

(R-83-1605)

RESOLUTION NUMBER R- **258330**

Adopted on **APR 25 1983**

BE IT RESOLVED, by the Council of The City of San Diego,
that the City Auditor and Comptroller's Office Records Transfer
and Retention Schedule attached as Exhibit A is hereby approved.

APPROVED: John W. Witt, City Attorney

By Stuart H. Swett
Stuart H. Swett
Chief Deputy City Attorney

SHS:rc:015
4/11/83
Or.Dept:Clerk
Form=r.none

02008

OFFICE OF CITY CLERK
SAN DIEGO, CALIFORNIA

RECORDS CENTER

RECORDS RETENTION AUTHORIZATION

Record Title See attached Schedule.

Retention Period _____ / _____
Office Records Center

Destruction _____

I HEREBY APPROVE the foregoing record title and CERTIFY the necessity for its retention. I FURTHER CERTIFY the necessity for the foregoing retention period.

Auditor + Comptroller
Department

[Signature]
Department Head

Date 2-18-83

I HEREBY CERTIFY that all legal requirements have been met for the retention and destruction of the foregoing record title.

City Attorney

Date 3/14/83

By Stuart H. Swett
CHIEF Deputy City Attorney

I HEREBY APPROVE the foregoing record title. If indicated above, I FURTHER APPROVE of its storage in the Records Center for the foregoing retention period.

Date March 23, 83

[Signature]
City Clerk

RETURN TO THE RECORDS CENTER BB50

RECORDS TRANSFER AND RETENTION SCHEDULE		DEPARTMENT		
		CITY AUDITOR		
		PAGE 1 OF 18		ISSUE DATE
RECORD SERIES TITLE	RETENTION PERIOD *			REMARKS
	OFFICE AREA	RECORDS CENTER	DESTROY AFTER	
<u>ADMINISTRATIVE DIVISION</u>				
<u>Administrative Assistance Section</u>				
Annual Audit Reports	5	-	5	Prepared by Independent Auditors.
City Council Standing Committee Agendas	2	-	2	Record Copy - City Clerk
Correspondence Files	3	-	3	
City Council <u>Dockets</u>	*	-	*	Record Copy - City Clerk *Destroy after reference value ceases.
Annual <u>Financial</u> Reports	50	50	100	Bound volume copy.
City Attorney <u>Legal Opinions</u>	50	-	50	
Normal <u>Merit Increase</u> Records	1	-	1	Record Copy - Personnel C00-282.
Notice of Absence, Overtime, or Shift Change	2	-	2	AC-376.
Ordinances and Resolutions	*	-	*	Record Copy - City Clerk *Destroy after reference value ceases.
Personnel Files	*	-	*	*Disposition pending review by Personnel department.
Printing Services Requisitions, Auditor's Office Issue	2	-	2	Record Copy - Print Shop. PEA 1469.
Purchase Order Requisitions, Auditor's Office Issue	2	-	2	Record Copy - Purchasing PA 2159
Request for Direct Payments, Auditor's Office Issue	2	-	2	Record Copy filed with expenditure voucher. AC-468.
Stores Requisitions, Auditor's Office Issue	2	-	2	Record Copy - Central Stores. PA 1434.
Tax Levy Work Papers	10	-	10	

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02010

RECORDS TRANSFER AND RETENTION SCHEDULE		DEPARTMENT		
		CITY AUDITOR		
		PAGE 2 OF 18		ISSUE DATE
RECORD SERIES TITLE	RETENTION PERIOD *			REMARKS
	OFFICE AREA	RECORDS CENTER	DESTROY AFTER	
<u>FINANCIAL ACCOUNTING AND REPORTS DIVISION</u>				
<u>Accounting Operations Section</u>				
Period <u>A&B</u> Mileage Reports	1	4	5	"A" is individually assigned vehicle usage. "B" is individual usage of pool vehicles. T00-103.
AMRIS Conversion Transactions	5	-	5	Annual. Started 07/01/79. Microfiche. C40-723A.
Auditor Certificates	1	4	5	Record Copy - City Clerk. AC-361. Numerical File.
Appropriation Ledgers - Regular Funds: Period	1FY	-	1FY	Original records prior to 03/11/77, were destroyed after microfilming.
Final Period (Year End cumulative)	10	5	15	Microfiche beginning 03/11/77. C40-720.
Appropriation Ledgers - Special Funds: Period (Cumulative)	1FY	-	1FY	Original records prior to 03/11/77, were destroyed after microfilming. Microfiche beginning 03/11/77.
Final Period (Year End cumulative)	10	5	15	
Appropriation Status Reports	-	10	10	Microfilm. C10-536. Discontinued 07/01/79, replaced by Financial Status Reports. Monthly.
Daily <u>Appropriation</u> Status Reports	2	-	2	Microfiche C40-220.
Biweekly <u>Billing</u> by Performing Department.	2	-	2	Microfiche. C40-261.

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02011

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		CITY AUDITOR		
		PAGE 3 OF 18		
RECORD SERIES TITLE	RETENTION PERIOD *			REMARKS
	OFFICE AREA	RECORDS CENTER	DESTROY AFTER	
<u>FINANCIAL ACCOUNTING AND REPORTS DIVISION</u>				
<u>Accounting Operations Section, con't,</u>				
Biweekly <u>Billing</u> by Benefiting Department	10	5	15	Microfiche. C40-264. Started 07/01/79.
Expenditure Interfund <u>(Billing)</u> Transfers	2	-	2	Biweekly. Microfiche. C40-371.
Daily Detail - Interfund <u>Billing</u> Transaction Listings	2	-	2	Biweekly. Microfiche. C40-260.
Revenue Interfund <u>(Billing)</u> Transfers	2	-	2	Biweekly. Microfiche. C40-372.
Blue Print Requests				Biweekly
Cards	1	4	5	PA-260
Sheets	2	-	2	
Budget Status Reports	-	10	10	Microfilm. C10-536. Discontinued 07/01/79, replaced by Financial Status Reports. Monthly. DP-104.
Cash and Investment Reports	2	-	2	Microfiche. C40-212.
Certificate of Sale of Real Estate Sold for Delinquent Taxes	-	P	P	Microfilm. 1893-1927. Original records destroyed after micro-filmed.
Certificate of Redemption of Real Estate	-	P	P	Microfilm. 1889-1927. Original records destroyed after micro-filmed.
Capital Improvements Program Conversion File	5	-	5	Annual. Started 07/01/79. Microfiche. C40-723B.
Contract Records	5	-	5	AC-177A.
Completed Job Order Listings	5	-	5	Period. Started 07/01/79. Microfiche. C40-367.

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02012

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		CITY AUDITOR		
		PAGE 4 OF 18		
RECORD SERIES TITLE	RETENTION PERIOD *			REMARKS
	OFFICE AREA	RECORDS CENTER	DESTROY AFTER	
<u>FINANCIAL ACCOUNTING AND REPORTS DIVISION</u> <u>Accounting Operations Section, con't,</u>				
Index Books - <u>Delinquent Taxes</u> - Prior to 1929.	-	P	P	
Deposit Trust Fund: Data Purge Reports	10	-	10	Started 06/30/82. Annual. Microfiche.
Deposit Customer Master Files Weekly Year End	Destroy after superseded 10	-	10	Started 06/01/82, C65-302B.
Deposits Older Than Three Years Weekly Year End	Destroy after superseded 15	-	15	Started 06/01/82, C65-312B.
Ledger Cards	5	5	10	Discontinued 06/30/82. Destroy 5 years after last activity.
Outstanding Deposit Balances Weekly Year End	Destroy after superseded 15	-	15	Started 06/01/82, C65-312A.
Period <u>Detail</u> Equipment Rental Listing	1	9	10	T00-102.
Equipment Rental Cards	6mos.	9yrs., 6mos.	10	Biweekly. Microfilm beginning 10/30/81. Destroy original records after microfilming. AC-213.
Organizational <u>Financial</u> Status Report Period Final Period at Year End	3 10	- 5	3 15	Started 07/01/791 Microfiche. C40-321.
Programmatic <u>Financial</u> Status Report Period Final Period at Year End	3 10	- 5	3 15	Started 07/01/79. Microfiche. C40-322.
Period <u>General Ledger</u>				Microfilm from 07/01/60 to 06/30/75. Original records destroyed after filming. Microfiche after 07/01/75. C40-710.

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	OFFICE AREA	RECORDS CENTER	DESTROY AFTER	
<u>FINANCIAL ACCOUNTING AND REPORTS DIVISION</u>				
<u>Accounting Operations Section, con't,</u>				
Period <u>General Ledger, con't,</u>				
Period	FY	-	FY	
Final Period at Year End - Cumulative	10	90	100	
Daily <u>General Ledger</u> Trial Balances	2	-	2	Microfiche. C40-210.
Period <u>General Ledger</u> Trial Balances	5	-	5	Microfiche. C40-310. Started 07/01/79.
Grant/Project Status Reports:				Microfiche. C40-320. Started 07/01/79.
Period	5	-	5	
Final Period at Year End	10	5	15	
Organizational <u>Job Order</u> Reports				Microfiche. C40-365. Started 07/01/79.
Period	3	2	5	
Final Period at Year End	10	5	15	
Programmatic <u>Job Order</u> Reports				Microfiche. C40-366. Started 07/01/79.
Period	3	2	5	
Final Period at Year End	10	5	15	
Project-to-Date <u>Job Order</u> Reports				Microfiche. C40-368. Started 07/01/79.
Period	5	-	5	
Final Period at Year End	10	5	15	
Job Order Detail Transaction Listings	10	5	15	Started 07/31/75. Microfiche. Period. C40-373.
Journal Vouchers	6mos.	9yrs., 6mos.	10	Microfilm after 05/28/75. Destroy original records after filming. AC-157, AC- 1480, AC-1504.
Journal Voucher - Interdepartmental Transfer	6mos.	9yrs., 6mos.	10	Microfilm after 05/28/75. Destroy original records after filming, AC-157, AC- 1480.

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RECORDS TRANSFER AND RETENTION SCHEDULE		DEPARTMENT		ISSUE DATE
		CITY AUDITOR		
		PAGE 6 OF 18		
RECORD SERIES TITLE	RETENTION PERIOD *			REMARKS
	OFFICE AREA	RECORDS CENTER	DESTROY AFTER	
<u>FINANCIAL ACCOUNTING AND REPORTS DIVISION</u>				
<u>Accounting Operations Section, con't,</u>				
Daily <u>Journal Voucher</u> Transaction Listings	2	-	2	Microfiche. C40-201.
Labor Cards	3mos.	14yrs., 9mos.	15	Microfilm after 07/01/78. Destroy original records after filming. Daily and Biweekly.
Labor Distribution System Listings: City Contribution Appropriation List and Work Unit Transaction Report	1	4	5	Started 07/01/79. C20-440, C20-410.
Labor Distribution Payroll Work Files	1	9	10	Started 07/01/79. Microfiche. C20-100. Biweekly.
Labor Distribution Departmental Detail Listing by Fund	1	9	10	Started 07/01/79. Microfiche. C20-450 Biweekly.
Labor Distribution Departmental Detail Listing by Social Security Number	1	9	10	Started 07/10/79. Microfiche. C20-460.
Labor Distribution Appropriation Summary Lists	1	9	10	Started 07/10/79. Microfiche. C20-468. Biweekly.
Stock <u>Material</u> Request Cards	1	4	5	Biweekly. AC-1389. Departmental stores use.
Printing Services Requisitions	1	3	4	PEA-1469.
Property Assessment, Delinquent - Owners Known	-	P	P	Year 1928 only.
Supplementary Pension Savings Plan Auditor Quarterly Statements	5	10	15	Started 01/08/82. Microfiche. C05-425.
Supplementary Pension Savings Plan Biweekly Balances	5	-	5	Started 01/08/82. Microfiche. C05-210A.
Tax Sales	-	P	P	Discontinued record.

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02015

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		CITY AUDITOR		
		PAGE 7 OF 18		ISSUE DATE
RECORD SERIES TITLE	RETENTION PERIOD *			REMARKS
	OFFICE AREA	RECORDS CENTER	DESTROY AFTER	
<u>FINANCIAL ACCOUNTING AND REPORTS DIVISION</u>				
<u>Accounting Operations Section, con't,</u>				
Variance Allocation	10	-	10	Started 07/01/79. Year end. Annual. Microfiche. C40-766.
Work Orders	2	-	2	Interdivisional Work Order Request form. Destroy 2 years after performing job order is closed. AC-747.
Organizational Work Program Status Reports:				Started 07/01/80. Microfiche C40-380.
Period	2	-	2	
Final Period Year End	5	-	5	
Programmatic Work Program Status Reports:				Started 07/01/80. Microfiche. C40-382.
Period	2	-	2	
Final Period Year End	5	-	5	

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02016

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		CITY AUDITOR		
		PAGE 8 OF 18		ISSUE DATE
RECORD SERIES TITLE	RETENTION PERIOD *			REMARKS
	OFFICE AREA	RECORDS CENTER	DESTROY AFTER	
<u>FINANCIAL ACCOUNTING AND REPORTS DIVISION</u>				
<u>Payables Section</u>				
Analysis of Accrued Comp. Time, Vacation and Sick Leave Reports	3	-	3	Biweekly. Microfiche. C00-662.
Auto Allowance Record Cards	6mos.	4yrs., 6mos.	5	Record Card Attachment Removed from Direct Payment Request. Monthly. AC-1145.
C and CP Mileage Reports	3	2	5	Microfiche. Employee reimbursement for mileage (C) and parking garage (CP). Monthly. R04-100A.
Construction Contract Files	*		*	Record Copy - City Clerk. *Destroy after contract completed.
Commercial Warrant/Checks - Cancelled	6mos.	14yrs., 6mos.	15	Microfilm. Destroy original records after filming.
Commercial Warrant/Check Registers	6mos.	9yrs., 6mos.	10	Microfilm. Destroy original records after filming. C70-210.
Commercial Warrant/Check Vouchers	6mos.	14yrs., 6mos.	15	Microfilm. Destroy original records after filming.
Correspondence - Accounts Payable	1	4	5	
Document Cross Reference by Vendor (Cumulative report)				Microfiche. C70-610.
First Three Quarters				Destroy after superseded
Fourth Quarter	5	10	15	
Year-to-Date <u>Document/Check Cross Reference</u>				Microfiche. C70-240.
Each Accounts Payable Payday				Destroy after superseded
Final Year End/Accounts Payable Payday	10	5	15	

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02017

RECORDS TRANSFER AND RETENTION SCHEDULE		DEPARTMENT		
		CITY AUDITOR		
		PAGE 9 OF 18		ISSUE DATE
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	OFFICE AREA	RECORDS CENTER	DESTROY AFTER	
<u>FINANCIAL ACCOUNTING AND REPORTS DIVISION</u>				
<u>Payables Section, con't,</u>				
Employee Comp. Time and Leave Balance Listing	1	2	3	Microfiche. C00-276.
Employee Register	6mos.	9yrs., 6mos.	10	Alpha. Semi-Annual. Microfilm. Destroy original records after filming. C00-735.
Employee Retirement Contribution	6mos.	9yrs., 6mos.	10	Microfilm. Destroy original records after filming.
Encumbrance Listing	5	-	5	Microfiche. Period. C70-450.
Income Tax Return Folders:				
California	4	-	4	Annual
Federal	4	-	4	Annual
Industrial Leave Journal	5	5	10	Started 09/18/80. Biweekly. C00-264. Microfilm. Destroy original records after filming.
Accounts Payable <u>Master File</u> Report				Microfiche. C70-280.
Accounts Payable Payday	1	-	1	
Final Year End Accounts Payable Payday	10	-	10	
Payroll <u>Master File</u>	5	-	5	Microfiche. Biweekly. C00-027A.
Payments to Individuals for Income Tax Purposes	5	-	5	3 x 5 Cards
Pay Off Identification	5	-	5	AC-423.
Payroll Balance Forward	1	9	10	Microfilm after 09/14/72. Destroy original record after filming. C00-293

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02018

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		CITY AUDITOR		
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	OFFICE AREA	RECORDS CENTER	DESTROY AFTER	
<u>FINANCIAL ACCOUNTING AND REPORTS DIVISION</u>				
<u>Payables Section, con't,</u>				
Pension Payroll Balance Forward	1	9	10	Microfilm after 09/14/72. Destroy original record after filming. V00-109.
Payroll Change Notices:				AC-29.
Refiles	2	3	5	
Terminations	1	4	5	
Payroll Deduction Authorization Card - MECRO	*	-	*	*Retain until cancelled or employee terminates.
Miscellaneous <u>Payroll</u> Deduction Register	1	9	10	Microfilm 01/31/74 on. #776R. Destroy original records after filming.
Payroll Warrant/Check Registers	1	9	10	Microfilm #765R. Destroy original records after filming.
Pension Warrant/Check Register	1	9	10	Microfilm. Destroy original records after filming.
Payroll Warrants - Cancelled	6mos.	9yrs., 6mos.	10	Microfilmed since 02/26/73. Destroy original records after filming.
Retirement Payroll Warrants - Cancelled	6mos.	9yrs., 6mos.	10	Microfilmed since 02/26/78. Destroy original records after filming.
Payroll Warrants Outstanding/Paid Report	6mos.	-	6mos.	Record Copy - City Treasurer. Provided by the bank.
Purchase Orders Cancelled	2	-	2	
Request for Leave of Absence - Jury and Witness Duty	1	-	1	Record Copy - Personnel CS-1425A.
Salary and Wage Attachment Records	5	-	5	

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02019

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	OFFICE AREA	RECORDS CENTER	DESTROY AFTER	
<u>FINANCIAL ACCOUNTING AND REPORTS DIVISION</u>				
<u>Payables Section, con't,</u>				
Employee List of <u>Savings Bonds</u> Purchased Reports	1	-	1	Record Copy attached to dept. direct payment request file. C00-272A.
Quarterly <u>Sick Leave</u> Usage Reports	3	-	3	Microfiche. Quarterly. C00-637B.
State Social Security Tax Reports	5	-	5	Discontinued 06/30/81. Quarterly.
Timesheets	1	9	10	Microfilm. Destroy original records after filming.
Timesheet Pool Charts	2	-	2	Exclusive Pool Workers. This data also included on the regular Time Sheets.
W-2 Tax Withholding Listing	1	9	10	Annual. C00-865. Microfilm. Destroy original records after filming.
W-2P Tax Withholding Listing	1	9	10	Annual. V00-402. Microfilm. Destroy original records after filming.
W-4 Forms - Withholding Tax Exemption Certificates.	4*	-	4*	*4 years after cessation of active employment.

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02020

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	OFFICE AREA	RECORDS CENTER	DESTROY AFTER	
FINANCIAL ACCOUNTING AND REPORTS DIVISION				
<u>Financial Reports & Revenue Section</u>				
Accounts Receivable Reports:				Starting 06/11/82. Microfiche. C65-306A.
Detail Aged Outstanding				
Each Period	2	-	2	
Final Period at Year End	5	5	10	
Summary Aged Outstanding Report				C65-306B.
Each Period	2	-	2	
Final Period at Year End	5	5	10	
Detail Aged Outstanding Percentage/ Concession Return				C65-306C.
Each Period	2	-	2	
Final Period at Year End	5	5	10	
Utilities Detail Aged Outstanding				C65-326.
Each Period	2	-	2	
Final Period at Year End	5	5	10	
Utilities Summary Aged Outstanding				C65-328.
Each Period	2	-	2	
Final Period at Year End	5	5	10	
Utilities Aged Outstanding Percentage/ Concession Return				C65-330
Each Period	2	-	2	
Final Period at Year End	5	5	10	
Year End Purge				
Invoice Number Order	5	5	10	
Customer Account Number	5	5	10	
Accounts Receivable Ledger Cards	1*	4	5*	Discontinued 06/30/82. *After last activity.
Annual Financial Report Work Papers	3	17	20	
Bond and Coupon Redemption Transmittals	2	-	2	

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2-258330

02021

RECORDS TRANSFER AND RETENTION SCHEDULE		DEPARTMENT		ISSUE DATE
		CITY AUDITOR		
		PAGE 13 OF 18		
RECORD SERIES TITLE	RETENTION PERIOD *			REMARKS
	OFFICE AREA	RECORDS CENTER	DESTROY AFTER	
FINANCIAL ACCOUNTING AND REPORTS DIVISION				
<u>Financial Reports & Revenue Section, con't,</u>				
Bond Record Books	-	100	100	Years 1873-1941.
Bond Ledgers	2	3	5	Discontinued 06/30/79.
Bonds:				
Redeemed Bonds	*	10	10	*Transfer to Records Center after the conclusion of the FY in which the bonds or coupons were redeemed or cancelled.
Cancelled Bonds	*	10	10	
Coupons Redeemed	*	10	10	
Cash Receipts:				
Customer Guarantee - Utilities	1	4	5	UA-778 - Service deposit receipt.
Daily Summary of Collection - Utilities	1	-	1	Record Copy - Utilities UA-1448.
Official Receipt - Utilities	1	4	5	UA-735.
Official Receipt - Airports	1	4	5	GS-244.
Property Tags (Receipts) - Police	1	9	10	City revenue deposits only. PD-727.
Daily <u>Cash Receipts</u> Journal Voucher	6mos.	9yrs., 6mos.	10	Microfilm. Destroy original records after filming. AC-1221.
Estimate of Delinquent Improvement Tax	1	4	5	Annual
Financial Forms Issue Control and Tally Sheets	2*	-	2*	*Destroy pages 2 years after all issues on the page have been accounted for as used or cancelled.
General Ledger Closing Worksheets	10	-	10	C40-711.
Invoices:				
General	1	4	5	AC-22.
Property Department	1	4	5	PY-590.
Auxiliary	1	4	5	TR-156. Substitute for payment copy of original invoice.

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A-258330

RECORDS TRANSFER AND RETENTION SCHEDULE		DEPARTMENT		ISSUE DATE
		CITY AUDITOR		
		PAGE 14 OF 18		
RECORD SERIES TITLE	RETENTION PERIOD *			REMARKS
	OFFICE AREA	RECORDS CENTER	DESTROY AFTER	
<u>FINANCIAL ACCOUNTING AND REPORTS DIVISION</u>				
<u>Financial Reports & Revenue Section,</u> con't,				
Investments Reconciliation Folders	5	-	5	
Lease Agreements	1*	-	1*	Record Copy - City Clerk. *Destroy one year after lease termination.
Revenue Ledger: Period	1	-	1	Microfiche beginning 07/01/75. C40-750.
Final Period at Year End - Cumulative	10	90	100	Microfiche beginning 07/01/75. C40-750.
Daily Status of <u>Revenue</u>	3	-	3	Microfiche. C40-250.
Period <u>Revenue</u> Status Report Period	3	-	3	Microfiche. C40-350.
Final Period at Year End	10	5	15	
Period Project <u>Revenue</u> Status Period	1	-	1	Started 07/01/79. Microfiche. C40-352.
Final Period at Year End	10	-	10	
Stadium Authority: Appropriation Ledgers (Construction Only)	1	*	*	*Destroy 1-1-2001. Records no longer produced.
General Ledgers	1	*	*	*See Above.
Journal Vouchers	1	*	*	*See Above.
Monthly Statements and Work Papers	1	4	5	
Payment Vouchers	1	4	5	

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R- 258330

RECORDS TRANSFER AND RETENTION SCHEDULE		DEPARTMENT		
		CITY AUDITOR		
		PAGE 15 OF 18		ISSUE DATE
RECORD SERIES TITLE	RETENTION PERIOD *			REMARKS
	OFFICE AREA	RECORDS CENTER	DESTROY AFTER	
FINANCIAL ACCOUNTING AND REPORTS DIVISION				
<u>Capital Improvements Section</u>				
Advance Deposit Invoice and Statement	1	4	5	
Capital Improvements Program Status	5	5	10	Microfiche since 05/27/77. Period. C40-360.
Expenditures by Council Districts	5	5	10	Microfiche since 05/27/77. Period. C40-362.
Capital Projects <u>Financial Folders</u>	1*	9	10	*Transfer to Records Center 1 year after receipt of job order. AC-256 is signed off as having been completed.
Subdivisions <u>Financial Folders</u>	1*	9	10	*Transfer to Records Center 1 year after receipt of job order. AC-256 is signed off as having been completed.
Fixed Assets:				
Changes by Fund-Department -				
Period	3	-	3	Microfiche 06/30/78.
Annual	5	5	10	Microfiche 06/30/78.
Changes by Building Number	5	15	20	Microfiche 06/30/78. Annual.
By Fund/Department	5	15	20	Microfiche 06/30/77. Annual.
By Department	5	15	20	Microfiche 06/30/77. Annual.
Master File				Microfiche 06/30/76.
Period	1	-	1	
Final Period at Year End	5	15	20	
Inventory Reports from Departments	2	3	5	Annual. Returned with Inventory Certification by department head.
Job Order Report:				
Engineering Project Summary Report				C40-369.
Period	3	-	3	
Final Period at Year End	10	5	15	

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RECORDS TRANSFER AND RETENTION SCHEDULE		DEPARTMENT		
		CITY AUDITOR		
		PAGE 16 OF 18		ISSUE DATE
RECORD SERIES TITLE	RETENTION PERIOD *			REMARKS
	OFFICE AREA	RECORDS CENTER	DESTROY AFTER	
<u>FINANCIAL ACCOUNTING AND REPORTS DIVISION</u>				
<u>Enterprise Section</u>				
Utilities Daily Status of <u>Appropriations</u>	3	-	3	Microfiche. C40-221. Started 07/01/79.
Capital Assets and Depreciation Listings - Utilities	5	-	5	C91-020. Annual.
Utilities <u>Capital</u> Assets Work File	*	-	*	*IBM Cards. Retain until superseded
Central Garage Depreciation Listings	2	-	2	T00-359. Period.
Print Shop <u>Depreciation</u> Listing	2	-	2	C90-900. Annual.
Water Utilities Annual <u>Financial</u> Report	50	50	100	Bound Copy.
Water Utilities Annual <u>Financial</u> Report Work Papers	10	-	10	
Period <u>General</u> Ledger - Utilities	-	100	100	Started microfilming 07/01/68. Original records destroyed after filming. Record discontinued - combined with General City revenue ledger 07/01/75.
Daily Utilities <u>General</u> Ledger Trial Balance	2	-	2	Microfiche. C40-211.
Period Utilities <u>General</u> Ledger Trial Balance	2	-	2	Microfiche. C40-311.
Utilities Project to Date <u>Job</u> Order Report				Microfiche. C40-370.
Period	5	-	5	
Final Period at Year End	10	5	15	
Revenue Ledger - Utilites Period	-	100	100	Record discontinued. Combined with General City revenue ledger 07/01/75.

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R-258330

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RECORDS TRANSFER AND RETENTION SCHEDULE		DEPARTMENT		
		CITY AUDITOR		
		PAGE 17 OF 18		ISSUE DATE
RECORD SERIES TITLE	RETENTION PERIOD *			REMARKS
	OFFICE AREA	RECORDS CENTER	DESTROY AFTER	
<u>FINANCIAL ACCOUNTING AND REPORTS DIVISION</u>				
<u>Enterprise Section, con't,</u>				
Work Orders - Sewer	2	8	10	UD-915 with attachments contained in 8½ x 11 envelopes.
Work Orders - Water	2	8	10	UD-915 with attachments contained in 8½ x 11 envelopes.

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R-258320
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RECORDS TRANSFER AND RETENTION SCHEDULE		DEPARTMENT		
		CITY AUDITOR		
		PAGE 18 of 18		ISSUE DATE
RECORD SERIES TITLE	RETENTION PERIOD *			REMARKS
	OFFICE AREA	RECORDS CENTER	DESTROY AFTER	
<u>AUDIT DIVISION</u> <u>All Sections</u>				
Audit Reports	2	48	50	Microfilm after two years and send to Records Center. Destroy original records after filming.
Audit Report Work Papers	1	4	5	
General Files - Auditing	1	4	5	

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R-258330

0202

APR 25 1983

Passed and adopted by the Council of The City of San Diego on _____,
by the following vote:

Councilmen	Yeas	Nays	Not Present	Ineligible
Bill Mitchell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bill Cleator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gloria McColl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
William Jones	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ed Struiksma	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mike Gotch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dick Murphy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uvaldo Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mayor _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> VACANT

AUTHENTICATED BY:

BILL CLEATOR

Deputy Mayor of The City of San Diego, California.

(Seal)

CHARLES G. ABDELNOUR

City Clerk of The City of San Diego, California.

By Manuel G. Portocarrero, Deputy.

Office of the City Clerk, San Diego, California

Resolution R-258330 APR 25 1983
Number Adopted