



MEMORANDUM

To: Sonia R. Carvalho
City Attorney **Date:** March 11, 2025

From: Ali Pezeshkpour
Acting Executive Director Planning and Building Agency

Subject: Request for Destruction of Records

The Planning and Building Agency requests your consent to destroy City records listed on the attached listing in accordance with the retention schedule outlined in the City Council Resolution 2013-014.

Please review and return a signed and dated copy of the attached pages approving the destruction of these records.

Thank you.

CITY OF SANTA ANA
OBSOLETE RECORDS DESTRUCTION SCHEDULE
PLANNING AND BUILDING AGENCY
 March 2025

| RECORD CATEGORY | RECORD SERIES | RECORD DESCRIPTION | RECORD START DATE/ RETENTION PERIOD | RECORD PERIOD | GOVT. CODE | NO. OF BOXES |
|----------------------|---|---|--|-------------------------|--------------|--------------|
| Payroll | Exception Sheets | Forms to charge labor expenditures to applicable Fund and Activity other than home account. | Date Prepared + 3 years | 01/31/2010 - 06/30/2021 | - | 11 |
| | Leave of Absence (Except Medical Leaves; see Personnel Services Schedule) | | Pay Period Date + 2 years | 01/31/2010 - 06/30/2021 | GC 34090 (d) | |
| Investigation Notice | Violations | Noncompliance with City codes. | Closure Date; Until Settled + 2 Years | 11/03/1986 – 12/30/2022 | GC 34090 | 106 |

PREPARED BY:



04/30/2025

Francine Villareal
 Senior Management Analyst

Date

CONSENT BY:



4/30/25

Ali Pezeshkpour
 Acting Executive Director
 Planning & Building Agency

Date

RECORDS DESTROYED:

117

Number of Boxes

APPROVED AS TO FORM:

Sonia R. Carvalho
 City Attorney



4/30/2025

Melissa M. Crosthwaite
 Senior Assistant City Attorney

Date