

**TOWN OF PARADISE
RESOLUTION NO. 16-72**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE
AUTHORIZING DISPOSAL OF CERTAIN TOWN RECORDS MAINTAINED IN
STORAGE FOR THE FINANCE DEPARTMENT PURSUANT TO GOVERNMENT
CODE SECTION 34090.**

WHEREAS, Government Code Section 34090 authorizes the head of a town department, with the written consent of the Town Attorney, to destroy certain records over two years of age upon approval of the legislative body; and,

WHEREAS, the Town Attorney consent is incorporated into this resolution as Exhibit A approving the destruction of those certain records set forth in Exhibit "B"; and,

WHEREAS the specific records are set forth on Exhibit "B"; and,

WHEREAS, the Administrative Services Director is requesting to dispose certain records maintained in the Finance Department as set forth on the attached Exhibits "B".

NOW, THEREFORE, the Town Council of the Town of Paradise does resolve as follows:

SECTION 1: The Administrative Services Director of the Town of Paradise is hereby authorized to dispose of the records set forth in Exhibit "B" of this resolution.

PASSED AND ADOPTED by the Town Council of the Town of Paradise this 11th day of October, 2016, by the following vote:

AYES: Greg Bolin, Steve "Woody" Culleton, Scott Lotter, John J. Rawlings and Jody Jones, Mayor

NOES: None

ABSENT: None

NOT VOTING: None

[Redacted Signature]

Jody Jones, Mayor

ATTEST: *October 12, 2016*

[Redacted Signature]

Dina Volenski, CMC, Town Clerk

APPROVED AS TO FORM:

[Redacted Signature]

Dwight L. Moore, Town Attorney

EXHIBIT "A"

**Consent to Destruction of Certain Records, Documents
and Papers of the Town of Paradise**

Pursuant to the Government Code Section 34090, I hereby consent to the destruction of those certain records, documents and papers of the Town of Paradise listed on Exhibit B to Resolution No. 16-72.

DATED: October 11, 2016



DWIGHT L. MOORE, Town Attorney

EXHIBIT "B"
LIST OF FILES ELIGIBLE FOR DESTRUCTION

	Finance – Audit + 2 years	
3 Folders	Billing Records – TDA claim, mandate claim and employee computer loans	Fiscal years 2003/04 & 2004/05
	Finance – Audit + 4 years	
1 Folder	Accounts Payable – Bank of America charge card information	Fiscal year 2006/07
1 Folder	Accounts Receivable – Paid and voided administrative citations	Fiscal year 2005/06
2 Folders	Accounts Receivable – Ledger of Butte County tax roll for Animal Control Assessment and Annual Onsite Permit Fee	Fiscal years 2006/07 & 2007/08
3 Boxes	Deposits and Receipts - Receipts and documentation related to various revenues including Department of Treasury, State of California, Board of Equalization, Butte County, hotels, and franchises	June 2009 and prior
	Finance – Audit + 7 years	
3 Binders	Financial Recordings – Journal entries used to record various financial activities – monthly, quarterly and annually	Fiscal year 2003/04
	Finance – Close + 10 years	
4 Items	Letters of Credit/Surety Bond – Secured performance of certain development or contractual obligations	Expired November 2004 and prior

Reviewed by:

Gina Will, Administrative Services Director/Town Treasurer