

**EXHIBIT A****Request to Destroy Obsolete Records****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>
Finance/ Admin	FN-004	Audit Work Papers	1994, 1996-1997, 2007-2008, 2012	5 years	Shred/ Destroy electronic files
Finance/ Admin	FN-006	Budgets- Preliminary, backup documents	1997-2000	2 years	Shred/ Destroy electronic files
Finance/ Admin	FN-007	Fixed Assets-Inventory Backups, Journal Backups, Purchase Agreements	1989-1997, 1998- 2001, 2002-2003 2001-2006, 2007- 2008, 2015-2016	5 years	Shred/ Destroy electronic files
Finance/ CDBG	FN-009	CDBG all reports	2004-2008, 2012- 2014	5 years	Shred/ Destroy electronic files
Finance/ Accounting	FN-015	Accounts Payable (Wires, Bond Payments)	1989-1990, 1993- 1998, 2001-2002, 2005, 2007, 2008- 2010, 2015-2016	5 years	Shred/ Destroy electronic files
Finance/ Accounting	FN-016	Accounts Receivable / TOT	1990-1998, 2007- 2009	5 years	Shred/ Destroy electronic files
Finance/ Accounting	FN-017	Bank Receipts, Bank statements, Trustee Statements, NSF	1997-1998, 2002- 2003, 2005-2010, 2015-2016,	7 years	Shred/ Destroy electronic files
Finance/ Accounting	FN-021	Cash Receipts / Daily Cash Summaries / Cashiers Reports / Treasurers Receipts (TRs)	1989-1990, 1993- 1994, 1998, 2003- 2004, 2008-2009, 2011, 2013-2014	5 years	Shred/ Destroy electronic files
Finance/ Accounting	FN-022	Warrant Register	2003	10 years	Shred/ Destroy electronic files
Finance/ Accounting	FN-026	Treasurer's Reports/ Investment Reports	1980-1989, 1999- 2000	5 years	Shred/ Destroy electronic files

Finance/ Accounting	FN-028	Journal Entries/ Journal Vouchers	1980, 1986-1992, 2000-2005, 2010-2012, 2015-2016	5 years	Shred/ Destroy electronic files
Finance/ Accounting	FN-030	State Controller's Report	2010-2013	5 years	Shred/ Destroy electronic files
Finance/ Payroll	FN-036	Payroll Reports - Periodic (includes Deduction Registers, Leave Registers, Time Transaction Reports,	1993-1994	5 years	Shred/ Destroy electronic files
Finance/ Payroll	FN-037	Time Sheets / Timecards / Overtime Sheets / Overtime Cards / Payroll Changes	1993-1994	5 years	Shred/ Destroy electronic files
Finance/ Payroll	FN-038	W2's	1990-2013, 2014-2015	5 years	Shred/ Destroy electronic files
Human Resources	HR-020	Workers Compensation	1994-2007	5 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:**

**Original: City Clerk's Office**

Copy: Department