

**TOWN OF SAN ANSELMO  
RESOLUTION NO. 3558**

**A RESOLUTION SETTING POLICY FOR THE ORDERLY DESTRUCTION OF  
RECORDS OF THE ADMINISTRATION AND FINANCE OFFICE WHICH HAVE NO  
PRESENT OR FUTURE USE TO THE TOWN OF SAN ANSELMO, AND RESCINDING  
RESOLUTION NO 1425.**

WHEREAS, Section 34090 of the Government Code authorizes the legislative body of a Town by resolution and the written consent of the Town Attorney to permit the head of a Town department to destroy any Town record, document, book or paper, under his/her charge, without making a copy thereof (except as specified in Sections 34090(a), (b), (c), (d) and (e), and

WHEREAS, there is annually an increase in the quantity of records on file and it is desirable, therefore, to provide for the destruction of records which are no longer needed,

WHEREAS, the City Clerk's Association of California initiated and sponsored SB 742 (Brulte) to change state law relating to records management and retention, and

WHEREAS, SB 742 was signed into law September 7, 1999, incorporating records series used throughout local government agencies in California, and


NOW, THEREFORE, BE IT RESOLVED, that the Town Council of the Town of San Anselmo by this resolution authorizes the Town Administrator and/or the Finance Director to destroy the following records as they attain the designated ages, as outlined in Exhibit A, Records Retention Schedule, prepared from the "Local Government Records Retention Guidelines, 1999" document, and

BE IT FURTHER RESOLVED, that any records not included in Exhibit A shall be retained in accordance with the "Local Government Records Retention Guidelines, 1999" and updates as posted by the California Secretary of State.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of San Anselmo, held on the 22nd day of May, 2001 by the following vote:

AYES: Breen, Chignell, Kilkus, Kroot, Hodgens  
NOES: (None)  
ABSTAIN: (None)  
ABSENT: (None)

ATTEST:

  
Debra Stutsman, Town Clerk

**Town of San Anselmo  
Administration and Finance Department  
Records Retention Schedule  
08/20/07  
EXHIBIT A**

<b>ADMINISTRATION/ TOWN CLERK</b>	<b>Perman- ent</b>	<b>2 years</b>	<b>4 years</b>	<b>5 years</b>	<b>6 years</b>	<b>7 years</b>	<b>10 years</b>
Legal Case Records, Minutes, Ordinances, Resolutions, Municipal Code, Franchise agreements, Records mgmt. Disposition records	X						
Applications to Boards/Commissions		X (not selected)		X (selected)			
Tapes (Audio/Video)		3 months					
Public Records Request, working admin files, agendas, staff reports, brochures, publications		X					
Administrative Policies, Council directives (when superseded)		X					
Legal Advertising, Records Retention Schedules, Grants			X				
Contracts & Agreements				X			
<b>ELECTIONS</b>	<b>Permane nt</b>	<b>2 years</b>	<b>4 years</b>	<b>5 years</b>	<b>6 years</b>	<b>7 years</b>	<b>10 years</b>
Canvass, Campaign disclosure forms (elected), historical election material	X						
Notifications & Publications		X					
Candidate's statements, nomination papers, certificates of election (after termination)			X				
Campaign disclosure and Statement of Economic Interests (not elected)				X			
Oaths of office (after termination of official)					X		
Campaign disclosure for measures & Statement of Economic Interests (elected, after termination)						X	

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<b>FINANCE</b>	<b>Perm- anent</b>	<b>2 years</b>	<b>4 years</b>	<b>5 years</b>	<b>6 years</b>	<b>7 years</b>	<b>10 years</b>
General Ledger, Assessment Districts, Audit Reports, Investment Transactions, State Controller's report, Payroll register, budget, PERS reports	X						
Bank Statements, warrant register, invoices, journal entries, budget adjustments (After Audit)		X					
Accounts Payable, Receivable, Deposits, Receipts, Fixed Asset Inventory, Payroll adjustments, Salary Records, surplus property, Audit Reports, Federal & State tax reports (After Audit)			X				
Business License			X				
Bank Reconciliations, Checks (After Audit)				X			
Employee time sheets (After Audit)					X		
Financial reports (After Audit)						X	
Bonds							X
<b>GRANTS:</b>	<b>Perm- anent</b>	<b>2 years</b>	<b>4 years</b>	<b>5 years</b>	<b>6 years</b>	<b>7 years</b>	<b>10 years</b>
Unsuccessful grants		X					
CDBG, Federal and State Grants, Financial Records (upon closeout of grant and depending on grant application closeout procedure.				X			

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<b>HUMAN RESOURCES:</b>	<b>Perm- anent</b>	<b>2 years</b>	<b>4 years</b>	<b>5 years</b>	<b>6 years</b>	<b>7 years</b>	<b>10 years</b>
Personnel Records, Benefit Plan Claims, Union negotiations, PERS, Social Security, medical leaves, classifications and appointments	X						
Employee Handbook, Programs, rights grievances, etc (after superseded/terminated), recruitment, reports, surveys, studies, travel records		X					
Recruitment reports			X				
DMV Pull Program, Hourly employees (after termination)					X		
Training Records					X		
<b>RISK MANAGEMENT</b>	<b>Perm- anent</b>	<b>2 years</b>	<b>4 years</b>	<b>5 years</b>	<b>6 years</b>	<b>7 years</b>	<b>10 years</b>
Insurance Bonds, Agreements, certificates, Liability/Property and Workers Compensation	X						
Damage Claims				X			
Incident/Accident Reports						X	