

**EXHIBIT A  
PALM DESERT HOUSING AUTHORITY  
AUTHORITY TO DESTROY OBSOLETE RECORDS**

<b>Dept.</b>	<b>Retention No.</b>	<b>Description of Record</b>	<b>Years Covered</b>	<b>Retention Period</b>	<b>Shred or Discard</b>
City Clerk	CC-015	Unsuccessful Proposals for Property Management RFP issued in 1997	1997	2 Years	Shred
City Clerk	CC-015	Unsuccessful Proposals for Property Management RFP issued in 2016	2016	2 Years	Shred
City Wide	CW-025	Routine Correspondence with RPM	1998-2012	2 Years	Shred
City Wide	CW-025	Country Village Tax Bill Correspondence with Riverside County	2001-2002	2 Years	Shred
City Wide	CW-025	Working / Admin File for R13771	1999	2 Years	Shred
City Wide	CW-025	Hovely Gardens Working File for DDA	2001	2 Years	Shred

City Wide	CW-025	Admin File re: Flag Display at Property	2002	2 Years	Shred
City Wide	CW-025	Memo re: Property Vandalism	2004	2 Years	Shred
City Wide	CW-025	Working File for Housing Project Status Update Report	2005-2009	2 Years	Shred
City Wide	CW-025	Working File RDA Annual Report (Housing Element)	2005	2 Years	Shred
Public Works	PW-005	Laguna Palms Admin file re: Utility Underground (R24710) Completed 8/30/06	2005-2006	Completion + 10 Years	Shred
City Wide	CW-025	Palm Village Admin File: PDRA vs Taylor	2008	2 Years	Shred
City Wide	CW-025	Catalina / Pueblos Community Room Admin File Claim: Diversified Commercial Settlement vs PDRA	2008	2 Years	Shred
City Wide	CW-025	Country Village Correspondence re: termination of cable service	2008	2 Years	Shred
City Wide	CW-025	Admin File re: Capital Replacement Study	2009	2 Years	Shred

City Wide	CW-025	Admin File re: Senior Property Age Restrictions	2012	2 Years	Shred
City Wide	CW-025	Admin File re: Smoking Policy	2014	2 Years	Shred
City Wide	CW-025	Admin File for Rental Rate Policy HA-62	2014	2 Years	Shred
City Wide	CW-028	Drafts and Correspondence re: Fair Housing Plan	2017	No Longer Needed	Shred
City Wide	CW-047	Country Village Estates Property Appraisal	1994	5 Years	Shred
City Wide	CW-047	Updated Property Appraisal for Country Club Estates	2001	5 Years	Shred
City Wide	CW-049	Property Brochures	2007-2008	2 Years	Shred
City Wide	CW-049	January - December Newsletters of the Properties	2011-2012	2 Years	Shred
City Wide	CW-053	Property Management (RPM) Policy Manual	1998	10 Years	Shred
City Wide	CW-053	Riverside County Housing Authority Subsidy Analysis	1995	10 Years	Shred

City Wide	CW-054	Property Management (RPM) Payroll Procedures	2004	10 Years	Shred
City Wide	CW-025	Working fie for Housing Project Status Update Report	2005-2009	10 Years	Shred
City Wide	CW-053	Property Management (RPM) Procedure Manual	2008	10 Years	Shred
City Wide	CW-053	Country Village Relocation Plan	2008	10 Years	Shred
City Wide	CW-057	Survey Re: RPM Performance	2006-2008	2 Years	Shred
Finance	FN-015	Vendor Invoices and Backup	1998-2018	5 Years	Shred
Finance	FN-016	Accounts Receivable	2010-2014	5 Years	Shred
Finance	FN-017	Bank Receipts, Bank Statements, Trustee Statements, NSF	2001-2014	5 Years	Shred
Finance	FN-021	Cash Receipts, Daily Cash Summaries, Cashier Reports, Treasurer Receipt	2005-2012	5 Years	Shred
Finance	FN-022	Warrant Register	2010-2013	10 Years	Shred
Finance	FN-023	Checks / Warrants (Cashed/Deposited) for AP and AR	2008-2013	5 Years	Shred

