

## **RESOLUTION CC 2025-59**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF OBSOLETE RECORDS IN THE DEPARTMENTS OF ADMINISTRATIVE SERVICES (FINANCE AND HUMAN RESOURCES), CITY CLERK/RECORDS MANAGEMENT, COMMUNITY DEVELOPMENT (CODE ENFORCEMENT, PLANNING, AND SPECIAL PROJECTS DIVISIONS) PARKS AND RECREATION/LIBRARY SERVICES, AND PUBLIC WORKS**

**WHEREAS**, Section 34090 of the Government Code of the State of California authorizes the destruction of certain records and documents by a Department Director, with the approval of the legislative body by resolution and the written consent of the City Attorney; and

**WHEREAS**, the Department Directors--of the Departments of Administrative Services (Finance and Human Resources), City Clerk/Records Management, Community Development (Code Enforcement and Planning) Parks and Recreation/Library Services Division, and Public Works, and the Special Projects Division, and have recommended that certain obsolete records identified on Exhibit A are no longer required or necessary; and

**WHEREAS**, the City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Covina Housing Authority previously authorized the destruction of certain City records on:

- August 16, 2022, Resolution No. CC 2022-89
- October 18, 2022, Resolution No. CC 2022-108
- September 5, 2023, Resolution No. CC 2023-88
- July 16, 2024, Resolution No. CC 2024-60 and

**WHEREAS**, the City Attorney has given written consent for the destruction of the records herein set forth as Exhibit A.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:**

**SECTION 1.** The City Council hereby finds and determines that the records identified on Exhibit A are no longer needed or required to be kept by statute or law.

**SECTION 2.** The City Council hereby authorizes and directs the destruction of the records described on Exhibit A in accordance with the terms and conditions of Section 34090 of the Government Code.

**SECTION 3.** The City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

**APPROVED** and **PASSED** this 3<sup>rd</sup> day of June, 2025.

City of Covina, California

BY: \_\_\_\_\_  
VICTOR LINARES, Mayor

ATTEST:

\_\_\_\_\_  
FABIAN VELEZ, Chief Deputy City Clerk

**CERTIFICATION**

I, Fabian Velez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2025-59 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 3<sup>rd</sup> day of June, 2025, by the following vote:

AYES:            COUNCIL MEMBERS:  
NOES:           COUNCIL MEMBERS:  
ABSTAIN:       COUNCIL MEMBERS:  
ABSENT:        COUNCIL MEMBERS:

Dated:

\_\_\_\_\_  
FABIAN VELEZ, Chief Deputy City Clerk

Department: **City Clerk**Prepared By: **Desiree Jimenez, Deputy City Clerk/Records Manager**

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## CITY OF COVINA

### RECORDS DESTRUCTION AUTHORIZATION FORM

By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and have been retained for the minimum retention period as specified in the City of Covina Records Retention Schedule adopted by the City Council. I have confirmed the accuracy of the description of each record sufficient for identification, the retention schedule page number, retention number, record contents, record dates, retention requirements and destruction date.

Box #	Description of Records to be Destroyed	Date From	Date To	Code Citation (e.g., GC § 34090)	Retention Period	Page No., Retention No.
	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Affidavits of Posting	2005	2013	GC §§34090, 54960.1(c)(1)	2 years	CW-1; CW-004
	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Affidavits of Posting	2016	04/2023	GC §§34090, 54960.1(c)(1)	2 years	CW-1; CW-004
	Agreements & Contracts - ALL ( <b>NON-INFRASTRUCTURE, Professional Services Agreements - NOT IMAGED</b> ) <i>Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal / Scope of Work)</i> <b>Examples of Non-Infrastructure:</b> Consultants, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, etc.	1953	2014	CCP §§337.337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)	Completion + 10 years	CC2; CC-003
	Board & Commission Applications (Successful and Unsuccessful)	2009	2022	GC §34090	2 years	CC-3; CC-010
	Bids: <b>UNSUCCESSFUL BIDS, UNSUCCESSFUL PROPOSALS or RESPONSES to RFPs</b> (Request for Proposals) <b>and/or RFQs</b> (Request for Qualifications) that don't result in a contract <i>Includes Rating Sheets and Interview Questions Excludes Bid Files, which are retained by the City Clerk</i>	2017	2023	GC §34090	2 years	CW-3; CW-011
	Candidate File: Nomination Papers, Candidate Statement Forms, etc. - <b>SUCCESSFUL CANDIDATES</b> <i>Geoffrey Cobbett 2013 and 2017 Peggy Delach 2007, 2011 Jorge Marquez 2012, 2017 Kevin Stapleton – 2005, 2009, 2013 Mary Lou Walczak - 2012</i>	Various	Various	EC §17100	Term of Office + 4 years	CC-7; CC-028
	Candidate File: Nomination Papers, Candidate Statement Forms, etc. - <b>UNSUCCESSFUL CANDIDATES</b> <i>Andrew Aleman (Councilmember) 2020 Kevin Bowers 2008, 2009 Stephen "Woody Dahlen 2009 Selena Flores 2020 Kay Manning 2008 (Councilmember) Thomas Palmieri 2008, 2009 Neil Polzin (Councilmember) 2017 Kim Rogers 2020</i>	Various	Various	EC §17100	Election + 4 years	CC-7; CC-029

	Campaign Filings (FPPC 400 Series Forms & Form 501): <b>UNSUCCESSFUL CANDIDATES</b> Includes Unsuccessful Candidates Without Committees that Don't File Electronically <i>Andrew Aleman (Councilmember) 2020</i> <i>Selena Flores 2019</i> <i>Neil Polzin 2016, 2017</i> <i>Kimberly Rogers 2019</i>	Various	Various	GC §81009(b)&(g); GC §84615	5 years	CC-6; CC-025
	Campaign Filings (FPPC 400 Series Forms): <b>OTHER COMMITTEES</b> (PACS - not candidate-controlled) <i>Community Matters 2007-2009</i> <i>Save our Library 2008</i> <i>Save our Services - Committee for Measure A 2008</i>	2007	2009	GC §81009(c)&(g)	7 years	CC-7; CC-027
	Campaign Filings (FPPC 400 Series Forms): <b>OTHER COMMITTEES</b> (PACS - not candidate-controlled) <i>Community Matters</i>	2011	2012	GC §81009(c)&(g)	7 years	CC-7; CC-027
	Correspondence - <b>ROUTINE (Content relates in a substantive way to the conduct of the public's business)</b> (e.g. Administrative, Chronological Files, e-mail, General Files, Letters, Memorandums, Miscellaneous Reports, Press Releases, Public Records Requests, Reading Files, Working Files, etc.) IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business	2019	04/2023	GC §34090	2 years	CW-5; CW-023
	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): <b>ALL FORMER CITY STAFF</b> <i>Edward Miller 2005, 2006</i> <i>Monda Buckley 1997-2006</i> <i>Peggy Sanchez -1997-2007</i>	Various	Various	GC §81009(d)(e)(f) &(g)	7 years	CC-5; CC-015
	Economic Interest Filings (FPPC 700 Series Forms – Statement of Economic Interests): <b>ALL City Staff</b> <i>87200 Filers</i>	2007	2009	GC §81009(d)(e)(f) &(g)	7 years	CC-5; CC-015
	FPPC Form 806 (Agency Report of Public Official Appointments)	2012, 2016, 2017	2012, 2016, 2017	2 CCR 18702.5(b)(3); GC §34090; GC §81009(e)	7 years	CC-5; CC-022

	Oath of Office: City Council, Boards & Commission Members <i>Jeannette Flores Traffic &amp; Parking Advisory Commission</i> <i>Jeffrey Johnson – Traffic and Parking Advisory Commission</i> <i>Charles Kemp – Library Board of Trustees</i> <i>Brad Manning – Planning Commission</i> <i>Kay Manning – FAC, YAB, and Traffic &amp; Parking Advisory Commission</i> <i>Rosie Richardson – Library Board of Trustees</i> <i>Susan Zermeno Planning Commission</i>	2019	2020	GC §34090	Term of Office + 4 years	CC-10; CC-051
	Notices: Public Hearing Notices and Proofs of Publications	2005	2013	CCP§337 et seq; GC §34090	2 years	CW-10; CW-039
	Roster of Voters	2016	2016	EC §17300	5 years	CC-9; CC-040
	Time Cards / Time Sheets	2019	2019	IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090	5 years	CW-14; CW-059

**Destruction Authorization:** I hereby authorize the destruction of records listed above.

Department Head Signature:	City Attorney Signature:
Date:	Date:

**Certification:** I hereby certify that the records listed above were destroyed in accordance with the City's records related policies and procedures.

Resolution:	Destruction Date:	Method of Destruction:
Chief Deputy City Clerk Signature and Date:		

# CITY OF COVINA

## RECORDS DESTRUCTION AUTHORIZATION FORM

By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and have been retained for the minimum retention period as specified in the City of Covina Records Retention Schedule adopted by the City Council. I have confirmed the accuracy of the description of each record sufficient for identification, the retention schedule page number, retention number, record contents, record dates, retention requirements and destruction date.

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Box #	Description of Records to be Destroyed	Date From	Date To	Code Citation (e.g., GC § 34090)	Retention Period	Page No., Retention No.
1	ACCOUNTS PAYABLE INVOICES	01/16/2020	02/27/2020	GC 34090	5 years	FIN-1, FIN-002
2	JOURNAL ENTRIES	01/01/2019	12/31/2019	GC 34090, 26 CFR 31.6001-1	5 years	FIN-4, FIN-017
3	ACCOUNTS PAYABLE INVOICES	07/13/2019	08/21/2019	GC 34090	5 years	FIN-1, FIN-002
4	ACCOUNTS PAYABLE INVOICES	10/31/2019	01/13/2020	GC 34090	5 years	FIN-1, FIN-002
5	CASH RECEIPTS	10/17/2019	10/31/2019	GC 34090 et seq.	5 years	FIN-6, FIN-027
6	CASH RECEIPTS	08/22/2019	09/16/2019	GC 34090 et seq.	5 years	FIN-6, FIN-027
7	CASH RECEIPTS	07/16/2019	07/31/2019	GC 34090 et seq.	5 years	FIN-6, FIN-027
8	ACCOUNTS PAYABLE INVOICES	08/29/2019	10/24/2019	GC 34090	5 years	FIN-1, FIN-002
9	CASH RECEIPTS	02/12/2020	02/20/2020	GC 34090 et seq.	5 years	FIN-6, FIN-027
10	JOURNAL ENTRIES	01/01/2019	12/31/2019	GC 34090, 26 CFR 31.6001-1	5 years	FIN-4, FIN-017
11	WATER BILLING / LOW INCOME APPLICATIONS	01/01/2013	12/31/2019	GC 34090; H&S 116910	2 years	FIN-8, FIN-033.4
12	CASH RECEIPTS	11/19/2019	12/04/2019	GC 34090 et seq.	5 years	FIN-6, FIN-027
13	BANK STATEMENTS	01/01/2019	12/31/2019	GC 34090, 26 CFR 31.6001-1	5 years	FIN-2, FIN-005
14	CASH RECEIPTS	06/25/2019	07/15/2019	GC 34090 et seq.	5 years	FIN-6, FIN-027
15	CASH RECEIPTS	12/05/2019	12/12/2019	GC 34090 et seq.	5 years	FIN-6, FIN-027
16	CASH RECEIPTS	02/24/2020	02/29/2020	GC 34090 et seq.	5 years	FIN-6, FIN-027
17	CASH RECEIPTS	11/04/2019	11/18/2019	GC 34090 et seq.	5 years	FIN-6, FIN-027
18	CASH RECEIPTS	01/05/2020	01/27/2020	GC 34090 et seq.	5 years	FIN-6, FIN-027
19	CASH RECEIPTS	02/04/2020	02/11/2020	GC 34090 et seq.	5 years	FIN-6, FIN-027
20	CASH RECEIPTS	01/28/2020	02/03/2020	GC 34090 et seq.	5 years	FIN-6, FIN-027

21	CASH RECEIPTS	07/01/2019	07/10/2019	GC 34090 et seq.	5 years	FIN-6, FIN-027
22	CASH RECEIPTS	09/17/2019	09/30/2019	GC 34090 et seq.	5 years	FIN-6, FIN-027
23	CASH RECEIPTS	10/01/2019	10/16/2019	GC 34090 et seq.	5 years	FIN-6, FIN-027
24	CASH RECEIPTS	01/07/2020	01/14/2020	GC 34090 et seq.	5 years	FIN-6, FIN-027
25	CASH RECEIPTS	12/24/2019	01/06/2020	GC 34090 et seq.	5 years	FIN-6, FIN-027
26	CASH RECEIPTS	03/02/2020	03/09/2020	GC 34090 et seq.	5 years	FIN-6, FIN-027
27	CASH RECEIPTS	03/17/2020	03/31/2020	GC 34090 et seq.	5 years	FIN-6, FIN-027
28	BUSINESS LICENSE RENEWALS	01/01/2015	12/31/2016	GC 34090 et seq.	5 years	FIN-6, FIN-025
29	CASH RECEIPTS	09/01/2015	12/31/2015	GC 34090 et seq.	5 years	FIN-6, FIN-027
30	CASH RECEIPTS	05/01/2015	08/31/2015	GC 34090 et seq.	5 years	FIN-6, FIN-027
31	CASH RECEIPTS	01/01/2015	04/30/2015	GC 34090 et seq.	5 years	FIN-6, FIN-027

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31	Recruitment – DQ Files	5/7/2019	10/16/2020	29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq.2 CCR 11013(c); GC §§12946, 12960, 34090	Expiration of Eligibility List + 4 years	HR-6, HR-018
32	Recruitment – DQ Files	5/30/2020	11/19/2020	29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq.2 CCR 11013(c); GC §§12946, 12960, 34090	Expiration of Eligibility List + 4 years	HR-6, HR-018
33	Recruitment	1/1/1992	12/4/2020	29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq.2 CCR 11013(c); GC §§12946, 12960, 34090	Expiration of Eligibility List + 4 years	HR-6, HR-018
34	Recruitment	2/14/2020	12/2/2020	29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq.2 CCR 11013(c); GC §§12946, 12960, 34090	Expiration of Eligibility List + 4 years	HR-6, HR-018
733	Personnel Files – Employee Files	12/1/2017	12/11/2018	29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 53235.2(b); 53237.2(b) LC 1198.5	Separation + 6 years	HR-5, HR-015
734	Personnel Files – Employee Files	1/22/2018	12/20/2018	29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 53235.2(b); 53237.2(b) LC 1198.5	Separation + 6 years	HR-5, HR-015
735	Personnel Files – Employee Files	2/3/2018	11/20/2018	29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 53235.2(b); 53237.2(b) LC 1198.5	Separation + 6 years	HR-5, HR-015
736	Personnel Files – Employee Files	1/11/2018	8/19/2018	29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 53235.2(b); 53237.2(b) LC 1198.5	Separation + 6 years	HR-5, HR-015
737	Personnel Files – Employee Files	5/24/2018	11/8/2018	29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 53235.2(b); 53237.2(b) LC 1198.5	Separation + 6 years	HR-5, HR-015
738	Personnel Files – Employee Files	4/5/2018	12/31/2018	29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 53235.2(b); 53237.2(b) LC 1198.5	Separation + 6 years	HR-5, HR-015

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Date:	Date:

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## CITY OF COVINA

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Box #	Description of Records to be Destroyed	Date From	Date To	Code Citation (e.g., GC § 34090)	Retention Period	Page No., Retention No.
1	Christmas Parade Participant Waivers	12/2018	12/2018	GC § 34090	2 YEARS	P&R-5, P&R-029
1	Christmas Parade Participant Waivers	12/2021	12/2021	GC § 34090	2 YEARS	P&R-5, P&R-029
2	Christmas Parade Participant Waivers	12/2022	12/2022	GC § 34090	2 YEARS	P&R-5, P&R-029
3	Facility Rental Applications and documents	1/2015	12/2020	GC § 34090	2 YEARS	P&R-4, P&R-014
4	Leaders-In-Training Applications and Program documents	1/2015	12/2018	GC § 34090	2 YEARS	P&R-5, P&R-020
4	Covina's TEAM Applications and Program documents	1/2014	12/2021	GC § 34090	2 YEARS	P&R-5, P&R-020
4	Extended tour program rosters and documents	1/2006	12/2007	GC § 34090	2 YEARS	P&R-5, P&R-020
5	Christmas Parade Program files and Entry Applications	1/2016	12/2021	GC § 34090	2 YEARS	P&R-5, P&R-020
6	Leaders-In-Training Applications and Program documents	1/2019	12/2021	GC § 34090	2 YEARS	P&R-5, P&R-020
6	Day Camp Program files	1/2016	12/2018	GC § 34090	2 YEARS	P&R-1, P&R-003
7	Day Camp Program files	1/2011	12/2014	GC § 34090	2 YEARS	P&R-1, P&R-003
7	Day Camp Program files	1/2016	12/2018	GC § 34090	2 YEARS	P&R-1, P&R-003
8	Credit Card receipts	1/2009	12/2012	GC § 34090	2 YEARS	P&R-3, P&R-010
9	Credit Card receipts	1/2013	12/2021	GC § 34090	2 YEARS	P&R-3, P&R-010
10	Special Event Program files	1/2016	12/2018	GC § 34090	2 YEARS	P&R-1, P&R-003
10	LA Opera Program files	1/2008	12/2009	GC § 34090	2 YEARS	P&R-1, P&R-003
10	Teen After School Program files	1/2002	12/2006	GC § 34090	2 YEARS	P&R-1, P&R-003
11	Teen After School Program files	1/2009	12/2013	GC § 34090	2 YEARS	P&R-1, P&R-003
11	Major League Softball Program files	1/1999	12/2015	GC § 34090	2 YEARS	P&R-1, P&R-003
12	Cash Reports	1/2021	12/2022	GC § 34090	2 YEARS	P&R-3, P&R-010

13	Christmas Parade Program files	01/1997	12/2012	GC § 34090	2 YEARS	P&R-1, P&R-003
14	Christmas Parade Program files	01/2013	12/2015	GC § 34090	2 YEARS	P&R-1, P&R-003
14	Facility Rental Applications and documents	1/2007	12/2008	GC § 34090	2 YEARS	P&R-4, P&R-014
15	Day Camp Program files	1/2020	12/2021	GC § 34090	2 YEARS	P&R-1, P&R-003
15	Day Camp Program files	1/2015	12/2016	GC § 34090	2 YEARS	P&R-1, P&R-003
15	Day Camp Program files	1/2018	12/2018	GC § 34090	2 YEARS	P&R-1, P&R-003
15	Youth Sports Program files	1/2020	12/2022	GC § 34090	2 YEARS	P&R-1, P&R-003
16	Christmas Parade Program files	01/2019	12/2019	GC § 34090	2 YEARS	P&R-1, P&R-003
16	Day Camp Program files	1/2016	12/2022	GC § 34090	2 YEARS	P&R-1, P&R-003
16	Leaders-In-Training Program files	1/2022	12/2022	GC § 34090	2 YEARS	P&R-1, P&R-003
16	Christmas Parade Program files	01/2013	12/2013	GC § 34090	2 YEARS	P&R-1, P&R-003
16	Christmas Parade Entry Applications	01/2022	12/2022	GC § 34090	2 YEARS	P&R-5, P&R-020
16	Facility Rental Applications and documents	1/2021	12/2021	GC § 34090	2 YEARS	P&R-4, P&R-014
16	Special Event Program files	1/2019	12/2021	GC § 34090	2 YEARS	P&R-1, P&R-003
16	Special Event Sponsorship Program files	1/2020	12/2022	GC § 34090	2 YEARS	P&R-1, P&R-003
16	5K Participant Waivers	12/2022	12/2022	GC § 34090	2 YEARS	P&R-5, P&R-029
16	AYSO Participant Waivers	12/2020	12/2021	GC § 34090	2 YEARS	P&R-5, P&R-029
17	Christmas Parade Program files	01/2016	12/2018	GC § 34090	2 YEARS	P&R-1, P&R-003
17	Thunderfest and Bluesapalooza Program files	01/2007	12/2008	GC § 34090	2 YEARS	P&R-1, P&R-003

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Department Head Signature:	City Attorney Signature:
Date:	Date:

**Certification:** I hereby certify that the records listed above were destroyed in accordance with the City's records related policies and procedures.

Resolution:	Destruction Date:	Method of Destruction:
Chief Deputy City Clerk Signature and Date:		

# CITY OF COVINA

## RECORDS DESTRUCTION AUTHORIZATION FORM

By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and have been retained for the minimum retention period as specified in the City of Covina Records Retention Schedule adopted by Resolution CC 2020-16. I have confirmed the accuracy of the description of each record sufficient for identification, the retention schedule page number, retention number, record contents, record dates, retention requirements and destruction date.

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Box #	Description of Records to be Destroyed	Date From	Date To	Code Citation (e.g., GC § 34090)	Retention Period	Page No., Retention No.
1	Accounts Payable Invoices - Copies	July 1, 2014	June 30, 2015	GC 34090	5 years	CW-1; CW-003
2	Time Sheets	2021	2021	GC 34090.7	NLN	FIN-9, FIN-040
3	Accounts Payable Invoices	July 1, 2015	June 30, 2015	GC 34090	5 Years	CW-1, CW-003
4	Accounts Payable Invoices	July 1, 2015	June 30, 2015	GC 34090	5 Years	CW-1, CW-003
5	Accounts Payable Invoices	July 1, 2016	June 30, 2017	GC 34090	5 Years	CW-1, CW-003
6	Accounts Payable Invoices	July 1, 2016	June 30, 2017	GC 34090	5 Years	CW-1, CW-003
7	Accounts Payable Invoices	July 1, 2017	June 30, 2018	GC 34090	5 Years	CW-1, CW-003
8	Accounts Payable Invoices	July 1, 2017	June 30, 2018	GC 34090	5 Years	CW-1, CW-003
9	Time Sheets	2016	2016	GC 34090.7	NLN	FIN-9, FIN 040
10	Time Sheets	2017	2017	GC 34090.7	NLN	FIN-9, FIN 040
11	Time Sheets	2018	2018	GC 34090.7	NLN	Fin -9, FIN 040
12	Time Sheets	2019	2019	GC 34090.7	NLN	FIN-9, FIN 040
13	Time Sheets	2020	2020	GC 34090.7	NLN	FIN-9, FIN 040

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**Certification:** I hereby certify that the records listed above were destroyed in accordance with the City's records related policies and procedures.

Resolution:	Destruction Date:	Method of Destruction:
Chief Deputy City Clerk Signature and Date:		

## CITY OF COVINA RECORDS DESTRUCTION AUTHORIZATION FORM

By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and have been retained for the minimum retention period as specified in the City of Covina Records Retention Schedule adopted by the City Council. I have confirmed the accuracy of the description of each record sufficient for identification, the retention schedule page number, retention number, record contents, record dates, retention requirements and destruction date.

Box #	Description of Records to be Destroyed	Date From	Date To	Code Citation (e.g., GC § 34090)	Retention Period	Page No., Retention No.
1	CDBG Program documents	7/2011	7/2012	CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-133; GC §34090; GC §8546.7	5 years min.	CW-8, CW-031
2	CDBG Program documents	7/1997	7/2005	CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-133; GC §34090; GC §8546.7	5 years min.	CW-8, CW-031
3	CDBG Program documents	7/2015	7/2016	CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-133; GC §34090; GC §8546.7	5 years min.	CW-8, CW-031
4	CDBG Program documents	7/1998	7/2010	CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-133; GC §34090; GC §8546.7	5 years min.	CW-8, CW-031

5	CDBG Program documents	7/2013	7/2014	CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A- 133; GC §34090; GC §8546.7	5 years min.	CW-8, CW-031
6	CDBG Program documents	7/2016	7/2017	CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A- 133; GC §34090; GC §8546.7	5 years min.	CW-8, CW-031
7	CDBG Program documents	7/2012	7/2013	CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A- 133; GC §34090; GC §8546.7	5 years min.	CW-8, CW-031
8	CDBG Program documents	7/2018	7/2019	CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A- 133; GC §34090; GC §8546.7	5 years min.	CW-8, CW-031
9	CDBG Program documents	7/2017	7/2018	CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A- 133; GC §34090; GC §8546.7	5 years min.	CW-8, CW-031

10	CDBG Program documents	7/1975	7/1999	CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A- 133; GC §34090; GC §8546.7	5 years min.	CW-8, CW-031
11	CDBG Program documents	7/2012	7/2014	CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A- 133; GC §34090; GC §8546.7	5 years min.	CW-8, CW-031
12	CDBG Program documents	7/2010	7/2011	CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A- 133; GC §34090; GC §8546.7	5 years min.	CW-8, CW-031
13	CDBG Program documents	7/2010	7/2012	CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A- 133; GC §34090; GC §8546.7	5 years min.	CW-8, CW-031
14	CDBG Program documents	7/2009	7/2011	CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A- 133; GC §34090; GC §8546.7	5 years min.	CW-8, CW-031



15	Annual Affordability Monitoring – Covina Gardens	1/2019	12/2019	§ 34090	5 years	HOU-1, HOU-001

**Destruction Authorization:** I hereby authorize the destruction of records listed above.

Department Head Signature:	City Attorney Signature:
Date:	Date:

**Certification:** I hereby certify that the records listed above were destroyed in accordance with the City’s records related policies and procedures.

Resolution:	Destruction Date:	Method of Destruction:
Chief Deputy City Clerk Signature and Date:		