

**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-001	Assessment Districts/Community Facilities Districts – Financial Records	2018-2020	5 Years	Shred Physical Documents/Destroy Electronic Files
FIN	FN-004	Audit Work papers	2018-2020	5 Years	Shred Physical Documents/Destroy Electronic Files
FIN	FN-006	Budgets – Preliminary, Backup Documents	2018-2023	2 Years	Shred Physical Documents/Destroy Electronic Files
FIN	FN-007	Fixed Assets	2018-2020	5 Years	Shred Physical Documents/Destroy Electronic Files
FIN	FN-009	Subrecipient Grants, Reports to Grant Funding Agencies	2018-2020	5 Years	Shred Physical Documents/Destroy Electronic Files
FIN	FN-014	1096's/1099's	2018-2020	5 Years	Shred Physical Documents/Destroy Electronic Files
FIN	FN-015	Accounts Payable/Invoices and Backup	2018-2020	5 Years	Shred Physical Documents/Destroy Electronic Files
FIN	FN-016	Accounts Receivable/Revenue, Transient Occupancy Tax	2018-2020	5 Years	Shred Physical Documents/Destroy Electronic Files
FIN	FN-017	Bank Statements and Trustee Statements, Fiscal Agent Statements, Bank Reconciliations, Bank Deposits	2016-2018	7 Years	Shred Physical Documents/Destroy Electronic Files
FIN	FN-019	Bankruptcies	2018-2020	5 Years	Shred Physical Documents/Destroy Electronic Files
FIN	FN-021	Cash Receipts, Treasurers Receipts	2018-2020	5 Years	Shred Physical Documents/Destroy Electronic Files

Dept.	Retention No.	Description of Record	Years Covered	Retention Period	Shred or Discard
FIN	FN-023	Checks/Warrants for AP and AR	2018-2020	5 Years	Shred Physical Documents/Destroy Electronic Files
FIN	FN-026	Investment Reports/Treasurer's Reports	2018-2020	5 Years	Shred Physical Documents/Destroy Electronic Files
FIN	FN-028	Journal Entries/Journal Vouchers	2016-2020	5 Years	Shred Physical Documents/Destroy Electronic Files
FIN	FN-033	CalPERS Reports	2016-2020	5 Years	Shred Physical Documents/Destroy Electronic Files
FIN	FN-035	Deferred Compensation (City Statements)	2016-2020	5 Years	Shred Physical Documents/Destroy Electronic Files
FIN	FN-036	Payroll Reports	2016-2020	5 Years	Shred Physical Documents/Destroy Electronic Files
FIN	FN-037	Time Sheets/Time Cards/Overtime Sheets/Payroll Changes	2016-2020	5 Years	Shred Physical Documents/Destroy Electronic Files
FIN	FN-038	W-2's	2016-2020	5 Years	Shred Physical Documents/Destroy Electronic Files
FIN	FN-039	W-4's	2016-2020	No Longer in Effect + 4 Years	Shred Physical Documents/Destroy Electronic Files
FIN	FN-043	Garnishments	2016-2020	5 Years	Shred Physical Documents/Destroy Electronic Files
SARDA - Econ. Dev. Admin Files	ED-001	Economic Development where Redevelopment was the Lead	1975-2012	2 Years	Shred Physical Documents

Dept.	Retention No.	Description of Record	Years Covered	Retention Period	Shred or Discard
SARDA - Econ. Dev. Admin Files	ED-007	Redevelopment Plans & Associated Environmental Reports	1975-2012	Department Preference	Shred Physical Documents
SARDA - Econ. Dev. Admin Files	ED-008	Redevelopment Project Files & Project Plans	1975-2012	Department Preference	Shred Physical Documents
SARDA - Econ. Dev. Admin Files	ED-009	Relocation Files Where Redevelopment was the Lead	1975-2012	Settle + 5 Years	Shred Physical Documents

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