

(R-83-1896)

RESOLUTION NUMBER R- 258598

Adopted on JUN 06 1983

BE IT RESOLVED, by the Council of The City of San Diego,
that the City Treasurer Department's Records Disposition
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
5/24/83
Or.Dept:Clerk
Form=r.none

EXHIBIT A

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RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

ITEM NO. (1)	TITLE AND DESCRIPTION OF RECORD SERIES (2)	RETENTION			REMARKS (10)
		DEPT. (3)	R.C. (4)	TOTAL (5)	
		CITY TREASURER			
		DIVISION			
					SCHED. NO. (6) 1
					DATE (7) PAGE (8)
1.	ADMINISTRATIVE POLICY FILES. Contains correspondence of the City Treasurer and records of policy of precedent nature generated by other department staff members.	4 years. Cut off at end of fiscal year.	P	P	Placement of records in this series by office staff must be approved by the Department Head.
2.	ADMINISTRATIVE WORKING FILES. Records maintained by the City Treasurer, Assistant City Treasurer, and other administrative personnel which relate to both the program and administrative functions of the office, department objectives, services, and special projects. The records reflect established policy and procedure. Includes memoranda, charts, reports, correspondence, working papers, and related records.	2 years. Cut off at end of fiscal year. (Review files at end of office retention period and file policy and precedent records in Administrative Policy Files series).	-	2yrs.	
3.	AFFIRMATIVE ACTION PROGRAM FOR BANKS FILES. Records which provide evidence that all banks doing business with the City are in compliance with the Affirmative Action Programs guidelines developed by the U.S. Treasury. Includes agreements with financial institutions, Affirmative Action Quarterly Reports of banks, correspondence, and memoranda. Arranged alphabetically by name of bank.	2 years	-	2yrs.	

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RECORDS DISPOSITION SCHEDULE

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ITEM NO. (3)	TITLE AND DESCRIPTION OF RECORD SERIES (4)	RETENTION			REMARKS (10)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
		DEPARTMENT (1) CITY TREASURER		SCHED. NO. (2) 1	DATE (5) PAGE (6)
		DIVISION		1	
4.	ASSESSMENT FILES. Documentation regarding improvements to designated areas. These improvements have been financed by use of Special Assessment Districts, primarily under the provisions of the 1911 Act, the 1913 Act and the 1915 Act. Includes records such as memoranda, reports, copies of resolutions, broker confirmation, correspondence, bond specimens, legal opinions, bond counselor correspondence, and Treasurer receipts. Arranged in two sections: General information and by Assessment District.	2 years	P	P	
5.	BOARDS AND COMMISSIONS FILES. Duplicate documentation submitted before meetings of the City Employees Retirement System Board of Administration and the Funds Commission. Includes records such as agendas, correspondence, reports, memoranda, broker confirmations, and investment counselor reports. Also contains agendas of several other boards and commissions to which the Treasurer is not a member. Arranged alphabetically by name of Board or Commission.	Destroy when no longer needed for reference.	-	-	
6.	DAILY CASH FORECAST FILES. A summary of City investment revenue estimates. Includes TR-SPEC 1 Daily Investment Summary; Community Bank daily debits and credits; bank statements; bank cash balances; Treasurer Cash Forecasts; and FM470 Revenue Estimates. Arranged alphabetically by report title.	2 years	-	2yrs.	

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RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

ITEM NO. (a)	TITLE AND DESCRIPTION OF RECORD SERIES (a)	RETENTION			REMARKS (c)
		DEPT. (b)	R.C. (d)	TOTAL (e)	
		DEPARTMENT (1) CITY TREASURER		SCHED. NO. (2) 1	DATE (3) PAGE (4)
		DIVISION		1	
7.	FUNDS COMMISSION MINUTES. Collected notes which record the proceedings of the Funds Commission. The Funds Commission has supervision over all trust, perpetuity, and investment funds of the City. Includes the minutes plus related documents. Arranged chronologically by meeting date.	2 years	P	P	
8.	MUNICIPAL BONDS FILES. Files which contain various documents relating to municipal bonds which have been issued by the City to raise money for municipal expense. Includes bond samples, CM1472 Request for Council Action, City Manager Reports, broker confirmations, memoranda, correspondence, bond counselor correspondence and legal opinions, bank statements, and receipts. These relate to improvements to facilities and general obligations.	Transfer to Records Center after bonds have been paid or cancelled, whichever is earlier.	2	2 years after bonds have been paid or cancelled, which ever is earlier.	
9.	ACCOUNTING REFERENCE MATERIALS. Includes non-record reference materials such as: Amris procedural manuals, interest tables, dividend rate charts, periodicals, articles, and pamphlets.	Destroy after reference value ceases.	-	-	

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RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION		REMARKS (10)	SCHED. NO. (2)	DATE (3)
		DEPT. (7)	R.C. (8)			
		CITY TREASURER			1	PAGE (4)
		DIVISION				
10.	BONDS FILES. Records related to both Municipal Bonds and performance bonds. Includes time deposit documents in lieu of cash performance bonds, tax anticipation notes, memoranda, bonds in lieu of registered bonds, special assessment bonds, and blank transfer checks.	Retain in office until bonds have been paid or cancelled, whichever is earlier.	3	Destroy 3 years after bonds have been paid or cancelled, which ever is earlier.		
11.	BOND INTEREST PAYMENTS. Documents the monthly payment of interest by the City on registered bonds. Includes Request for Direct Payment (AC-468) and report prepared by the Accounting Section. Arranged chronologically by month.	2 years	8	10yrs.		
12.	BANK RECONCILIATION FILES. Records utilized to compare balances between the Treasurer's record files and the bank's records. Includes check registers, AC1221 Daily Cash Receipts, bank Daily Paid reports, bank certification summaries, bank statements, and bank account reconciliation.	6 months	1yr. 6mos.	2yrs.		
13.	BOND REGISTER. Ledgers on which are recorded registered bonds which have been sold by the City. Entries are arranged chronologically by date of bond issue.	Retain in office until all bonds in the Register have been paid, thus closing the ledger.	P	P		

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RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

ITEM NO. (a)	TITLE AND DESCRIPTION OF RECORD SERIES (c)	DEPARTMENT (d)		SCHED. NO.(e)	DATE (b)	
		CITY TREASURER				
		DEPT. (f)	RETENTION	R.C. (g)	TOTAL (h)	REMARKS (10)
14.	CASH LEDGER. Loose leaf ledger containing forms TR-1036 Cash Ledger, which provide a listing of all daily cash transactions. Arranged by bank account number.	3 years		-	3yrs.	
15.	DAILY BATCH WORK FILES. Contains records used to reconcile individual cash receipts with the City Auditor computer summary of cash receipts. Includes Daily Cash Receipts (AC-1221), cash register receipts, and Daily Batch Proof Listing. Arranged alphabetically by subject.	6 months		1yr. 6mos.	2yrs.	
16.	FUND RECONCILIATION FILES. Records utilized to compare balances between subsidiary records and a control record. Includes amortization schedules, records of purchases and sales, notes, mortgages, cost worksheets, Income Summary Reports, AC1221 Daily Cash Receipts, and bond summaries. Arranged chronologically by fiscal year.	2 years		3	5yrs.	
17.	MANUAL PAYMENTS FILES. Document the transfer of funds from general City bank account to commercial checking accounts to cover special payroll expenses. Includes memoranda, correspondence, and payroll deposit tickets. Arranged chronologically.	2 years		-	2yrs.	

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RECORDS DISPOSITION SCHEDULE

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ITEM NO. (s)	TITLE AND DESCRIPTION OF RECORD SERIES (c)	DEPARTMENT (c)		SCHED. NO.(z)	DATE (c)
		CITY TREASURER			
		DIVISION		1	PAGE (a)
		RETENTION			REMARKS (r)
		DEPT. (b)	R.C. (b)	TOTAL (b)	
18.	APPLICATION FOR MUNICIPAL BUSINESS LICENSE. Applications submitted to the City Treasurer by individuals who desire to engage in a business which, according to the Municipal Code, requires a City approved license. Arranged numerically by license number.	1 year	4	5 yrs.	
19.	APPLICATION FOR MUNICIPAL BUSINESS LICENSE RENEWAL. Form DP-1300, required to renew any business license after the time period specified on the original license. Arranged chronologically by payment date.	1 year	2	3 yrs.	
20.	APPLICATION FOR REFUND FILES. Form AC-1006, requested by the City Treasurer, for the City Auditor to initiate a refund to a member of the public for a payment made under mistake of law or fact. Includes the application, civil subpoenas, copies of personal checks, Form TR272 for return of business license or remittance, and correspondence. Arranged chronologically by date of application.	3 years	-	3 yrs.	Record Copy: City Auditor

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EXHIBIT A

RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

ITEM NO. (s)	TITLE AND DESCRIPTION OF RECORD SERIES (s)	RETENTION			REMARKS (10)
		DEPT. (7)	R.C. (8)	TOTAL (6)	
		CITY TREASURER			
		DIVISION			
				1	SCHED. NO. (4) PAGE (5)
					DATE (3)
24.	BUSINESS LICENSE AND TRANSIENT OCCUPANCY TAX REFERENCE MATERIALS. Includes nonrecord reference materials such as: Business License information, Industrial Classification Manual, codes and legal opinions, Transient Occupancy Tax information, periodicals and articles.	Destroy after reference value ceases.	-	-	
25.	OFFICIAL RECEIPTS FOR BUSINESS LICENSES. Receipts (AC1218) which have been initiated by the City Treasurer for money received from the general public as payment for business licenses. Arranged chronologically by date of receipt.	3 years	-	3 yrs.	
26.	AMBULANCE INVOICES. Billings issued to the public for services performed through City contract agreement by private ambulance companies. Includes TR-33 Invoice and AC-22 General Invoice. a. Paid b. Uncollectible	2 years after final payment. 2 years after written off as uncollectible.	- -	2 years after final payment. 2 years after written off.	

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RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

ITEM NO. (a)	TITLE AND DESCRIPTION OF RECORD SERIES (b)	RETENTION			REMARKS (c)
		DEPT. (d)	R.C. (e)	TOTAL (f)	
27.	AMBULANCE WORKING FILES. Records which relate to activities involving provision of ambulance services. Includes memoranda, correspondence, transport sheets, transport payments for ambulance activities, and copies of AC-1221 Daily Cash Receipt and AC-468 Request for Direct Payment. Arranged numerically by invoice number.	2 years	-	2yrs.	
28.	CLAIMS DATA FILES. Back-up documentation from other City departments relative to claims the City has initiated against individuals. Includes invoices, police accident reports, damage reports, memoranda and correspondence. Arranged alphabetically by name of debtor.	Retain in office until claim is paid.	-	Until claim is paid.	
29.	COLLECTION AGENCY REFERRALS. Accounts which have been turned over to private agencies for collection of funds owed to the City. Includes TRI545 Library Referral, TRI083 Treasurer Referral, collection agency paid accounts, correspondence, and lists of debtors. Arranged chronologically by fiscal year, alphabetically thereunder by name of debtor.	2 years after debt is either paid or written off, whichever is earlier.	-	2 years after debt is either paid or written off, whichever is earlier.	
30.	COLLECTIONS SUBJECT FILES. Records which are used in the program function of the collections section. They relate to services, special projects, and activities which reflect the established procedures of the department. Includes memoranda, correspondence, court documents, probate notices, collection agency lists, payments to collection agencies, legal opinions, and uncollectible ambulance accounts. Arranged alphabetically by subject.	1 year	1	2yrs.	

DEPARTMENT (g)
CITY TREASURER

SCHED. NO. (h)
1

DATE (i)

DIVISION

PAGE (j)
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RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

ITEM NO. (a)	TITLE AND DESCRIPTION OF RECORD SERIES (d)	RETENTION			REMARKS (e)
		DEPT. (b)	R.C. (c)	TOTAL (e)	
		DEPARTMENT (f) CITY TREASURER		SCHED. NO. (g) 1	DATE (h) PAGE (i)
		DIVISION		1	
31.	DAILY CASH RECEIPTS. Form AC-1221, a deposit slip summary of all cash receipts initiated by the City Treasurer for money received from the general public; also receipts from other City departments, along with a monetary deposit, for money received by the other department from the public. Arranged chronologically by date of receipt.	3 years	-	3yrs.	Record Copy: City Auditor
32.	OFFICIAL RECEIPTS. Form AC-1218 initiated by the City Treasurer for money received from the public; also includes receipts received from other City departments for money received by the other department from the public. Arranged chronologically by date of cash receipt.	1 year	2	3yrs.	
33.	REQUEST FOR DIRECT PAYMENT. Form AC-468, initiated as a request to the Auditor to issue a check to cover an overpayment made to the City Treasurer. Arranged numerically by Direct Payment number.	2 years	-	2yrs.	

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CITY OF SAN DIEGO

RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES (4)	RETENTION			REMARKS (10)
		DEPT. (7)	R.C. (6)	TOTAL (8)	
		CITY TREASURER			
		DIVISION			
		SCHED. NO. (2)			DATE (3)
		1			PAGE (4)
37.	PAYROLL DOCUMENTS. Records created concerning employees of the City Treasurer's office. These refer to general office payroll practices. Includes pay scales, payroll printouts, Merit Pay Increase Eligibility Records, Salary Tables, insurance forms, Payroll Deduction Register, and related records.		-	-	
38.	PERSONNEL FILES - INDIVIDUAL. Contains records for current and past employees of the department. Most records are copies of the official records maintained by the Personnel Department, but some information and forms are original documents. Records include Employee Performance Reports, Leave Slips, payroll change notices, Payroll Deductions, Merit Increases, Certificates of Merit, letters of commendation or appreciation, individual emergency notification information, records of on-the-job related disease or illness and work history. Also included are records relating to change of name, promotion, demotion, reclassification, transfer, termination, reinstatement, or retirement.				
	a. Current employees		-	*	*Determination of final disposition pending review and approval by Personnel Department.
	b. Transferring employees		-	*	
	c. Terminated employees		-	*	

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RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

ITEM NO. (a)	TITLE AND DESCRIPTION OF RECORD SERIES (c)	RETENTION			REMARKS (f)
		DEPT. (d)	R.C. (e)	TOTAL (g)	
		DEPARTMENT (h) CITY TREASURER			SCHED. NO. (i) 1
		DIVISION			DATE (j) PAGE (k) 1
41.	<p>PARKING CITATIONS. TR-1050 Parking Citations are issued by the Police Department for enforcement of laws applicable to parking violations within the City. The City Treasurer is responsible for collection of these fines.</p> <p>a. Original Citations</p> <p>b. Paid Citations</p>	<p>1 year</p> <p>1 year after payment.</p>	<p>2</p> <p>2</p>	<p>3 yrs.</p> <p>3 years after payment.</p>	
	<p>c. Original Out-of-State Citations</p> <p>d. Microfilm</p> <p>e. Microfiche</p>	<p>3 years</p> <p>3 years</p> <p>3 years</p>	<p>-</p> <p>-</p> <p>-</p>	<p>3 yrs.</p> <p>3 yrs.</p> <p>3 yrs.</p>	
42.	<p>PARKING CITATIONS BAD CHECK BINDERS. Documentation of parking citations which have been paid with a check that is uncollectible. Includes parking violator's original check, copies of the check, and notations regarding which citation was paid. Arranged in two categories, Paid and Unpaid, and thereunder alphabetically by name of violator.</p> <p>a. Original Paid</p> <p>b. Unpaid</p>	<p>1 year</p> <p>3 years</p>	<p>2</p> <p>-</p>	<p>3 yrs.</p> <p>3 yrs.</p>	

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RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

ITEM NO. (3)	TITLE AND DESCRIPTION OF RECORD SERIES (4)	RETENTION		REMARKS (100)	SCHED. NO.(2)	DATE (5)
		DEPT. (7)	R.C. (8)			
		CITY TREASURER			1	
		CITY TREASURER				
43.	<p>PARKING CITATION COMPUTER REPORTS. Monitor parking citation activities, including revenues and expenses; and also provide statistical information regarding parking citations. Includes Monthly Statistical Report, Monthly Parking Citation Report, Citation Dismissal Listing, Citations with Fees Due the Department of Motor Vehicles, Holds Paid to the Department of Motor Vehicles, and Citations for Collection to Datacom. Arranged alphabetically by report name.</p> <p>a. Paper Copy</p> <p>b. Microfiche</p>			-	-	
44.	<p>PARKING CITATIONS INTERNAL PROCEDURAL MANUALS. Descriptions of procedures unique to and/or developed by the City Treasurer's Parking Citations section.</p> <p>a. Original/Record Copies</p> <p>b. Duplicate</p>			-	3yrs.	

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RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

ITEM NO. (1)	TITLE AND DESCRIPTION OF RECORD SERIES (4)	RETENTION			REMARKS (10)
		DEPT. (2)	R.C. (3)	TOTAL (6)	
		DEPARTMENT (1) CITY TREASURER			SCHED. NO. (2) 1
		DIVISION			DATE (3) PAGE (4)
45.	PARKING CITATION REFERENCE MATERIALS. Includes nonrecord reference materials such as: Department of Motor Vehicles procedures manuals, Vehicle Registration Inquiry Manual, Payment Statistics, periodicals, articles and pamphlets.	2 years	-	-	
46.	PARKING CITATIONS WORKING FILES. Records which relate to services, projects and activities of the Parking Citations section. The records reflect established policy and procedure. Includes correspondence, memoranda, letters of intent, route slips, bankruptcy agency files, duplicate agency agreements, legislation, and records which document the distribution of funds.	2 years	-	2 yrs.	
47.	REQUEST FOR COURT APPEARANCE. Form TR-PC-1512. This request is forwarded to the court when a parking violator chooses to review the citation in court rather than pay the fine. Non-record material. Arranged numerically by court docket number.	6 months after court date is arranged.	-	6 months after court date is arranged.	
48.	REQUEST FOR DIRECT PAYMENT FOR PARKING CITATIONS. Consists of duplicate Form AC-468 initiated as a request to the Auditor to issue a check to cover refunds for parking citations, or distribution of funds. Arranged chronologically by date of Request, thereunder numerically by Direct Payment number. a. Refunds b. Distribution of Funds	1 year 3 years	- -	1 yr. 3 yrs.	Record Copy: City Auditor EXHIBIT A

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RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

ITEM NO. (a)	TITLE AND DESCRIPTION OF RECORD SERIES (c)	RETENTION		REMARKS (e)	SCHED. NO. (b)	DATE (d)
		DEPT. (b)	R.C. (b)			
		CITY TREASURER			1	PAGE (4)
		DIVISION				
49.	INVESTMENTS FILES. Records which relate to investment of City funds. Includes Certificates of Deposit, bank agreements, correspondence, receipts, statistical data, broker financial reports, interest history, bank rates, and AC301 Workload Statistics. Arranged alphabetically by subject.	2 years, or after the term of agreement expires, whichever is later.	3	5 years, or after the term of agreement expires, whichever is later.		
50.	INVESTMENT TRANSACTIONS FILES. Documents all City Treasurer actions relating to government securities and time deposits in which the City invests. Includes TR-103 Bank Deposit Authorizations, Coupon Issue Purchases Investment Authorization, broker confirmations, and TR-101 Disc and Repo Investment Authorization. Arranged chronologically by quarter.	Retain in office until maturity date of investment + 2.	3	5 years after maturity date of investment.		
51.	MONEYMAX STATISTICAL REPORTS. Computer generated reports listing all daily transactions from investment accounts. Includes Earned Interest Summary, Funds Table, Interest Allocation, MoneyMax Transaction Listing, Time Deposit General Journal, and Government Securities General Journal. Arranged by report title.	2 years	3	5 yrs.		
52.	TIME DEPOSIT INTEREST RECEIPTS. Computer generated records containing information relating to the interest received quarterly on each time deposit investment. Arranged chronologically by quarter, thereunder by name of bank.	3 years	2	5 yrs.		

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RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

ITEM NO. (3)	TITLE AND DESCRIPTION OF RECORD SERIES (4)	RETENTION			REMARKS (10)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
		CITY TREASURER			
		DIVISION			
					SCHED. NO.(2) 1
					DATE (5) PAGE (6)
53.	ASSESSMENT ROLLS - UNPAID ASSESSMENTS. Summary of all actions which have occurred with regard to payment in which Special Assessments have been used as a financing method for providing improvements. The Assessment Roll is arranged by bond series.	2 years	P	P	
54.	ASSESSMENT WORKING FILES. Records relating to the Treasurer's involvement in collecting payment for assessment districts. Includes correspondence, memoranda, records of payment information, deferred assessment program information, forms for foreclosure, coupon return forms, monthly reports, and computer billings.	Retain for 2 years after final payment or action on any subject, whichever is earlier.	-	2 years after final payment or action on any subject, which ever is earlier.	
55.	CANCELLED BONDS FILES. Contains bonds which have been issued for municipal improvements which will eventually be paid for through the use of special assessment districts. Contains cancelled and redeemed bonds, certificates of sale of property, correspondence, security receipts, revenue estimates, and Request for Direct Payment. Duplicate records. Arranged numerically by bond series.	Retain in office for 1 year after entire bond issue is retired.	3	3 years after entire bond issue is retired.	
56.	CERTIFICATES OF SALE. Documents property sold for non-payment of principle, and interest of bonds which had been issued to represent assessments for improvements. Contains Certificate of Sale of Property (TR-885) and newspaper notifications. Bound volumes arranged numerically by Certificate number.	5 years after redemption.	-	5 years after redemption.	

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RECORDS DISPOSITION SCHEDULE

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ITEM NO. (a)	TITLE AND DESCRIPTION OF RECORD SERIES (a)	RETENTION			REMARKS (c)
		DEPT. (b)	R.C. (b)	TOTAL (b)	
		CITY TREASURER			
		DIVISION			
				1	SCHED. NO. (2) PAGE (4)
					DATE (3)
57.	COUPONS. Interest and dividend certificates which have been cut off from bonds and delivered to the City for payment. These have been redeemed for special assessment district improvements. Duplicate records. Arranged by date of payment, thereunder by bond series.	Retain for 1 year after entire bond issue is retired.	3	3 years after entire bond issue is retired.	Record Copy: City Auditor
58.	BOND RECORD CARDS. Commonly referred to as Kardex. Documents payments by the City to purchasers of Municipal Bonds which have been issued for assessments. Arranged in two sub-groups: Active Kardex, and Inactive Kardex; thereunder by bond series.	10 years after the last coupons to bondholders have been paid, thus cancelling the bond.	11	21 years after the last coupons have been paid.	
59.	IMPROVEMENT DISTRICT BILLING MASTER CARDS. Computer generated cards which duplicate information contained on Bond Record Cards. Initial reports on payments for issued bonds. Arranged chronologically by date of card.	Retain until final payment of coupons make Bond Record Cards inactive.	-	Until final payment of coupons make Bond Record Cards inactive.	
60.	NOTIFICATION OF BONDHOLDERS OF BONDS PAID IN FULL. Sent to Bondholders to inform them that the assessment for which their bond was issued has been paid in full; and that if they submit their remaining coupons, they would now receive full payment. Includes a copy of the notification plus a log summarizing all notifications. Arranged by bond series.	3 years	18	21yrs.	

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RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

ITEM NO. (a)	TITLE AND DESCRIPTION OF RECORD SERIES (c)	DEPARTMENT (i) CITY TREASURER			SCHED. NO. (z)	DATE (r)		
		DIVISION					1	PAGE (s)
		RETENTION						
		DEPT. (j)	R.C. (k)	TOTAL (t)	REMARKS (u)			
61.	PENDENCY OF ACTION NOTICES. Filed with the courts for the purpose of warning all persons that the title to certain property is in litigation. Includes notices plus correspondence. Arranged chronologically by date of notice.	10 years	-	10 yrs.				
62.	REQUEST FOR DIRECT PAYMENT FOR COUPONS. AC-468. Initiated as a request to the Auditor to issue a check for instant payment upon presentation of coupons from bondholders. Duplicate records. Arranged chronologically by date of Request.	3 years	-	3 yrs.		Record Copy: City Auditor		
63.	30 DAY CASH PAYMENT RECEIPT. Form 1002, documents payments and redemption of certain bonds. Arranged numerically by receipt number.	Retain for life of the bond series + 1 year.	4	Life of bond series + 5 years.				
64.	APPLICATIONS FOR TRANSIENT OCCUPANCY REGISTRATION CERTIFICATE. Form TR-172. Documents hotel registration for the purpose of collection and remittance to the City Treasurer of Transient Occupancy Tax. Arranged in two categories: year-round rentals, and summer rentals.	2 years after cessation of business.	-	2 years after cessation of business.				
65.	RETURN OF TAX COLLECTED ON TRANSIENT OCCUPANCY. Form TR-63, sent by the hotel operators along with the actual payment of Transient Occupancy Tax funds which they have collected. Arranged by hotel number.	5 years	-	5 yrs.				

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CITY OF SAN DIEGO

RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

ITEM NO. (a)	TITLE AND DESCRIPTION OF RECORD SERIES (c)	DEPARTMENT (d) CITY TREASURER			SCHED. NO.(z) 1	DATE (b)	
		DIVISION					PAGE (k)
		RETENTION					
DEPT. (f)	R.C. (h)	TOTAL (g)	REMARKS (10)				
66.	TRANSIENT OCCUPANCY TAX FILES. Documentation pertaining to the collection of Transient Occupancy Tax. Includes correspondence, AC-22 General Invoice, and envelopes on re-funds.	4 years after cessation of business.	-	4 years after cessation of business.			
67.	UNPAID TRANSIENT OCCUPANCY TAX INVOICES FILES. Records pertaining to the collection of Transient Occupancy Tax which has not been paid when due and has been turned over to bankruptcy court or to collection agencies. Includes AC-22 General Invoice, audit sheets, return envelopes from hotels, and reports from field audits. Arranged by invoice number.	2 years after debt is either paid or written or, whichever is earlier.	-	2 years after debt is either paid or written off, which ever is earlier.			

EXHIBIT A

R-258598 00747

Passed and adopted by the Council of The City of San Diego on JUN 06 1983,
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gloria McCall	<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 Roger Hedgecock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AUTHENTICATED BY:

ROGER HEDGECOCK
Mayor of The City of San Diego, California.

(Seal)

CHARLES G. ABDELNOUR
City Clerk of The City of San Diego, California.

By *Maxwell L. Portocarrero*, Deputy.

Office of the City Clerk, San Diego, California

Resolution Number R-258598 Adopted JUN 06 1983