

Exhibit A
Resolution No. 2021-19
Records Destruction Request

ADMINISTRATIVE SERVICES DEPARTMENT

RECORD SERIES TITLE	RETENTION	CITATION	CONTENTS/NOTES
Labor Distribution	AU + 2	GC 34090	Munis Payroll Reports 2011
Salary Records	CL + 3	GC 34090;29 CFR 516.2	Payments 2011
PERS Employee Deduction Reports	CL + 4	GC 34090; CAC 22-1085-2;26 CFR 31.6001-1; 29 CFR 516.5, 516.6; LC 1174(d)	PERS/PARS Reports 2011
Federal and State Tax	AU + 4	GC 34090; 29 USC 436; 26 CFR 31.6001.1-4; IRS Reg. 31.6001-1€(@; R&T 19530; 29 CFR 516.5-516.6	Quarterly Payroll Reports 2011 W-2s 2011
Employee Time Sheets	AU + 6	GC 34090; 29 CFR 516.2; 29 CFR 516.6(1); IRS Reg. 31.6001-1(e)(z); R&T 19530; LC 1174(d)	Timesheets 2011
Accounts Receivable	AU + 4	GC 34090	Utility Billing reconciliation 2004-2005, 2009-2010 Accounts Receivable Invoices 2009-2010

CITY CLERK'S OFFICE

RECORD SERIES TITLE	RETENTION	CITATION	CONTENTS/NOTES
Instructor Contracts	CL + 4	GC 34090	Winter 2015 – Winter 2016
General Correspondence	CU + 2	GC 34090(d)	City Hall Email Correspondences April 2018 – March 2019
Boards, Commissions, Committees Recruitment	CL + 5	GC34090, 40801	Including applications; Selected and not selected 2003 - 2015

HUMAN RESOURCES

RECORD SERIES TITLE	RETENTION	CITATION	CONTENTS/NOTES
Recruitment Material	CU + 5	GC 34090	2012-2015 (See Attachment 1)
Purchases/Services	AU + 5	GC 34090; CCP 337	Kaiser/Aetna Health Benefit Billing 2009-2012 Insurance Records Prior to 2005 <ul style="list-style-type: none"> • Canada Life Billing • Transamerica group life and AD&D prior to 07/2001 • Applications/premium reports for Standard Insurance • Cigna/Colonial Premium reports • Aflac premium reports
Disqualification Packets	CU + 5	GC 34090	2012 – 2015
Training Records – Non-Safety	CU + 7	GC 6250, et seq.	Company Nurse Training Implementation – 2008 ICRMA Star Rewards Program – 2008 Public Works Management Training – 2009
Correspondence – Originating Department	CU + 2	GC 34090(d)	COBRA/HIPPA Health Insurance Correspondence 2003 – 2006 Supplemental Insurance / Nationwide Correspondence 1998-2014 EEO-4 Reports 1983 – 2001 ICRMA Cal/OSHA Citations - 2010

POLICE DEPARTMENT

RECORD SERIES TITLE	RETENTION	CITATION	CONTENTS/NOTES
Daily Logs	CU+2	GC 34090	Watch Assignments/Timekeeping Records 1994
Purchases/Services/Bids, Unsuccessful	CL+2	GC 34090; CCP 337	Purchase Order Quotes 1980-1989 City Proposals (Sierra Madre & Duarte) 1993
Office of Traffic & Safety Grants	CL + 5	GC 34090	1990
ABC License Background Checks	CU + 2	GC 34090	1986-1990
Felony Crimes with or without Arrests		PC 800, 801	2008-2013 (Scanned to Spillman)
Accounting/Cash Reconciliation	CU+2	GC 34090	2018 Cash Receipts (dept. copies)
Correspondence – Originating Department	CU+2	GC 34090(d)	2016-2017 Clearance Letters & Record Checks

PUBLIC WORKS

RECORD SERIES TITLE	RETENTION	CITATION	CONTENTS/NOTES
Streetlight Damage Reports	CU + 2	GC 34090	1999 – 2006 Streetlight Damage Reports
Traffic Collision Reports	CL + 2	GC 34090	2001 – 2006 Traffic Collision & Damages Reports
Accounts Payable	AU + 4	GC 34090	2007 – 2015 – Copies of MUSD Invoices.
Municipal Facilities, Maintenance/Operations	CU + 2	GC34090 (d)	1990 – Asbestos cost estimates project schedule & correspondence (Copies) 1996 – Security lighting project at Recreation Project/correspondence & plans 1996 – Police Department Roof Correspondence 1997 – Copies of Bid Documents, Plans, Estimates and Contract for painting services for Library & Fire Station. 1998 – Fire Station Shower Stall Installation Purchase Order & Invoices. 2000 – 1999 – Community Center Water Proofing Consulting Invoices. 2002 – Copies of estimates, correspondence for Fire Station #2 Water Proofing. 2006 – Copies of NOC, Purchase Order, agreement, plans for replacement of Fire Alarm system. 2006 – Copies of correspondence/SCE for Temporary Services for Fire Dept Temporary Site 2001 – 2006: Police Department HVAC Preventive Maintenance Work orders 2005 – Facility Maintenance City Building Work Orders. 2005 – 2006: Facility Maintenance work orders for Police Department. 2007: Fire Station #1 (renovation project) copies of invoices & purchase orders 1993 - Tennis Court Lighting invoices and correspondence

ATTACHMENT 1

Human Resources – Recruitment Materials

Yes Student Intern – Eligibility Date: 03/20/2014
Yes Student Intern – Eligibility Date: 03/20/2013
Office Aide – Eligibility Date: 04/29/2014
Accounts Specialist – Eligibility Date: 10/29/2012
Management Intern - Eligibility Date: 07/03/2012
Crossing Guard - Eligibility Date: 08/23/2012
Recreation Leader II - Eligibility Date: 08/24/2012
Fire Engineer - Eligibility Date: 10/30/2012
Utility Maintenance Leadworker - Eligibility Date: 10/15/2012
Administrative Clerk (In-House) - Eligibility Date: 12/20/2012
City Engineer - Eligibility Date: 12/10/2012
Park Specialist - Eligibility Date: 02/06/2013
Administrative Clerk I - Eligibility Date: 04/22/2015
Recreation Leader II - Eligibility Date: 04/30/2015
Parking Control Officer - Eligibility Date: 06/18/2015
Police Lieutenant - Eligibility Date: 06/17/2014
Parking Control Officer - Eligibility Date: 01/28/2014
Police Officer - Eligibility Date: 07/15/2013
Accounts Assistant – Eligibility Date: 03/03/2015
Library Clerk - Eligibility Date: 01/23/2015
Crossing Guard – Eligibility Date: 03/08/2015
Park Maintenance Worker II - Eligibility Date: 10/16/2014
Maintenance Aide - Eligibility Date: 08/21/2014
Executive Assistant to the CM - Eligibility Date: 11/13/2014
Park Naturalist – Eligibility Date: 11/26/2014
Management Analyst I - Eligibility Date: 12/02/2014
Fire Engineer - Eligibility Date: 03/16/2015
Fire Division Chief - Eligibility Date: 01/24/2014
Fire Captain - Eligibility Date: 08/28/2014
Accountant - Eligibility Date: 02/16/2015
Management Analyst I - Eligibility Date: 03/26/2015
Management Analyst I - Eligibility Date: 04/02/2015
Accounts Assistant - Eligibility Date: 06/02/2015
Office Aide - Eligibility Date: 05/20/2015
Police Lieutenant – Eligibility Date: 06/09/2015
Management Analyst - Eligibility Date: 07/08/2015

Neighborhood Services Intern - Eligibility Date: 07/21/2015
Public Services Manager – Eligibility Date: 08/31/2015
Water System Manager - Eligibility Date: 08/03/2015
Library Supervisor - Eligibility Date: 08/12/2015
Plans Examiner - Eligibility Date: 09/03/2015
Customer Services Leadworker - Eligibility Date: 12/04/2015
Fire Inspector - Eligibility Date: 10/26/2015
Park Maintenance Worker II - Eligibility Date: 09/10/2015
Street Maintenance Leadworker - Eligibility Date: 10/19/2015
Administrative Clerk I (City Clerk) - Eligibility Date: 11/27/2015
Water Production Supervisor - Eligibility Date: 11/26/2015
Crossing Guard - Eligibility Date: 02/24/2015
Administrative Clerk I - Eligibility Date: 04/07/2015
Fire Cadet - Eligibility Date: 10/27/2013
Recreation Specialist - Eligibility Date: 05/14/2015
Administrative Clerk I - Eligibility Date: 04/23/2015
Administrative Clerk II - Eligibility Date: 06/03/2015
Office Aide (Adm. Services) - Eligibility Date: 03/12/2015
PCO/Dispatcher - Eligibility Date: 04/08/2015
Recreation Specialist - Eligibility Date: 03/03/2015
Recreation Leader II - Eligibility Date: 01/13/2015
Park Intern - Eligibility Date: 01/13/2015
Firefighter - Eligibility Date: 10/22/2014
Accounts Specialist - Eligibility Date: 01/22/2015
Assistant Planner - Eligibility Date: 01/28/2015
Management Assistant - Eligibility Date: 03/05/2015
Street Maintenance Worker II - Eligibility Date: 02/10/2015
City Manager – Eligibility Date: 02/01/2014
Neighborhood Preservation Officer – Eligibility Date: 03/16/2015
Park Specialist – Eligibility Date: 01/06/2015
Recreation Leader II – Eligibility Date: 01/06/2015
Police Services Representative – Eligibility Date: 01/06/2015
Library Page – Eligibility Date: 06/09/2015
Human Resources Technician – Eligibility Date: 03/04/2015
Utility Leadworker – Eligibility Date: 04/09/2015
Street Maintenance Worker III – Eligibility Date: 02/14/2015