



# City of Needles, California Request for City Council Action

CITY COUNCIL    NPUA

Regular    Special

**Meeting Date:** March 23, 2021

**Title:** Destruction of Obsolete Records

**Background:** Per the City's Record Retention Policy, the itemized records attached to the resolution are past the required retention period. The list has been approved for destruction by the City Attorney.

**Fiscal Impact:** Cost to destroy

**Environmental:** N/A

**Recommendation:** Adopt Resolution No. 2021-15 authorizing destruction of certain city records pursuant to Government Code Section 34090

**Submitted By:** City Clerk Jones

**City Management Review:** Rice

**Date:** 3/18/21

Approved: <input type="checkbox"/>	Not Approved: <input type="checkbox"/>	Tabled: <input type="checkbox"/>	Other: <input type="checkbox"/>
			Agenda Item: <u>#6</u>

**RESOLUTION NO. 2021-15**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEEDLES, CALIFORNIA,  
AUTHORIZING THE DESTRUCTION OF CERTAIN CITY RECORDS PURSUANT TO  
GOVERNMENT CODE SECTION 34090**

WHEREAS, Government Code Section 34090 provides for and authorizes, with approval of the City Council and the written consent of the City Attorney, the head of a city department to destroy certain types of city records, documents, or instruments under their charge after they are no longer required; and

WHEREAS, the City Council adopted Resolution No. 2013-35, adopting a citywide records management program and records retention schedule and electronic (e-mail) policy; and

WHEREAS, the City Clerk has determined that certain city records are no longer needed and are not required to be kept by law; and

WHEREAS, the City Attorney has given written consent to the destruction of such records and has further given his opinion that the destruction of such records is authorized by law.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Needles, California, does hereby approve the destruction of certain records pursuant to Government Code Section 34090 as listed on Exhibit A, attached hereto.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council held on the 23rd day of March 2021, by the following roll call vote:

AYES:

NOES:"

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Mayor

(Seal)

Approved as to form:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Attest: City Clerk

EXHIBIT A RESOLUTION NO. 2021-15

CITY OF NEEDLES

To: City Clerk
From: Department Head
Subject: Request for Destruction of Obsolete Records

I am requesting approval to destroy the obsolete records listed below.

Various
Department Head

March 23, 2021
Date

Table with 2 columns: DATE OF RECORD, DESCRIPTION OF RECORD. Row 1: SEE ATTACHED

(If additional space is needed to describe records, please attach additional pages)

APPROVED

City Attorney

Date

The obsolete records described above (and on any attached pages) were approved by the City Council for destruction on:

Date: Resolution No.

The obsolete records described above (and on any attached pages) were destroyed under my supervision using the following method:

- Shredding, Burning, Other (specify method)

I certify that such destruction meets the requirements of the City's Records Retention and Destruction Policy and all applicable requirements of State and federal law.

City Clerk

Date of Records Destruction

**From:** Dale Jones <djones@cityofneedles.com>  
**Sent:** Wednesday, February 24, 2021 10:14 AM  
**To:** John O. Pinkney  
**Subject:** Record destruction

Attached are documents we would like to destroy for review. Below is a list from Animal Control.

Animal Control has - 4 boxes the first box is 2011-2014 complaints, animal logs, licenses. My second box is 2015-2016 complaints, animal logs licenses, 3rd box is 2017-2019 dog licenses, animals logs, four box is 2017 animals logs.

## Box 13

### Animal Control Activities January 1<sup>st</sup>, 2006 through December 30<sup>th</sup>, 2006 Files – Logs – Complaints

- Animal Logs Intake Outgoing Etc. January 1<sup>st</sup>, 2006 through December 30<sup>th</sup>, 2006
- January 1<sup>st</sup>, 2006 through December 30<sup>th</sup>, 2006 complaints
- Cat Trap Rental Forms January 1<sup>st</sup>, 2006 through December 30<sup>th</sup>, 2006
- Files of each animal brought into shelter from January 1<sup>st</sup>, 2006 through December 30<sup>th</sup>, 2006

## Box 14

### Animal Disposition Files January 1<sup>st</sup>, 2005 through December 31<sup>st</sup>, 2005 Log Included (In Front)

- 2005 Animal Log
- Cat Trap Rental Forms January 1<sup>st</sup>, 2005 through December 31<sup>st</sup>, 2005
- Files of each animal brought into shelter from January 1<sup>st</sup>, 2005 through December 31<sup>st</sup>, 2005

## Box 15

### Animal Control Activities Files/Logged Animals January 1<sup>st</sup>, 2007 through December 31<sup>st</sup>, 2007

- 2007 Logs "Intake" Activities
- Cat Trap Rental Forms January 1<sup>st</sup>, 2007 through December 31<sup>st</sup>, 2007
- Files of each animal brought into shelter from January 1<sup>st</sup>, 2007 through December 31<sup>st</sup>, 2007
- Complaints throughout January 1<sup>st</sup>, 2007 through December 31<sup>st</sup>, 2007

Thank you.

Dale Jones, CMC  
City Clerk  
City of Needles  
[djones@cityofneedles.com](mailto:djones@cityofneedles.com)  
760-326-2113 X145

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To be Destroyed

Board Of Equalization – December 1999

Board Of Equalization January - March 2000

Board Of Equalization March – April June – October 2004

Board Of Equalization January – March May – August October – December 2005

Board Of Equalization January March – August November – December 2006

Board Of Equalization January – June August - October December 2007

Board Of Equalization February – September November 2008

Board Of Equalization January April – September November – December 2009

Board Of Equalization February April – December 2010

Board Of Equalization January 2011

Board Of Equalization July – August November – December 2014

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## **Business Office Document to Shred**

Cancelled checks 1 box – 2002

Check register 1 huge binder book - 3/1997 and 4/1997

SW Gas bills – 1996

Utility adjustments 1 box 2014, 1 box 2015

Cycle Billing 13 boxes January to December 2015

Daily Cash Edits 19 boxes January to December 2015

Allied Waste itemized billing 2 boxes 2013, 2 boxes 2014, 2 boxes 2015

Water sequence listing reads 2 boxes 1993 to 1999

Utility work orders 2 boxes 1998

Old Code enforcement case files 2 boxes 2011

Service Orders October 1 box 2015 – July 2016

Service Orders 1 box January 2015 – September 2015

Customer Service application 2 boxes 2012, 2013, 2014, 2015



**CITY OF NEEDLES**  
**Recreation & Parks Department**

1705 J Street Needles, California 92363  
(760) 326-2814 • Fax (760) 326-2815

City Manager: Richard Daniels  
Recreation Manager: Jennifer Valenzuela  
**Recreation Commission:**  
Chair Scott Phillips  
Vice Chair Edward T. Paget, Jr.  
Commissioner Casey Pletcher  
Commissioner Robbyn Dundon  
Commissioner David Keller  
Commissioner Kirsten Merritt  
Commissioner Shawn O'Brion

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**MEMORANDUM**

To: Dale Jones, City Clerk  
From: Jennifer Valenzuela, Recreation Manager  
Date: 9/17/2020  
Re: **Record retention destruction**

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Below is a list of the records that I will need approval for destruction per the Record Retention Schedule:

Recreation/Aquatics deposit records/receipts 2006-2016

Invoices 2007-2015

Petty cash requisitions 2007 – 2015

Receipts books Recreation/Aquatics 1995 – 1999 2005 – 2008 2011 – 2015

Facility use agreements 2009 – 2016

Release forms- sports/special events/swim lessons 2005-2016

Applications/Employee timecards, information sheets and come complete files. 1994 – 2006 2007-2016

American Red Cross Files

Box #

**FINANCE REQUEST TO SHRED**

1/28/2021

- 1 Hospital Personnel Files 1987 - 1996
- 2 Hospital Payroll Master Control Sheets 2008-2009
- 3 Hospital Workers Comp 2010-2013
- 4 2012 Terminated Employees (files) Hospital
- 5 2010 Terminated Employees (files) Hospital
- 6 2008-2009 Terminated Employees (files)Hospital
- 7 A-H Current Employees Hospital 2013
- 8 2011 Terminated Employees (files) Hospital
- 9 Hospital Personnel Files S-Z 2012
- 10 Hospital 2012 Payroll
- 11 Hospital 2008 Payroll
- 12 Hospital 2010 Payroll / CalPers Reports
- 13 Hospital 2009 Payroll
- 14 Hospital 2011 Payroll / CalPers Reports
- 15 Hospital I-Z Current Employees (files) 2013