

**CITY OF CLOVERDALE
CITY COUNCIL**

RESOLUTION NO. 033-2022

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVERDALE
AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS APPROVED BY THE CITY'S RECORD
RETENTION SCHEDULE AND AUTHORIZES CITY STAFF TO DESTROY SAID RECORDS LISTED AS
EXHIBIT "A" AND INCORPORATED HERETO**

WHEREAS, City Council, by Resolution No. 074-2006 adopted a records retention schedule in accordance with the state's record retention schedule and established the procedure for the destruction of records.

WHEREAS, the records designated for destruction have been reviewed and approved by the City Manager/City Clerk/City Attorney for destruction; and

WHEREAS, City Manager David Kelley, Assistant City Manager, Kevin Thomson, Finance Director, Susan Holmes and City Attorney, Jose Sanchez have reviewed the attached list of records and find that they can be destroyed pursuant to the established Records Retention Schedule and are in compliance with Section 34090 of the California Government Code.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Cloverdale does hereby authorize the destruction of the records reflected and attached and incorporated hereto, on the attached Exhibits "A" and directs City Staff to make the arrangements for the actual destruction thereof.

REGULARLY PASSED AND ADOPTED by the City Council of the City of Cloverdale on this 13th day of April, 2022 by the following vote:


AYES: (4) Mayor Lands and Councilmembers: Bagby, Cruz, Palla

NOES: (0)

ABSTAIN: (0)

ABSENT: (1) Vice Mayor Wolter

APPROVED:


Todd Lands (Jun 15, 2022 09:58 PDT)
Todd Lands, Mayor

ATTEST:

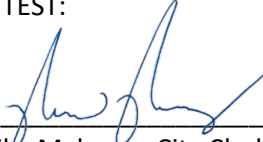

Mike Maloney, City Clerk

Exhibit A: Request to Destroy Records

Exhibit "A" to Resolution XX-2022

REQUEST TO DESTROY
March 2022

Log #	Department	Division	Record Series	File Name / File Contents	File Details	Date	End Date	Total Retention Period	Eligible to be Destroyed
978	Finance	Accounting	Dog License	Dog License		2011	2011	2	1/1/2014
1039	Finance	Accounting	Copy	ABAG Power Windup Agreement Resol 34-2004 (copy); Fund Allocation; Final Distribution		2005	2005	2	1/1/2008
1039	Finance	Accounting	Copy	Agreement - Cloverdale Land Partners II (Development) Building Permit; Revised Development Agreement w/ Cloverdale Land Partners Del Webb 1997 (copy)		1997	1997	2	1/1/2000
1039	Finance	Accounting	Copy	Agreement - IBM Software Support; sample IBM agreement 2004 (copy)		2004	2004	2	1/1/2007
1039	Finance	Accounting	Copy	Agreement - Reimbursement: Cherry Creek Meadows 2002; (copy)		2002	2002	2	1/1/2005
1039	Finance	Accounting	Copy	Agreement - Reimbursement: Citrus Gardens; Check Request w/ backup Burbank Housing 2004, 2005 (copy); Ltr and Agreement Citrus Gardens Water & Storm Drain 1999, 2000		1999	2005	2	1/1/2008
1039	Finance	Accounting	Copy	Agreement - Reimbursement: Louisiana Pacific 1999; Check Request w/backup 2005 (copy)		1999	2005	2	1/1/2008
1039	Finance	Accounting	Copy	Agreement - Reimbursement: Reuser; 1999 (copy)		1999	1999	2	1/1/2002
1039	Finance	Accounting	Copy	Agreement Comcast Franchise (copy) 2004		2004	2004	2	1/1/2007
1039	Finance	Accounting	Copy	Annual Engineer's Report - Landscaping & Lighting Assessment Dist 2003, 2005 (Copy)		2003	2005	2	1/1/2008
1039	Finance	Accounting	Copy	Audit CDA FY 1999-2000; State Controllers Report for CDA/HCD; Signed & Unsigned copies State Controller Report for CDA; Memo Auditors comments		1999	2000	2	1/1/2003

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1039	Finance	Accounting	Copy	Audit Proposal Evaluation FY 2004 - 2005 (Copy)		2004	2005	2	1/1/2008
1039	Finance	Accounting	Copy	Audited Financial Statements FY 2002 - 2003; State Controllers Reports; CDA State Controllers Report; City & RDA 2001-2002; CDA FY 2000-2001 (Copy)		2000	2003	2	1/1/2006
1039	Finance	Accounting	Correspondence	Ltr to SCO Division of Accounting & Reporting re: unsigned Audit Report 2005		2005	2005	CU + 2	1/1/2008
1039	Finance	Accounting	Draft	Audited Financial Statements FY 2001 -2002 Draft		2001	2002	2	1/1/2005
1039	Finance	Purchasing	Bids, RFQ's, RFP's	Request for Proposal - Auditing Services 2005		2005	2005	AU + 4	1/1/2011
1045	Finance	Accounting	Correspondence	Transit; Correspondence 1996 - 1997		1996	1997	2	1/1/2000
1045	Finance	Accounting	Correspondence	Utility Users Tax Correspondence; 1999 - 2008		2008	2008	2	1/1/2011
1045	Finance	Accounting	Reference Material	Water Conservation; Reference Material 2000		2000	2000	2	1/1/2003
1045	Finance	Accounting	Report: Federal and State Tax	Statement of Indebtedness - CRA 1998		1998	1998	AU + 4	1/1/2004
1045	Finance	Accounting	Report: Federal and State Tax	Statement of Indebtedness - CRA 1999		1999	1999	AU + 4	1/1/2005

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1045	Finance	Accounting	Report: Federal and State Tax	Statement of Indebtedness - CRA 2000		2000	2000	AU + 4	1/1/2006
1045	Finance	Accounting	Report: Federal and State Tax	Statement of Indebtedness - CRA 2001		2001		AU + 4	1/1/2007
1045	Finance	Accounting	Report: Federal and State Tax	Statement of Indebtedness - CRA 2002		2002		AU + 4	1/1/2008
1045	Finance	Accounting	Report: Federal and State Tax	Statement of Indebtedness - CRA 2004		2004		AU + 4	1/1/2010
1045	Finance	Accounting	Report: Federal and State Tax	Statement of Indebtedness - CRA 2005		2005		AU + 4	1/1/2011

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1045	Finance	Accounting	Report: Federal and State Tax	Statement of Indebtedness - CRA 2006		2006		AU + 4	1/1/2012
1045	Finance	Accounting	Report: Federal and State Tax	Statement of Indebtedness - CRA 2007		2007		AU + 4	1/1/2013
1045	Finance	Accounting	Report: Federal and State Tax	Statement of Indebtedness - CRA 2008		2008		AU + 4	1/1/2014
1045	Finance	Accounting	Report: Federal and State Tax	Transient Occupancy Tax Report 2002 -2005		2005			1/1/2011
1045	Finance	Accounting	Reports	State Reimbursement - Underground Storage Tank Cleanup 1999 - 2001		1999	2001		1/1/2007
1045	Finance	Accounting	Reports	US Equal Employment Opportunity Comm - State & Local Govt Info Report (EEO-4) 2007		2007	2007		1/1/2013
1045	Finance	Accounting	Reports	Utility Users Tax Refund; 2003 - 2004		2003	2004		1/1/2014
1132	Administration	Grants	Federal and State Tax	Airport Pavement Improvement Project 1994; Proposal; State Grant Agreement; Contract Agreement American Asphalt; Notice of Completion; Bid Award	Includes Maintenance Bond, 1994		1994	CL + 5	12/31/1999

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1132	Administration	Legal / Legislative	Contracts and Agreements	Clark Street Park Agreement; Tarman Tract 2005	Includes correspondence re: Easement 1998		2005	T + 5	12/31/2010
1132	Administration	Legal / Legislative	Contracts and Agreements	PSA County of Sonoma and Cloverdale for River Park , Maintenance Agreements			2000 - 2008	T + 5	12/31/2013
1132	Administration	Municipal Clerk	Public Records Request	Utility Users Tax; Eric Danly			2002	CL + 2	6/26/2005
1132	Development	Planning	Correspondence	Correspondence from Citizens re: Urban growth			2003	CU + 2	12/31/2005
1132	Finance	Administrative Services	Correspondence	Correspondence re: various employee verifications			2001 - 2004	CU + 2	12/31/2006
1132	Finance	Treasurer	Bank Statements	Deferred Compensation ICMA Quarterly Financial report for 457 Compensation Plan			1990 - 2000	AU + 2	12/31/2003
1132	Public Works	Water	Reports / Studies	Rate Studies - Black & Veatch FY 2002-2003; Water & Sewer Rate Study & Impact Fee Review Oct 2003, Sewer Utility Procedures Manual for Financial Planning & Rate Design Model Jan 2004; Water Rate Survey 2004, 2005			2003	CL + 2	12/31/2014
1132	Public Works	Water	Reports / Studies	Report: Water and Wastewater Rate Study for City of Cloverdale by Black & Veatch March 2000			2000	CL + 2	12/31/2014
1240	Finance	Accounting	Bank Reconciliation	Bank Statements and Reconciliations 2014 - 2015		2014	2015	AU + 5	2/24/2021
1240	Finance	Accounting	Bank Reconciliation	Bank Statements and Reconciliations 2014 - 2015		2014	2015	AU + 5	2/24/2021
1240	Finance	Purchasing	Requisitions: Purchase Orders	Purchase Orders 2015 - 2016		2015	2016	AU + 4	1/25/2021

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1240	Finance	Purchasing	Requisitions: Purchase Orders	Purchase Orders proof lists 2015 - 2016		2015	2016	AU + 4	1/25/2021
1339	Finance	Payroll	Employee Time Sheets	Payroll Time Sheets Jul - Dec 2014		2014	2014	AU + 6	12/31/2021
1403	Finance	Accounting	Accounts Receivable	MARS Posting Reports, FY 2015 - 2016		2015	2016	AU + 4	1/25/2021
1406	Finance	Payroll	Employee Time Sheets	Payroll Time Sheets Jan - Dec 2015		2015	2015	AU + 6	2/24/2022
1407	Finance	Payroll	Employee Time Sheets	Payroll Time Sheets Jan - Dec 2015	FY 2014 - 2015	2014	2015	AU + 6	2/24/2022
1416	Administration	Legal / Legislative	Case Records	California State Board of Equalization, Appeals Division; Case ID's 606763, 606835, 2012	Local Tax in dispute	1988	2014	CL + 7	12/31/2021
1416	Finance	Accounting	Accounts Receivable	Sales Tax Analysis and Reporting Service 2016	Prepared by MuniServices	2016	2016	AU + 4	1/25/2021
1416	Finance	Accounting	Accounts Receivable	Sales Tax Cloverdale Economic Review and forecast 2016	Prepared by MuniServices	2016	2016	AU + 4	1/25/2021
1416	Finance	Accounting	Accounts Receivable	Sales Tax Digest summary 2016	Prepared by MuniServices	2016	2016	AU + 4	1/25/2021
1416	Transportation	Administration	Agreement	Rau, Lawrence, Ground Lease Agreement, 2012 - 2017	Private Hangar # 16	2012	2017	T + 4	12/31/2021
1436	Finance	Accounting	Accounts Payable	Accounts Payable Payroll Liability Payments, GL Distribution Reports	FY 2015 - 2016	2015	2016	AU + 4	1/25/2021
1439	Finance	Accounting	Accounts Payable	Accounts Payable FY 2015-2016; Closed PO's Rollover PO's; AP A-Misc to Ascent Aviation	FY 2015 - 2016	2015	2016	AU + 4	1/25/2021

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1440	Finance	Accounting	Accounts Payable	Accounts Payable FY 2015-2016; AT & T	FY 2015 - 2016	2015	2016	AU + 4	1/25/2021
1441	Finance	Accounting	Accounts Payable	Accounts Payable FY 2015-2016; Audrey Knight - Bank of NY Mellon Trust	FY 2015 - 2016	2015	2016	AU + 4	1/25/2021
1442	Finance	Accounting	Accounts Payable	Accounts Payable FY 2015-2016; Bartley Pump - City of Cloverdale Utility	FY 2015 - 2016	2015	2016	AU + 4	1/25/2021
1443	Finance	Accounting	Accounts Payable	Accounts Payable FY 2015-2016; City of Healdsburg - Dogfather K9 Connections	FY 2015 - 2016	2015	2016	AU + 4	1/25/2021
1444	Finance	Accounting	Accounts Payable	Accounts Payable FY 2015-2016; Duran Grading - Muni Services	FY 2015 - 2016	2015	2016	AU + 4	1/25/2021
1445	Finance	Accounting	Accounts Payable	Accounts Payable FY 2015-2016; N - Misc - QT Petromeum & R Misc - Springbrook	FY 2015 - 2016	2015	2016	AU + 4	1/25/2021
1446	Finance	Accounting	Accounts Payable	Accounts Payable FY 2015-2016; Office Depot & PGE (only)	FY 2015 - 2016	2015	2016	AU + 4	1/25/2021
1447	Finance	Accounting	Accounts Payable	Accounts Payable FY 2015-2016; Sprint - Carol Stream - Xerox Corp Pasadena	FY 2015 - 2016	2015	2016	AU + 4	1/25/2021
1448	Finance	Accounting	Accounts Receivable	Cash Receipts Jan - Jun 2016	FY 2015 - 2016	2015	2016	AU + 4	1/25/2021
1449	Finance	Accounting	Accounts Receivable	Cash Receipts Jul - Dec 2015	FY 2015 - 2016	2015	2016	AU + 4	1/25/2021
1450	Administration	Elections	Nomination Papers, Unsuccessful	Unsuccessful nomination papers, Forms 470, 501,700, 460, 2018	Michael Nixon, Joe Palla, Michele Winterbottom, Jon Lambert, Shawn Bovee	2018	2018	E + 2	1/1/2021

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1450	Administration	Elections	Nomination Papers: Successful	November 2014 Election, Successful candidate,	Includes all candidate information, Nomination Papers, Candidate's Statement, Campaign Statements	2016	2016	E + 4	1/1/2021
1450	Administration	Elections	Nomination Papers: Successful	November 2016 Election, Successful candidate, Mary Ann Brigham	Includes all candidate information, Nomination Papers, Candidate's Statement, Campaign Statements	2016	2016	E + 4	1/1/2021
1450	Administration	Elections	Nomination Papers: Successful	November 2016 Election, Successful candidate, Melanie Bagby	Includes all candidate information, Nomination Papers, Candidate's Statement, Campaign Statements	2016	2016	E + 4	1/1/2021
1450	Administration	Elections	Notifications and Publications	Proof of Publication, election 2016		2016	2016	E + 2	1/1/2021

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1450	Administration	Elections	Notifications and Publications	Statement of Accuracy submitted to County of Sonoma Registrar of Voters, 2016		2016	2016	E + 2	1/1/2021
1450	Administration	Elections	Oaths of Office	City Officials 2010		2010	2014	T + 6	1/1/2021
1450	Administration	Grants	Financial Records	CalTrans, billings, various projects, 2013 - 2014	Cloverdale Blvd, Safe Routes to School	2013	2014	CL + 5	1/1/2021
1450	Administration	Legal / Legislative	Agendas	Economic Development Commission, agendas, 1994 - 2001		1994	2001	CU + 2	1/1/2021

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1450	Administration	Legal / Legislative	Agendas	Planning Commission Agenda, 2018		2018	2018	CU + 2	1/1/2021
1450	Administration	Legal / Legislative	Notices, Meeting	Proof of Publication public hearing, 2016		2016	2016	CU + 2	1/1/2021
1462	Administration	Legal / Legislative	Agendas	City Council Agendas, 2018		2018	2018	CU + 2	1/1/2021
1475	Finance	Accounting	Accounts Receivable	Cash Receipts Jul 2016 - Jun 2017	FY 2016 - 2017	2016	2017	AU + 4	2/14/2022
1480	Finance	Accounting	Accounts Payable	Accounts Payable FY 2016 - 2017; A Misc - Alpha Analytical		2016	2017	AU + 4	2/14/2022
1481	Finance	Accounting	Accounts Payable	Accounts Payable FY 2016 - 2017; American Linen - AT&T		2016	2017	AU + 4	2/14/2022
1482	Finance	Accounting	Accounts Payable	Accounts Payable FY 2016 - 2017; B Misc - Brelje & Race		2016	2017	AU + 4	2/14/2022
1483	Finance	Accounting	Accounts Payable	Accounts Payable FY 2016 - 2017; C Misc - Clentente, Mark		2016	2017	AU + 4	2/14/2022
1484	Finance	Accounting	Accounts Payable	Accounts Payable FY 2016 - 2017; Cloverdale Misc - Exchange Bank		2016	2017	AU + 4	2/14/2022

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1485	Finance	Accounting	Accounts Payable	Accounts Payable FY 2016 - 2017; F Misc - Muniservices		2016	2017	AU + 4	2/14/2022
1486	Finance	Accounting	Accounts Payable	Accounts Payable FY 2016 - 2017; N Misc - PG&E		2016	2017	AU + 4	2/14/2022
1487	Finance	Accounting	Accounts Payable	Accounts Payable FY 2016 - 2017; Pacific Telecomm - Sonic.net		2016	2017	AU + 4	2/14/2022
1488	Finance	Accounting	Accounts Payable	Accounts Payable FY 2016 - 2017; So Co Misc - Tufts		2016	2017	AU + 4	2/14/2022
1489	Finance	Accounting	Accounts Payable	Accounts Payable FY 2016 - 2017; U Misc - Y Misc		2016	2017	AU + 4	2/14/2022
1492	Administration	Legal / Legislative	Agendas	City Council Agendas July - Dec 2019		2008		CU + 2	1/1/2022

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1493	Administration	Legal / Legislative	Agendas	City Council Agendas Jan - June 2019		2008		CU + 2	1/1/2022
1494	Administration	Legal / Legislative	Agendas	Subcommittee and Planning Agendas - 2019		2008		CU + 2	1/1/2022
1515	Administration	Information Services	Tapes Information Systems	Springbrook Conversion Backup		2016	2016	CU + 2	1/1/2019
1516	Administration	General Subject	Special Projects	Water Protest Letters, Prop 218	Box 1 of 2	2016	2016	CU + 2	1/1/2019
1517	Administration	General Subject	Special Projects	Water Protest Letters, Prop 218	Box 2 of 2	2016	2016	CU + 2	1/1/2019
1518	Finance	Accounting	Billing Records	Business License, Pen, Adjs, P.O., Change Orders, UB Closes, rollovers		2017	2018	AU + 2	3/28/2021
1520	Finance	Accounting	Billing Records	UB Adj, Debits, Bills, Shut offs, Refunds FY 2017 - 2018		2017	2018	AU + 2	3/28/2021

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1522	Administration	General Subject	Special Projects	Cloverdale Rancheria Gaming Facility AKA Casino	Environmental Assessment prepared by AES Analytical Environmental Services	2002	2010	CU + 2	1/1/2013
1522	Administration	General Subject	Special Projects	Cloverdale Rancheria Gaming Facility AKA Casino	Various Correspondence 2008	2008	2008	CU + 2	1/1/2013
1522	Administration	General Subject	Special Projects	Cloverdale Rancheria Gaming Facility AKA Casino	Various Correspondence 2009 - 2010	2009	2010	CU + 2	1/1/2013
1522	Administration	General Subject	Special Projects	Cloverdale Rancheria Gaming Facility AKA Casino	Scoping Report 2008, prepared by United States Bureau of Indian Affairs	2008	2008	CU + 2	1/1/2013
1522	Administration	General Subject	Special Projects	Cloverdale Rancheria Gaming Facility AKA Casino	Legal Correspondence 2008	2007	2008	CU + 2	1/1/2013
1536	Administration	General Subject	Special Projects	Goal Setting, City Council 2017	Notes and Results	1-Mar-17	1-Apr-17	2-Jan-00	2-Apr-19
1536	Administration	Legal / Legislative	Contracts & Agreements		Facility Maintenance	1-Mar-11	28-Feb-14	T + 5	1-Mar-19
1536	Administration	Legal / Legislative	Contracts & Agreements	Brelje & Race Consulting Engineers 2013	Professional Services Agreement. Providing design services for the Deaeration Project. Includes Amendments 1, 2, 3	12-Jun-13	31-Dec-15	T + 5	12/16/2020
1536	Administration	Legal / Legislative	Contracts & Agreements	Carmen Myers' Consulting 2013	Consulting services for Spanish Translation and Interpretation	1-Nov-13	30-Jun-14	T + 5	7/1/2019
1536	Administration	Legal / Legislative	Contracts & Agreements	Clover Alarm Senior Center	Alarm Monitoring Service Provided by Superior Alarm systems for City Hall, Corp Yard, Police Dept.	14-Nov-01	31-Dec-16	T + 5	1/1/2022

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1536	Administration	Legal / Legislative	Contracts & Agreements	Curves Parking Agreement Vicki & Rob Thiessen	Parking Agreement with Vicki & Rob Thiessen for off-street parking at 115 E Second St	7-Aug-02	1-Feb-14	T + 5	2/1/2019
1536	Administration	Legal / Legislative	Contracts & Agreements	Eric's Performance 2010	Professional Services Agreement for vehicle maintenance of city owned vehicles and first amendment to extend term, second amendment	4-Jan-10	31-Dec-11	T + 5	1/1/2016
1536	Administration	Legal / Legislative	Contracts & Agreements	Franchise Tax Board & City of Cloverdale Local Government sharing 2004 - 2005	Copy Standard Agreement with Franchise Tax Board; Copy Cloverdale Resol 30-2004	1-Jan-04	31-Jan-05	N/A	2/1/2011
1536	Administration	Legal / Legislative	Contracts & Agreements	Healdsburg, City of 2013	JPA for Human Resource Service	12-Jun-13	30-Aug-15	T + 5	9/1/2020
1536	Administration	Legal / Legislative	Contracts & Agreements	Jerry Haag, Tyris Alexander Valley Resort 2005-2008	Agreement with Jerry Haag, Urban Planner for Specific Plan, Annexation & EIR 2008; 2/27/08	30-Jun-09		T + 5	7/1/2014
1536	Administration	Legal / Legislative	Contracts & Agreements	Morrissey, Janice 2014	PSA Contracted Services for Election Support	14-Apr-14	31-Dec-14	T + 5	12/31/2019
1536	Administration	Legal / Legislative	Contracts & Agreements	PMC - 2014	PSA Contract planning services 2014; includes certificate of liability insurance	23-Jun-14	31-Dec-14	T + 5	1/1/2020
1536	Administration	Legal / Legislative	Contracts & Agreements	PMC - 2014	PSA-Prepare the 2014-2022 Housing Element update in conformance with State requirements.	23-Oct-13	30-Apr-15	T+5	4/30/2020
1536	Administration	Legal / Legislative	Contracts & Agreements	Redwood Empire Disposal 2016	Reports / Correspondence re: disposal agreement; AKA Ratto Group	1-Jan-16	31-Dec-16	2	12/31/2018
1536	Administration	Legal / Legislative	Contracts & Agreements	Redwood Empire Disposal 2017	Reports / Correspondence re: disposal agreement; AKA Ratto Group	1-Jan-17	31-Dec-17	2-Jan-00	12/31/2019

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1536	Administration	Legal / Legislative	Contracts & Agreements	RSG, Inc 2013 (Rosenow Spevacek Group, Inc.)	PSA-Review & advise on the preparation of Recognized Obligation Payment Schedules (ROPS), Administrative Budgets, and Cash Flows in support of the City Finance Dept; includes Amendments	12-Sep-13	30-Jun-14	T+5	6/30/2019
1536	Administration	Legal / Legislative	Contracts & Agreements	Sonoma County Family YMCA Summer Swim Program PSA 2014	Professional Services Agreement for the 2014 swim program held at the Cloverdale Pool	13-May-14	30-Sep-14	T + 5	9/30/2019
1536	Administration	Legal / Legislative	Contracts & Agreements	Sonoma County Library PSA 2004 - 2006	Landscape maintenance and related services; Cloverdale Library	1-Mar-04	30-Jun-06	T+5	7/1/2011
1536	Administration	Legal / Legislative	Contracts & Agreements	TERRY E KRIEG, CPA 2012	FY 2012 AUDITING SERVICES	6-Dec-12	22-Mar-13	T + 5	3/22/2018
1536	Administration	Legal / Legislative	Contracts & Agreements	Tesco Controls, Inc. 2014	Professional Service Agreement to Modify the existing water treatment plant control system to integrate the new Well 11.	18-Sep-13	1-Jun-14	T + 5	7/1/2019
1536	Administration	Legal / Legislative	Contracts & Agreements	The Lew Edwards Group 2013	Provide budget & revenue measure planning services; includes amendments	26-Jun-13	31-Oct-14	T + 5	11/1/2019
1536	Administration	Legal / Legislative	Contracts & Agreements	W-Trans, Inc 2013	Professional Service Agreement to prepare plans for pedestrian safety enhancements at Cloverdale Blvd/Healdsburg Ave/South Street.	22-Nov-13	30-Jun-14	T + 5	1-Jul-19

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1536	Administration	Legal / Legislative	Contracts & Agreements	W-Trans, Inc 2013	Professional Services Agreement a pedestrian safety study for the section of Cloverdale Blvd between Citrus Fair Drive and South Franklin Street	14-Aug-13	30-Jun-14	T + 5	30-Jun-19
1536	Administration	Legal / Legislative	Contracts & Agreements	W-Trans, Inc 2014	Professional Service Agreement to prepare a preliminary engineering report for the OBAG SR2S Phase 2 Project	13-Nov-13	31-Dec-14	T+5	31-Dec-19
1536	Development	Code Enforcement	Case Files	Code Enforcement	Code Enforcement case - Closed 2017	9-Jul-05	9-Jul-05	CL + 2	1-Jan-20
1544	Administration	Grants	Federal and State Tax	CalRecycle - California Department of Resources Recycling and Recovery 2013	Tire Derived Products Grants	1-Apr-13	1-Apr-15	CL + 5	2-Apr-20
1544	Administration	Legal / Legislative	Contracts and Agreements	County of Sonoma Abandoned Vehicle Abatement Services	Vehicle Abatement Service Authority 1994; Correspondence	24-Aug-94	30-Apr-15	T + 5	5/1/2020
1544	Administration	Legal / Legislative	Contracts and Agreements	County of Sonoma PRMD Permit & Resource Management Dept - 2014	MOU Greenhouse Gas Reduction Program / Strategic Growth Council SGC	8-Mar-13	7-Apr-16	T + 5	4/7/2021
1544	Administration	Legal / Legislative	Contracts and Agreements	eCivis Inc 2013	Grants Network Master License and Service Agreement	1-Jul-13	30-Jun-16	T + 5	7/1/2021
1544	Administration	Legal / Legislative	Contracts and Agreements	Redwood Empire Disposal 2007 - 2015	Agreement to consent to assignment for garbage and rubbish disposal; AKA Ratto Group	31-Dec-07	1-Jun-15	T + 5	6/2/2020
1544	Administration	Risk Management	Claims, Damage	Bleuel, Denise and Warnock, James 2016	Wrongful death of Quoyah Carson Tehee	10-Dec-15	28-Jun-16	CL + 5	29-Jun-21
1544	Administration	Risk Management	Claims, Damage	Contrera, Silvia and Federico 2015	Wrongful death of Angelica Contreras	2-Dec-15	12-Jan-16	CL + 5	13-Jan-21

REQUEST TO DESTROY
March 2022

Log #	Department	Division	Record Series	File Name / File Contents	File Details	Date	End Date	Total Retention Period	Eligible to be Destroyed
1544	Administration	Risk Management	Claims, Damage	Dorsett & Associates LLC, AKA Dorsett, Lisa - Claim for Damages 2015	Sewer main and pipe breakage and blockage at 415 N. Cloverdale Blvd	30-Apr-15	22-Jul-15	CL + 5	23-Jul-00
1544	Administration	Risk Management	Claims, Damage	Greenhaigh, Michael	Falling Tree, damage	14-Dec-16	15-Dec-16	CL + 5	16-Dec-21
1544	Administration	Risk Management	Claims, Damage	Joly', Bella Claim for Damages 2015	Trip and Fall on City sidewalk at 491 S. Franklin St.	11-Feb-15	22-Jul-15	CL + 5	23-Jul-00
1544	Administration	Risk Management	Claims, Damage	Seamons, Rogan and Malinda 2014	Claim for flood damages at 224 Rockydale Ln, includes documents from 2003	11-Dec-14	14-Jan-15	CL + 5	15-Jan-00
1544	Administration	Risk Management	Claims, Damage	Seydel Karen Damage Claim 2011	Seydel Karen 401 Lovers Ln Damage Claim 2011	3-Feb-11	30-Jun-11	CL + 5	1-Jul-16
1544	Administration	Risk Management	Claims, Damage	Shalagin Enterprises - Serge & Alla Shalagin, 2014	Claim for flood damages at 116 A,B Railroad Av.	11-Dec-14	31-Dec-15	CL + 5	31-Dec-20
1544	Administration	Risk Management	Claims, Damage	Shields, Donald E - Wanda 2015	Claim for wrong death of Wanda L. Shields - Denied	15-Jun-15	24-Jun-15	CL + 5	24-Jun-20
1544	Administration	Risk Management	Claims, Damage	Shields, Roger 2015	Claim for wrong death of Wanda L. Shields - Denied	23-Dec-15	6-Jan-16	CL + 5	6-Jan-21
1544	Public Works	Sanitation / Solid Waste	Reports/Studies	County of Sonoma, Closed Disposal Site Inspection Report 2019	Asti Road Landfill at Santana Dr	2-Jan-19	2-Jan-19	CL + 2	3-Jan-21

033-2022

Final Audit Report

2022-06-15

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