

RESOLUTION NO. 98-49

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF RIDGECREST AUTHORIZING
THE DESTRUCTION OF CERTAIN RECORDS**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RIDGECREST as follows:

Section 1. Purpose.

This resolution describes certain City documents which may be destroyed.

Section 2. Findings.

The Council finds as follows:

- a. The City Clerk has recommended destruction of the records described below;
- b. The City Attorney has concluded such records may be destroyed; and
- c. The records have no historical value, are not required to be maintained in perpetuity, and, therefore, may be destroyed.

Section 3. Description of Records.

The following records are authorized for destruction:

- a. Payroll Items:
 - (1) Deduction and Benefit Registers (1/91 - 10/92)
 - (2) Time Sheet (7/90 - 7/92)
 - (3) ABT and Add Pay Registers (1/91 -10/92)
 - (4) Hours/Accrual Registers (1/91 - 10/92)
 - (5) Payroll Registers (1988 - 10/92)
- b. Purchasing:
 - (1) Purchase Orders (1984 - 1994)
 - (2) Purchase Requisitions (1984 - 1994)
 - (3) Issue Tickets (1984 - 1994)

- c. Accounting:
- (1) Bank Statement/Reconciliations (1986 - 1990)
 - (2) Voided Checks (1983 - 1990)
 - (3) Monthly General Ledger Reports (1992)

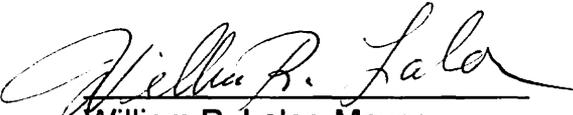
APPROVED AND ADOPTED THIS 1st day of July, 1998, by the following vote:

Ayes: Mayor Lalor, Council Members Auld, Carter, and Morgan

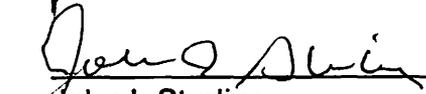
Noes: None

Abstain: None

Absent: None


William R. Lalor, Mayor

ATTEST:


John I. Sterling
Interim City Clerk