EXHIBIT A PALM DESERT HOUSING AUTHORITY AUTHORITY TO DESTROY OBSOLETE RECORDS

Dept.	Retention No.	Description of Record	Years Cover ed	Retention Period	Shred or Discard
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

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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

Housing	HS-022	Canceled Prospective Tenant Applications	1998- 2020	3 years after application withdrawn or cancelled or applicant determined ineligible and expiration of appeal period and conclusion of appeal, if filed	Shred
Housing	HS-027	Rates- Rent Setting	1998- 2019	4 Years	Shred
Housing	HS-029	Service Requests (by Tenant)	1998- 2021	2 Years	Shred
Housing	HS-030	Tenant/ Participant Files - Clients	1988- 2018	5 years after termination of lease or subsidy, whichever is later and expiration of appeal period and conclusion of appeal, if filed	Shred
Housing	HS-032	Prospective Tenant Wait List	2007- 2010	2 Years	Shred

I consent to the destruction of these obsolete records according to accepted policies and procedures.

Secretary

Date

City Attorney

Date

Approved by Authority Board:

Original: City Clerk's Office Copy: Housing Division