

**EXHIBIT A
CITY OF PALM DESERT
AUTHORITY TO DESTROY OBSOLETE RECORDS**

Dept.	Retention No.	Description of Record	Years Covered	Retention Period	Shred or Discard
FIN	FN-023	A/P Vendor Checks	1974-1977; 1989-1990; 1992-2019	5 years	Shred/Destroy Electronic Files
FIN	FN-021	Cash Receipts	1975-1976; 1980-1981; 1983-2018	5 years	Shred/Destroy Electronic Files
FIN	FN-028	Journal Entries	1983-1984; 1988-2012; 2014-2015	5 years	Shred/Destroy Electronic Files
FIN	FN-022	Warrant Registers	1998-2003; 2005-2014	10 years	Shred/Destroy Electronic Files
FIN	FN-015	PO's	1992-1993; 2010-2018	5 years	Shred/Destroy Electronic Files
FIN	FN-015	A/P Invoices and Backup	1992-1993	5 years	Shred/Destroy Electronic Files
FIN	FN-015	Confidential A/P Legal Invoices	2003; 2005-2012; 2015-2018	5 years	Shred/Destroy Electronic Files
FIN	FN-030	State Controller Report	1984-1985; 1987-1988; 1990-1993; 1999-2000; 2006-2007	5 years	Shred/Destroy Electronic Files
FIN	FN-030	HCD Report	2004-2005	5 years	Shred/Destroy Electronic Files
FIN	FN-017	Bank Statements	1996	7 years	Shred/Destroy Electronic Files
FIN	FN-017	Financial Agent Statement	1987-1991	7 years	Shred/Destroy Electronic Files
FIN	FN-006	Budgets – Preliminary, Backup Documents	1991-1993; 1996-1997	2 years	Shred/Destroy Electronic Files

Dept.	Retention No.	Description of Record	Years Covered	Retention Period	Shred or Discard
FIN	FN-004	Audit Work Papers	1986-1987; 1990-1992; 1995-1996	5 years	Shred/Destroy Electronic Files
CIP	PW-005	C24100 Administrative File (NOC 2008) R29420A Administrative File (NOC 2011) R23390A Administrative File (NOC 2008) C24100 Administrative File (NOC 2008)	N/A	Completion +10 years	Shred/Destroy Electronic Files
CC	CC-015	Unsuccessful Proposal C10380 (1997)	1997	2 years	Shred/Destroy Electronic Files

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: 4/27/25

Original: City Clerk's Office

Copy: Department