

EXHIBIT A

**CITY OF PALM DESERT
AUTHORITY TO DESTROY OBSOLETE RECORDS/
CERTIFICATE OF DESTRUCTION**

| Dept. | Retention No. | Description of Record | Years Covered | Retention Period | Shred or Discard |
|--------------|----------------------|--|-----------------------------|-------------------------|-------------------------|
| DEV SERVICES | FN-009 | Project Files (setup, environmental, completion – paper and locally stored digital copies) | FY 1992/1993 – FY 2017/2018 | 5 Years | Shred |
| DEV SERVICES | FN-009 | Subrecipient Agreements & Program Docs (paper and digital copies not retained in IDIS) | FY 1992/1993 – FY 2017/2018 | 5 Years | Shred |
| DEV SERVICES | FN-009 | Financial Support Docs (invoices, draw logs – paper and local digital copies; IDIS data retained) | FY 1992/1993 – FY 2017/2018 | 5 Years | Shred |
| DEV SERVICES | FN-009 | Monitoring & Compliance Files (paper and digital, excluding HUD records stored in IDIS) | FY 1992/1993 – FY 2017/2018 | 5 Years | Shred |
| DEV SERVICES | FN-009 | General Correspondence & Planning Notes (non-substantive – paper and digital email/archive copies) | FY 1992/1993 – FY 2017/2018 | 5 Years | Shred |

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

Records Liaison Date

City Clerk Date

City Attorney Date

Approved by City Council:

AFFIDAVIT OF DESTRUCTION

I hereby certify that the records described above have been destroyed.

Records Liaison Date

Records Coordinator Date

Original: City Clerk's Office
Copy: Department