

**EXHIBIT A  
CITY OF PALM DESERT  
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-026	Unsuccessful Candidates – 2016 General Municipal Election		Election + 4 yrs.	Shred
City Clerk	CC-024	Elections General – Working file 2020 General Municipal Election	2020	Election + 2 yrs.	Shred
City Clerk	CC-003	Contract No. C19510 Littler Mendelson – Special Legal Services	2001-2010	Completion + 10	Shred
City Clerk	CC-003	Contract No. C22160 D.W. Nicholson LLC dba Desert Building Services	2008-2012	Completion + 10 yrs.	Shred
City Clerk	CC-003	Contract No. C26860 Eisenhower Medical Center – Funding Agreement	2007-2009	Completion + 10	Shred
City Clerk	CC-003	Contract No. HA28380 RPM Company Property Management	2009-2012	Completion + 10	Shred
City Clerk	CC-003	Contract C22510 Greines, Martin, Stein & Richland LLP	2004-2005	Completion + 10	Shred
City Clerk	CC-003	Contract No. C22850 ACOM Solutions iSeries 400 Division	2004-2010	Completion + 10	Shred
City Clerk	CC-003	C29400 Family YMCA of the Desert – Management and Operations Services	2011-2014	Completion + 10	Shred
City Clerk	CC-003	C22780 SSD Systems DW Golf Academy Security System	2004	Completion + 10	Shred

Resolution No.

City Clerk	CC-003	Contract No. C22460B Friends of the Desert Mountains – Lease Portola Community Center Office Space	2003-2009	Completion + 10	Shred
City Clerk	CC-003	Contract No. C24380 Special Counsel Services – Kavanau Hearing	2006-2013	Completion + 10	Shred
City Clerk	CC-003	Contract No. C25060 Consultant Services – Kavanau Hearing	2006-2013	Completion + 10	Shred
City Clerk	CC-003	Contract No. C23160 Microcool Outdoor Cooling Systems, Inc. Civic Center Park Misting Systems	2005	Completion + 10	Shred
City Clerk	CC-003	Contract No. C23140 GroggWorks, Inc. AudioVisual Upgrades CVAG Conference Room (Parkview)	2005	Completion + 10	Shred
City Manager	CM-002	COPS Unsuccessful Applicants	2021	3 yrs.	Shred
City Clerk	CC-046	Request for Public Records	2010 - 2021	2 yrs.	Shred
City Clerk	CC-000	City Council/Mayor Correspondence	1985-2019	2 yrs.	Shred
City Clerk	CC-011	Claim Transaction Reports  Claims Transaction Reports  Claim Transaction Reports  Works Striping & Marking Service Report	1988-1993  1998  2011-2018  1986-1997	Final Resolution + 5 years	Shred

