

**TOWN OF PARADISE
RESOLUTION NO. 11-14**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE
AUTHORIZING DESTRUCTION OF CERTAIN TOWN RECORDS PURSUANT TO
GOVERNMENT CODE SECTION 34090**

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

WHEREAS, the Town Attorney has consented to the destruction of certain records as set forth in Exhibit "A"; and,

WHEREAS, the Town Finance Director is requesting to dispose certain records maintained in Finance Department storage as set forth on the attached Exhibit "B".

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

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

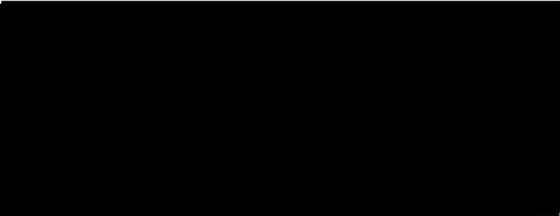
PASSED AND ADOPTED by the Town Council of the Town of Paradise this 7th day of June, 2011, by the following vote:

AYES: Steve "Woody" Culleton, Joe DiDuca, Scott Lotter and Tim Titus

NOES: None

ABSENT: Alan White, Mayor

NOT VOTING: None


Alan White, Mayor



Joanna Gutierrez, CMC, Town Clerk

APPROVED AS TO FORM:


Dwight L. Moore, Town Attorney

EXHIBIT "A"

RESOLUTION NO. 11-14

**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 below and made a part of Resolution #11-14.

DATED: 6-13-11

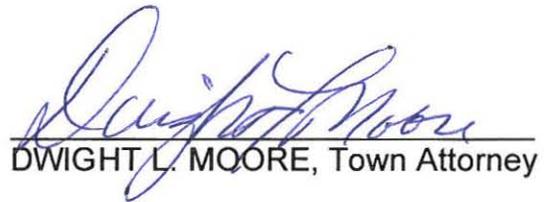

DWIGHT L. MOORE, Town Attorney

Exhibit "B"
Town of Paradise - Finance Department

Resolution No. 11-14

List of Files to be Disposed and/or Destroyed

Description/Detail/Retention Period	Years	Purge Date	Dispose	Destroy
<i>Accounts Payable Vendor Paid Invoices</i> Vendors A-Z : Check copy with Invoices Completed Audit + 4 years (2009/2010)	Prior to 1998	misc A/P Pd Invoices	X	
	98/99	98/99 + 4 yrs = 2002/2003	X	
	99/00	99/00 + 4 yrs = 2003/2004	X	
	00/01	00/01 + 4 yrs = 2004/2005	X	
	01/02	01/02 + 4 yrs = 2005/2006	X	
	02/03	02/03 + 4 yrs = 2006/2007	X	
	03/04	03/04 + 4 yrs = 2007/2008	X	
	04/05	04/05 + 4 yrs = 2008/2009	X	
	05/06	05/06 + 4 yrs = 2009/2010	X	
<i>Accounts Payable Batch Report</i> Listing of Vendor and Invoice Detail Completed Audit + 4 years (2009/2010)	Prior to 2001	misc A/P Reports	X	
	9/01 - 2/02	01/02 + 4 yrs = 2005/2006	X	
	3/02-6/02	02/02 + 4 yrs = 2005/2006	X	
	02/03	02/03 + 4 yrs = 2006/2007	X	
	04/05	04/05 + 4 yrs = 2007/2008	X	
	7/05 - 6/06	05/06 + 4 yrs = 2008/2009	X	
<i>Accounts Receivable - Cash Receipts & Golden Rod Receipts</i> Deposit Detail and Customer Payments Completed Audit + 4 years (2009/2010)	Prior to 1996	misc A/R Receipts/Reports	X	
	6/96 - 3/01	96/01 + 4 yrs = 2004/2005	X	
	98/99	98/99 + 4 yrs = 2002/2003	X	
	5/01 - 9/02	01/02 + 4 yrs = 2005/2006	X	
	2002	2002 + 4 yrs = 2006	X	
	7/02 - 1/03	02/03 + 4 yrs = 2006/2007	X	
	J/F/M 03	2003 + 4 yrs = 2007	X	
	Apr/May 03	2003 + 4 yrs = 2007	X	
	Jun 03	2003 + 4 yrs = 2007	X	
	Jul/Aug 03	2003 + 4 yrs = 2007	X	
	Sep/Oct 03	2003 + 4 yrs = 2007	X	
	Nov/Dec 03	2003 + 4 yrs = 2007	X	
	03/04	03/04 + 4 yrs = 2007/2008	X	
	Jan-Feb 04	2004 + 4 yrs = 2008	X	
	Mar/Apr 04	2004 + 4 yrs = 2008	X	
	Apr/May 04	2004 + 4 yrs = 2008	X	
	Jun 04	2004 + 4 yrs = 2008	X	
	4/05 - 5/05	2005 + 4 yrs = 2009	X	