

RESOLUTION NO. 06-87

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

WHEREAS, certain accounting records (Exhibit A) have been identified as no longer useful to or needed by the City; and

WHEREAS, the City is not required to preserve these records.

NOW THEREFORE, the Ridgecrest City Council hereby authorizes and instructs the City Clerk and the Finance Division to destroy all the originals and copies of the accounting records listed in Exhibit A.

APPROVED AND ADOPTED this 6th day of December 2006 by the following vote:

AYES: Mayor Holloway, Council Members Morgan, Wiknich, Carter, and Clark

NOES: None

ABSENT: None

ABSTAIN: None



Marshall "Chip" Holloway, Mayor

ATTEST



Rita Gable
City Clerk

Exhibit A

Accounting Records

Type	Dates	# of Boxes	To be Destroyed
Cash Receipts	FY95	2	Jun-2005
	FY96	2	Jun-2006
Accounts Payable	FY97	8	Jun-2005
	FY98	8	Jun-2006
EAL	1991-1997	1	Jun-2005
DWR	8/89-6/91	1	Jun-2006
Month End/ AJ's	FY95	2	Jun-2005
	FY96	2	Jun-2006
Bank Rec's	FY99	2	Jun-2004
	FY00	2	Jun-2005
Payroll	FY99	9	Jun-2005
	FY00	22	Jun-2006
DUI's	previous 1994 - 2000	1	Jun-2003
		62	

Police Records

Background Checks	Individuals who were not hired and it has been two (2) years since the background was done Five (5) years for individuals who are no longer employed with the department
Citizen Complaints	Any documents relating to citizen complaints or investigations in response to citizen complaints relating to members of the Police Department and internal affairs investigation files shall be retained for a period of at least five (5) years, providing such documents are not evidence in any claim filed or any pending litigation or potential litigation, in which case such documents shall be preserved for five years after the conclusion of litigation