

EXHIBIT A**Request to Destroy Obsolete Records****CITY OF PALM DESERT
AUTHORITY TO DESTROY OBSOLETE RECORDS**

Dept.	Retention No.	Description of Record	Years Covered	Retention Period	Shred or Discard
Finance/ General	FN-027	MuniFinancial Arbitrage Rebate Calculation Reports & Audit Reports	1988-2000	5 years	Shred/ Destroy electronic records
Finance/ Admin	FN-001	Community Facilities Districts (Uni. Park 2005-1) – Request for Repayment & Financial Records	2004-2009	5 years	Shred/ Destroy electronic records
		Assessment Districts (87-1)(94-1 1997) – Financial Records	1988,1999-2000		
Finance/ Admin	FN-007	Fixed Assets-Inventory Backups, Journal Backups, Purchase Agreements	2017-2018	5 years	Shred/ Destroy electronic records
Finance/ Accounting	FN-015	Accounts Payable (Wires, Bond Payments)	2017-2018	5 years	Shred/ Destroy electronic records
Finance/ Accounting	FN-016	Accounts Receivable / TOT	2015-2018	5 years	Shred/ Destroy electronic records
Finance/ Accounting	FN-017	Bank Statements and Trustee Statements, Fiscal Agent Statements, Investment Account Statements, Bank Reconciliations, Bank Deposits, Bank Transmittal Advice Bank Receipts, Trustee Statements, NSF	2017	7 years	Shred/ Destroy electronic records
Finance/ Accounting	FN-021	Cash Receipts / Daily Cash Summaries / Cashiers Reports / Treasurers Receipts (TRs)	1979-1889, 2000, 2015-2018	5 years	Shred/ Destroy electronic records

Finance/ Accounting	FN-022	Warrant Register	2004-2014	10 years	Shred/ Destroy electronic records
Finance/ Accounting	FN-026	Treasurer's Reports/ Investment Reports	2001-2018	5 years	Shred/ Destroy electronic records
Finance/ Accounting	FN-028	Journal Entries/ Journal Vouchers	1998, 2016-2018	5 years	Shred/ Destroy electronic records
Finance/ Accounting	FN-030	State Controller's Report	2014-2018	5 years	Shred/ Destroy electronic records

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

City Clerk

Date

City Attorney

Date

Approved by City Council:

Original: City Clerk's Office

Copy: Department