

RESOLUTION NO. 90-70

A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF EL PASO DE ROBLES ADOPTING A RETENTION  
SCHEDULE FOR FINANCIAL RECORDS FOR THE DEPARTMENT  
OF ADMINISTRATIVE SERVICES

WHEREAS, the Department of Administrative Services is desirous of implementing a program which will provide guidelines concerning the retention, storage and destruction of financial records; and

WHEREAS, the objective of any program is to preserve only those records that are truly essential or desirable; and to provide a procedure for the orderly and lawful destruction of those financial records which are determined not to be essential or desirable.

THEREFORE, BE IT HEREBY RESOLVED that the retention schedule attached herewith as Exhibit "A" is hereby approved and financial records may be destroyed accordingly.

PASSED AND ADOPTED by the City Council of the City of El Paso de Robles this 1st day of May, 1990 by the following vote:


AYES: Russell, Cousins, Conway and Martin

NOES: None

ABSENT: Reneau

  
\_\_\_\_\_  
Steve W. Martin, Mayor

ATTEST:

  
\_\_\_\_\_  
Jerry Bankston, City Clerk

<u>RECORD TITLE AND DESCRIPTION</u>	RETENTION	
	<u>Legal Minimum</u>	<u>Department Minimum</u>
<b>ACCOUNTING AND REPORTING</b>		
All except the following:		
Adjustments to general ledger	2	5
Detailed trial balances by fund at 6/30	2	P
Monthly departmental expen- diture & revenue reports at 6/30	2	P
Monthly departmental expen- diture and revenue reports for each fiscal month	2	P
Annual reports of financial transactions to the State Controller's office	2	5
Grants (after audit)	5	10
<b>ACCOUNTS PAYABLE</b>		
Purchase orders - numerical	2	5
Warrant vouchers	2	10
Paid invoices and statements	2	10
Claim registers	2	5
Warrant registers	2	5
<b>ACCOUNTS RECEIVABLE</b>		
Correspondance and misc. information	2	2
Aging analysis	2	2
Billing detail account files		
- active	2	P
- inactive	2	5
<b>ADMINISTRATION</b>		
Correspondance and misc. information	2	2
<b>AGREEMENTS</b>		
Correspondance and misc. information	2	P
Legal contracts of any type	2	5

AUDITS

Miscellaneous and annual P P

BANKING

Correspondance and misc.  
information 2 2  
Monthly statements and  
reconcilliations 2 5  
Cancelled accounts payable  
warrants 5 10  
Cancelled payroll checks 5 10

BONDS

Correspondance and misc.  
information 5 5  
Paying agent statements 5 5  
Debt service schedules 5 5  
Cancelled coupons and bonds 5 P

BUDGETS

Annual operating budgets 2 P  
Worksheets and misc.  
information 2 5  
Annual capital improvement  
projects budgets 2 P

BUSINESS LICENSE

Correspondance and misc.  
information 2 2  
Applications - new & renewals 2 5  
Individual license records  
(after termination) 2 10

DEFERRED COMPENSATION

Correspondance and misc.  
information 2 2  
Employee contribution records 5 10  
Annual statements 5 P

INSURANCE

Correspondance and misc.  
information 2 2  
Inactive policies P P  
Loss reports 2 10

INVENTORY

Fixed asset records 5 10

## INVESTMENTS

Correspondance and misc. information	2	2
Monthly investment reports	2	5
Safekeeping statements	2	5
Certificate of deposit con- tracts and waivers	2	5

## PAYROLL

Correspondance and misc. information	2	2
Timesheets	20	P
Monthly, quarterly and annual reports	5	10
Payroll register	20	P

## PROPERTY

Correspondance and misc. information	2	2
Ownership records and inventories	5	P
Appraisals	2	5

## REVENUES/RECEIPTS

Correspondance and misc. information	2	2
Detailed posting registers by batch and general ledger account	2	5
Detail files established for major revenue sources	2	10
Receipt backups; check stubs; remittance advice, etc.	2	5
Transcient lodging tax account files	2	10

## UTILITIES

Correspondance and misc. information	2	2
Billing registers	2	5
Customer deposit data - active and inactive	3	3
Address account records	2	5
Door hanger and shut-off records	2	5
Service order records	2	5
Utility adjustments records	2	5
Credit bureau collection records	2	5