

RESOLUTION NO. 08-82

**A RESOLUTION OF THE RIDGECREST CITY COUNCIL AUTHORIZING  
THE DESTRUCTION OF CERTAIN ACCOUNTING 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 19th day of November 2008 by the following vote:

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

**NOES:** None

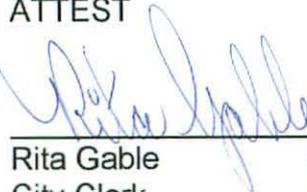
**ABSENT:** None

**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<br>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 |