit to City Clerk)

Review by City Clerk

Recommended: [Signature]

Approved: [Signature]

(Transmit to City Attorney)

City Attorney Consent




Consent is hereby given to destroy the records enumerated above.

By: [Signature]





requests authority to destroy the following records:

<p>(For Department Use)</p> <p>Recommended: <u></u></p> <p>Approved: <u></u></p> <p>Department Head (Transmit to Chief Deputy City Clerk)</p>	<p>Review by City Clerk</p> <p>Recommended: _____</p> <p>Approved: _____</p> <p>(Transmit to City Attorney)</p>	<p>City Attorney Consent</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p>By: <u></u></p>
---	---	--

## RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

**Certificate Number:**

CITY ATTORNEY

Risk Management Department

Date \_\_\_\_\_

**requests authority to destroy the following records:**

[illegible]

Reason for Destruction:

Past retention date-no longer useful or needed

## Is Record Series

vit

Historical

Administrative

☐ Financial

## Is Record Series Subject to Audit?

☐ Yes ☒ No

## When?

(For Department Use)

**Review by City Clerk**

City Attorney Consent

Recommended: 

Recommended:

Consent is hereby given to destroy the records enumerated above.

Approved: \_\_\_\_\_

Approved:

Bv

Department Head

(Transmit to Chief Deputy City Clerk)

(Transmit to City Attorney)



CITY OF CORONA  
RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page 4 of 11

Certificate Number: \_\_\_\_\_

TO: CITY ATTORNEY

The Risk Management Department

requests authority to destroy the following records:

Date

FILE NO.	DATES FROM	TO	DESCRIPTION OF RECORDS	STORED (YRS.)
2010102984	4/15/2010	4/23/2010	CLOSED WORKER'S COMPENSATION CLAIMS	
	2/13/2012	3/13/2012	ANDERSON, MICHAEL D	7
	3/15/2006	3/22/2006	BAKER, JEFFREY	5
06-5900-0104	2/28/2006	3/7/2006	BALL, JOHN	11
2008083074	4/2/2008	12/2/2009	BONNEY, MARK	11
	9/22/2005	10/12/2005	BOURGAULT, LANCE	8
CCBE-424283	6/4/2001	10/24/2007	CASADA-HUBER, APRIL	12
07-5900-0014	8/9/2006	12/19/2006	DREDLA, SHAWN	10
06-5900-0002	7/6/2005	8/1/2005	FOUNTAIN, MICHELLE	11
02-5900-0043	11/2/2001	1/29/2002	GOMEZ, MATTHEW	12
CCBP-539625	7/24/2010	7/14/2011	HANNEMAN, ERIC	15
07-5900-0039	11/2/2006	11/16/2006	HANNEMAN, ERIC	6
05-5900-0102	2/23/2005	6/20/2005	HARPER, RONALD	11
06-5900-0170	3/24/2006	7/18/2007	LOPEZ, GLORIA	12
06-5900-0160	6/21/2006	8/25/2006	MENOCAL, JORGE	10
08-5900-0009	7/13/2007	9/4/2007	NGUYEN, HUONG	11
08-5900-0119	5/6/2008	5/29/2008	JONES, SHERRY	10
			MACALALAD, YOLANDA	9

Reason for Destruction:

Claim closed; no longer employed

Is Record Series

☐ Vital

☐ Historical

☒ Administrative

☐ Financial

Is Record Series Subject to Audit?

☐ Yes

☒ No

When?

(For Department Use)

Recommended: *[Signature]*

Review by City Clerk

Recommended: \_\_\_\_\_

City Attorney Consent

Consent is hereby given to destroy the records enumerated above.

Approved:

*[Signature]*  
Department Head

(Transmit to Chief Deputy City Clerk)

Approved:

*[Signature]*  
(Transmit to City Attorney)





**CITY OF CORONA**  
**RECORDS DISPOSAL AUTHORIZATION CERTIFICATE**

TO: CITY ATTORNEY  
The Risk Management Division

CITY ATTORNEY  
Risk Management Department

requests authority to destroy the following records:

**Certificate Number:**

Date \_\_\_\_\_

FILE NO.	DATES	FROM	TO
1	1941	1941	1941
2	1942	1942	1942
3	1943	1943	1943
4	1944	1944	1944
5	1945	1945	1945
6	1946	1946	1946
7	1947	1947	1947
8	1948	1948	1948
9	1949	1949	1949
10	1950	1950	1950
11	1951	1951	1951
12	1952	1952	1952
13	1953	1953	1953
14	1954	1954	1954
15	1955	1955	1955
16	1956	1956	1956
17	1957	1957	1957
18	1958	1958	1958
19	1959	1959	1959
20	1960	1960	1960
21	1961	1961	1961
22	1962	1962	1962
23	1963	1963	1963
24	1964	1964	1964
25	1965	1965	1965
26	1966	1966	1966
27	1967	1967	1967
28	1968	1968	1968
29	1969	1969	1969
30	1970	1970	1970
31	1971	1971	1971
32	1972	1972	1972
33	1973	1973	1973
34	1974	1974	1974
35	1975	1975	1975
36	1976	1976	1976
37	1977	1977	1977
38	1978	1978	1978
39	1979	1979	1979
40	1980	1980	1980
41	1981	1981	1981
42	1982	1982	1982
43	1983	1983	1983
44	1984	1984	1984
45	1985	1985	1985
46	1986	1986	1986
47	1987	1987	1987
48	1988	1988	1988
49	1989	1989	1989
50	1990	1990	1990
51	1991	1991	1991
52	1992	1992	1992
53	1993	1993	1993
54	1994	1994	1994
55	1995	1995	1995
56	1996	1996	1996
57	1997	1997	1997
58	1998	1998	1998
59	1999	1999	1999
60	2000	2000	2000
61	2001	2001	2001
62	2002	2002	2002
63	2003	2003	2003
64	2004	2004	2004
65	2005	2005	2005
66	2006	2006	2006
67	2007	2007	2007
68	2008	2008	2008
69	2009	2009	2009
70	2010	2010	2010
71	2011	2011	2011
72	2012	2012	2012
73	2013	2013	2013
74	2014	2014	2014
75	2015	2015	2015
76	2016	2016	2016
77	2017	2017	2017
78	2018	2018	2018
79	2019	2019	2019
80	2020	2020	2020
81	2021	2021	2021
82	2022	2022	2022
83	2023	2023	2023
84	2024	2024	2024
85	2025	2025	2025
86	2026	2026	2026
87	2027	2027	2027
88	2028	2028	2028
89	2029	2029	2029
90	2030	2030	2030

## DESCRIPTION OF RECORDS

**STORED  
(YRS.)**

[illegible]

Reason for Destruction:

Past retention date-no longer useful or needed

## Is Record Series

vital

Historical

Administrative

Financial

## Is Record Series Subject to Audit?

☐ Yes☐ No

## When?

(For Department Use)

**Review by City Clerk**

City Attorney Consent

Recommended:

Recommended:

Consent is hereby given to destroy the records enumerated above.

Approved:

3

Approved:

By:

(Transmit to Chief Deputy City Clerk)



CITY OF CORONA  
RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page 6 of 11

Certificate Number: \_\_\_\_\_

TO: CITY ATTORNEY

Date

The Risk Management Department

requests authority to destroy the following records:

FILE NO.	DATES FROM	TO	DESCRIPTION OF RECORDS	STORED (YRS.)
			LIABILITY CLAIMS CLOSED IN 2012	5
1631914	6/3/2011	9/10/2012	ABBE, DEBRA	5
A00692	4/26/2011	7/19/2012	ACOSTA/CHAFFEY, TANNIA/ERIC & ALEXIS	5
1743937	4/25/2012	12/3/2012	AGUILAR, RITA	5
A00685	6/9/2011	5/12/2012	ALEMAN, KITTIE	5
A00722	12/22/2011	7/30/2012	ALVAREZ, ROBERT	5
1633390	3/17/2012	5/10/2012	ANZOATEGUI, ERNESTO	5
A00679	9/1/2011	4/27/2012	BARRANCAS, ANNA	5
A00668	7/17/2011	5/21/2012	BASINGER, KAREN	5
1734236	ONGOING	8/23/2012	BATTLE, LINNE	5
A00690	6/15/2012	6/15/2012	BEALE, STACEY	5
A00457	3/19/2009	6/28/2012	BEARD, JOHN	5
A00676	1/19/2011	11/29/2012	BENJAMIN, SARWAT	5
1733523	1/26/2012	8/30/2012	BIGGS, ERIC	5
RIC 10016756	11/6/2009	4/24/2012	BRACAMONTES, THEODORE	5
A00554	5/21/2012	7/27/2012	BRISENO, TAYLOR	5
1631889	7/13/2011	9/27/2012	CAMPBELL, PATRICK	5
A00655	6/1/2011	2/1/2012	CAPEZZUTO, JOHN	5

Reason for Destruction:

Past retention date-no longer useful or needed

Is Record Series

☐ Vital

☐ Historical

☐ Administrative

☐ Financial

Is Record Series Subject to Audit?

☐ Yes

☐ No

When?

(For Department Use)

Review by City Clerk

City Attorney Consent

Recommended:

Recommended:

Consent is hereby given to destroy the records enumerated above.

Approved:

Approved:

By:

Department Head

(Transmit to Chief Deputy City Clerk)

(Transmit to City Attorney)



CITY OF CORONA  
RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page 7 of 44

TO: CITY ATTORNEY

The Risk Management Department

Certificate Number: \_\_\_\_\_

Date \_\_\_\_\_

requests authority to destroy the following records:

FILE NO.	DATES FROM	TO	DESCRIPTION OF RECORDS	STORED (YRS.)
			LIABILITY CLAIMS CLOSED IN 2012	5
1814242	11/3/2012	12/27/2012	CARDENAS, AGUSTIN	5
1631939	7/22/2011	10/3/2012	CASTILLO, RAYMUNDO	5
1765983	9/26/2012	12/13/2012	CHAVEZ, RICHARD	5
A00696	9/21/2011	4/27/2012	CITY OF RIVERSIDE	5
1633406	9/17/2011	10/30/2012	COLOTTA, LUPE (ANTONELLO/LUCCIANA)	5
1633406	9/17/2011	10/30/2012	COLOTTA, MIGUEL (ANTONELLO/LUCCIANA)	5
1632375	10/10/2011	8/30/2012	CURRY, MARTIN	5
1768009	10/20/2012	12/20/2012	DAILEY, TIM	5
A00550	4/2/2012	3/28/2012	DE LA CRUZ, JORGE REYNA	5
1760962	5/5/2012	9/13/2012	DIAS, JON	5
A00672	6/20/2011	1/19/2012	FREBERG, JAY & PATRICIA	5
A00663	7/8/2011	1/18/2012	GALINDO, PETRA	5
1732857	2/24/2012	5/17/2012	GARCIA, JUAN	5
1744835	4/20/2012	9/6/2012	GEORGE, MAKURUM	5
A00632	10/11/2010	11/20/2012	GOMEZ, CARMEN	5
1633395	11/2/2011	12/3/2012	GONZALES, MICHAEL (AUTOCLUB)	5
A00709	1/8/2012	7/27/2012	GREGG, BRANDON	5

Reason for Destruction:

Past retention date-no longer useful or needed

Is Record Series

☐ Vital

☐ Historical

☐ Administrative

☐ Financial

Is Record Series Subject to Audit?

☐ Yes

☐ No

When?

(For Department Use)

Recommended: \_\_\_\_\_

Recommended: \_\_\_\_\_

Review by City Clerk

City Attorney Consent

Approved: \_\_\_\_\_

Department Head

(Transmit to Chief Deputy City Clerk)

Approved: \_\_\_\_\_

(Transmit to City Attorney)

Consent is hereby given to destroy the records enumerated above.

By: \_\_\_\_\_

*[Signature]*



CITY OF CORONA  
RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page 8 of 14

Certificate Number: \_\_\_\_\_

TO: CITY ATTORNEY

The Risk Management Department

Date

requests authority to destroy the following records:

FILE NO.	DATES FROM	TO	DESCRIPTION OF RECORDS	STORED (YRS.)
			LIABILITY CLAIMS CLOSED IN 2012	5
A00669	7/12/2011	1/10/2012	HADDAD, CHRISTIAN	5
A00699	ONGOING	3/28/2012	HAYES, JUNE	5
1631936.00	1/18/2012	6/7/2012	HEALTH PRODUCTS, DANSEUREAU	5
A00724	2/3/2012	8/14/2012	HEGER, AARON	5
1752228	5/24/2012	12/28/2012	HEREDIA, FRANCISCO	5
1633401	3/8/2012	9/18/2012	HOA WINDWOOD CORONA	5
1631923	8/17/2011	11/1/2012	HUERTA, JOSE	5
A00642	1/4/2008	7/27/2012	HYMAN, MEGGIE & LUCAS	5
1764864	4/26/2012	12/18/2012	JAIN, HIND	5
A00533	12/9/2009	7/10/2012	JANJI, HOSHANG	5
A00667	7/18/2011	2/8/2012	JARAMILLO, LUIS	5
A00695	9/6/2011	7/5/2012	JOHNSON, CHRIS	5
1744204	3/1/2012	12/26/2012	JOHNSON, MATTHEW	5
A00682	9/2/2011	5/24/2012	KEATON, JOHN (VOGEL, KAR) AAA	5
A00551	4/24/2010	8/30/2012	KELVIN, PAMELA	5
A00688	8/13/2011	2/8/2012	KERMOIAN, GARY	5
A00702	8/17/2011	10/19/2012	KLATT, TAYLOR	5

Reason for Destruction:

Past retention date-no longer useful or needed

Is Record Series

☐ Vital

☐ Historical

☐ Administrative

☐ Financial

Is Record Series Subject to Audit?

☐ Yes

☐ No

When?

(For Department Use)

Review by City Clerk

City Attorney Consent

Recommended:

Recommended:

Consent is hereby given to destroy the records enumerated above.

Approved:

Department Head

(Transmit to Chief Deputy City Clerk)

Approved:

(Transmit to City Attorney)

By:



CITY OF CORONA  
RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page 9 of 44

TO: CITY ATTORNEY  
The Risk Management Department

Certificate Number: \_\_\_\_\_

Date \_\_\_\_\_

requests authority to destroy the following records:

FILE NO.	DATES FROM	TO	DESCRIPTION OF RECORDS	STORED (YRS.)
LIABILITY CLAIMS CLOSED IN 2012				
A00678	7/2011	2/28/2012	LEE, JOSEPH	5
1774527	4/17/2012	11/20/2012	LIN, JACK YULIN	5
	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	5
1631931	2/2/2011	10/18/2012	MEEKER, JANINE	5
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	OHLELMAALEM, 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

Reason for Destruction:

Past retention date-no longer useful or needed

Is Record Series

☐ Vital

☐ Historical

☐ Administrative

☐ Financial

Is Record Series Subject to Audit?

☐ Yes

☐ No

When?

(For Department Use)

Recommended: \_\_\_\_\_

Review by City Clerk

City Attorney Consent

Consent is hereby given to destroy the records enumerated above.

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

By: \_\_\_\_\_

(Transmit to Chief Deputy City Clerk)

(Transmit to City Attorney)



CITY OF CORONA  
RECORDS DISPOSAL AUTHORIZATION CERTIFICATE

Page 10 of 11

TO: CITY ATTORNEY

The Risk Management Department

Certificate Number: \_\_\_\_\_

Date

requests authority to destroy the following records:

FILE NO.	DATES FROM	TO	DESCRIPTION OF RECORDS	STORED (YRS.)
			LIABILITY CLAIMS CLOSED IN 2012	5
1760325	6/2012	9/13/2012	PINEDA, ROSENDA	5
1631930	12/28/2011	4/19/2012	PRECIADO, JESSE	5
1632092	2/27/2012	3/29/2012	PRICE, DOROTHY	5
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	SMITH, PETER	5
A00704	12/1/2011	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

Reason for Destruction:

Past retention date-no longer useful or needed

Is Record Series

☐ Vital

☐ Historical

☐ Administrative

☐ Financial

Is Record Series Subject to Audit?

☐ Yes

☐ No

When?

(For Department Use)

Recommended:

*[Signature]*

Approved:

Department Head

(Transmit to Chief Deputy City Clerk)

Review by City Clerk

Recommended:

Approved:

(Transmit to City Attorney)

City Attorney Consent

Consent is hereby given to destroy the records enumerated above.

By:

*[Signature]*

**CITY OF CORONA**  
**RECORDS DISPOSAL AUTHORIZATION CERTIFICATE**

TO: CITY ATTORNEY

## The Risk Management Department

Date \_\_\_\_\_

requests authority to destroy the following records:

**Certificate Number:**

[illegible]

Reason for Destruction:

Past retention date-no longer useful or needed

## Is Record Series

vital

**Historical**

☐ Administrative

Financial

## Is Record Series Subject to Audit?

☐ Yes

☐ No

## When?

(For Department Use)

**Review by City Clerk**

City Attorney Consent

## Recommendations

*[Signature]*

Recommended:

Approved:

23

Approved:

(Transmit to Chief Deputy City Clerk)

(Transmit to City Attorney)

Consent is hereby given to destroy the records enumerated above.

By

By: 