



## MEMORANDUM

**To:** Sonia R. Carvalho, City Attorney

**Date:** June 10, 2024

**From:** Brian Sternberg  
Library Services Director

**Subject:** Request for Destruction of Records

The Library Service Agency requests your consent to destroy City records on the attached listing, in accordance with the retention schedule outlined in the City Council Resolution 2013-014.

Please review this report and return a signed and dated copy of the attached page approving the destruction of records.

Thank you.

A handwritten signature in black ink, appearing to read "Brian Sternberg", is written over a horizontal line.

Brian Sternberg (Jul 1, 2024 12:57 PDT)

Brian Sternberg  
Executive Director  
Library Services Agency

**CITY OF SANTA ANA  
 OBSOLETE RECORDS DESTRUCTION SCHEDULE  
 LIBRARY SERVICES AGENCY  
 July 16, 2024**

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORDS START DATE	RETENTION PERIOD	GOV'T CODE/ REMARKS	BOX NO.
Admin SVCS (Under Community Development Agency)	CDBG/ ESG/ HPRP	Grant documents and all supporting documents ((surveys))	FY 2016-2017	4 Years from FY date	GC 34090 24CFR 570.502 24 CFR 85.42	1
Admin SVCS (Under Community Development Agency)	CDBG/ ESG/ HPRP	Subrecipient binders ((CDBG application))	FY 2007- June 2011	5 Years from FY date	Code of Civil Procedures Sec. 337 GC 34090	2
Admin SVCS (Under Community Development Agency)	CDBG/ ESG/ HPRP	Subrecipient binders ((CDBG application))	FY 2010-2011	5 Years from FY date	Code of Civil Procedures Sec. 337 GC 34090	3
Admin SVCS (Under Community Development Agency)	CDBG/ ESG/ HPRP	Subrecipient binders ((CDBG application))	FY 2010-2012	5 Years from FY date	Code of Civil Procedures Sec. 337 GC 34090	4
Admin SVCS (Under Community Development Agency)	CDBG/ ESG/ HPRP	Subrecipient binders ((CDBG application))	FY 2011-2013	5 Years from FY date	Code of Civil Procedures Sec. 337 GC 34090	5
Admin SVCS (Under Community Development Agency)	CDBG/ ESG/ HPRP	Subrecipient binders ((CDBG application))	FY 2012-2014	5 Years from FY date	Code of Civil Procedures Sec. 337 GC 34090	6
Admin SVCS (Under Community Development Agency)	CDBG/ ESG/ HPRP	Subrecipient binders ((CDBG application))	FY 2013-2014	5 Years from FY date	Code of Civil Procedures Sec. 337 GC 34090	7
Admin SVCS (Under Community Development Agency)	CDBG/ ESG/ HPRP	Subrecipient binders ((CDBG application))	FY 2014-2015	5 Years from FY date	Code of Civil Procedures Sec. 337 GC 34090	8
Admin SVCS (Under Community Development Agency)	CDBG/ ESG/ HPRP	Subrecipient binders ((CDBG application))	FY 2014-2015	5 Years from FY date	Code of Civil Procedures Sec. 337 GC 34090	9
Admin SVCS (Under	CDBG/ ESG/ HPRP	Subrecipient binders ((CDBG	FY 2014-2015	5 Years from FY date	Code of Civil Procedures	10

**EXHIBIT 2**

Community Development Agency)		application))			Sec. 337 GC 34090	
Admin SVCS (Under Community Development Agency)	CDBG/ ESG/ HPRP	Subrecipient binders ((CDBG application))	FY 2015-2016	5 Years from FY date	Code of Civil Procedures Sec. 337 GC 34090	11
Admin SVCS (Under Community Development Agency)	CDBG/ ESG/ HPRP	Subrecipient binders ((CDBG application))	FY 2016- 2017	5 Years from FY date	Code of Civil Procedures Sec. 337 GC 34090	12
Economic Development (Under Community Development Agency)	Workforce Investment Act (WIA) & Special Projects	WIA Forms (enrollment and various participation forms)	FY 2015-2016	6 years	29CFR, Part 97.42 (b)(2)	13
Economic Development (Under Community Development Agency)	Workforce Investment Act (WIA) & Special Projects	Participant payroll records (timecards, participant profiles, payroll printouts)	FY 2015-2016	6 years	29CFR, Part 97.42 (b)(2)	13
Economic Development (Under Community Development Agency)	Workforce Investment Act (WIA) & Special Projects	WIA Forms (enrollment and various participation forms)	FY 2016-2017	6 years	29CFR, Part 97.42 (b)(2)	14
Economic Development (Under Community Development Agency)	Workforce Investment Act (WIA) & Special Projects	Participant payroll records (timecards, participant profiles, payroll printouts)	FY 2016-2017	6 years	29CFR, Part 97.42 (b)(2)	14
Economic Development (Under Community Development Agency)	Workforce Investment Act (WIA) & Special Projects	WIA Forms (enrollment and various participation forms)	FY 2017-2018	6 years	29CFR, Part 97.42 (b)(2)	15
Economic Development (Under Community Development Agency)	Workforce Investment Act (WIA) & Special Projects	Participant payroll records (timecards, participant profiles, payroll printouts)	FY 2017-2018	6 years	29CFR, Part 97.42 (b)(2)	15
Official personnel files	Miscellaneous Documents	Documents not specifically mentioned but kept in official personnel files ((Volunteer applications- non-medical related))	FY 2010-2013	5 years	29 CFR 1602.30-32 & WCLC, Section 3212	16
Official personnel files	Miscellaneous Documents	Documents not specifically mentioned but kept in official personnel	FY 2010-2013, FY 2015-2016	5 years	29 CFR 1602.30-32 & WCLC, Section 3212	17

		files ((Volunteer applications- non-medical related))				
Official personnel files	Miscellaneous Documents	Documents not specifically mentioned but kept in official personnel files ((Volunteer applications- non-medical related))	FY 2016-2017	5 years	29 CFR 1602.30-32 & WCLC, Section 3212	18
Official personnel files	Miscellaneous Documents	Documents not specifically mentioned but kept in official personnel files ((Volunteer applications- non-medical related))	FY 2017-2018	5 years	29 CFR 1602.30-32 & WCLC, Section 3212	19
Official personnel files	Miscellaneous Documents	Documents not specifically mentioned but kept in official personnel files ((Volunteer applications- non-medical related))	FY 2018-2019	5 years	29 CFR 1602.30-32 & WCLC, Section 3212	20

PREPARED BY:

CONSENT BY:



7/1/24

Maria Castro  
 Senior Management Analyst  
 Library Services Agency

Date



Brian Sternberg (Jul 1, 2024 12:57 PDT)

Brian Sternberg  
 Executive Director  
 Library Services Agency

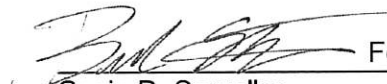
Date

RECORDS DESTROYED:

APPROVED BY:

20

Number of Boxes



Sonia R. Carvalho  
 City Attorney

For 7/1/2024

Date






# MEMORANDUM

Final Audit Report

2024-07-01

Created:	2024-07-01
By:	Ella Sepulveda (msepulveda@santa-ana.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAtleEOjOHlrXGfZq3X-y-KfQZw2zuN4Aw

## "MEMORANDUM" History

-  Document created by Ella Sepulveda (msepulveda@santa-ana.org)  
2024-07-01 - 7:52:46 PM GMT
-  Document emailed to Brian Sternberg (bsternberg@santa-ana.org) for signature  
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-  Email viewed by Brian Sternberg (bsternberg@santa-ana.org)  
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-  Document e-signed by Brian Sternberg (bsternberg@santa-ana.org)  
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