



## MEMORANDUM

**To:** Sonia Carvalho  
City Attorney

**Date:** March 17, 2022

**From:** Steven A. Mendoza  
Assistant City Manager

**Subject:** Request For Destruction Of Records

The Community Development Agency requests your consent to destroy the city records identified on the attached listing in accordance with the retention schedule outlined in City Council Resolution 2013-014.

**CITY OF SANTA ANA  
OBSOLETE RECORDS DESTRUCTION SCHEDULE  
COMMUNITY DEVELOPMENT AGENCY  
APRIL 2022**

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE/RETENTION PERIOD	RECORD PERIOD	GOVT. CODE	BOX NO.
Payroll	Exception Sheets	Forms to charge labor expenditures to applicable Fund and Activity other than home account	3 years	January 2013 – December 2014	GC 34090 (d)	1
Payroll	Leave of Absence	Forms to charge labor expenditures to applicable Fund and Activity other than home account	2 years	January 2013 – December 2014	GC 34090 (d)	1
Admin Services	CDA Reports	Audited Agency Financial Statements, Redevelopment Agency Annual Report (Report to State Controller)	10 Years from FY date	July 1983 – June 2011	Code of Civil Procedures Sec. 337 GC 34090	2
Admin Services	Agreements	Contracts entered into by the Agency and City relating to goods, services, legal settlements and program responsibilities; includes joints powers agreements	4 years	January 1985 – January 2011	Code of Civil Procedures Sec. 337 GC 34090	2
Admin Services	Bonds	Authorization/public hearing/prospectus/proposals/certificates/notices (transcripts)/registers/statements	Plus 10 years	December 1985 – June 2006	Code of Civil Procedures Sec. 336a, 337.5	7
General CDA	Project Files	Project Files including correspondence, reports, and relevant back-up documentation	3 years	Prior to January 2012	Code of Civil Procedures Sec. 337 GC 34090	20
Economic Development	Workforce Investment Board (WIB)	Subgrantee Agreements, Plans, Participant And Fiscal Reports	6 years	September 2009 – March 2014	29CFR, Part 97.42(b)(2)	1
Economic Development	Workforce Investment Board (WIB)	Procurement Records And RFPS	6 years	March 2013	29CFR, Part 97.42(b)(2)	1
Economic Development	Workforce Investment Act (WIA) & Special Projects	Contracts And Other Backup Data For Processing Invoice	6 years	July 2008 – June 2011	29CFR, Part 97.42(b)(2)	4
Economic Development	Workforce Investment Act (WIA) & Special Projects	Oversight And Monitoring Reports Including Backup Data And Program Operator Audit Reports	6 years	July 2006 – June 2009	29CFR, Part 97.42(b)(2)	1
Economic Development	Workforce Investment Act (WIA) & Special Projects	Participant Payroll Records (Timecards, Participant Profiles, Payroll Printouts)	6 years	January 2013 – December 2014	29CFR, Part 97.42(B)(2)	1
Economic Development	Federal Empowerment Zone Grant	Oversight and monitoring reports including backup data and program operator audit reports	5 years	October 2014	29CFR, Part 97.42(b)(2)	1
Economic Development	Workforce Investment Board (WIB)	Subgrantee agreements, plans, participant and fiscal reports	6 years	PY 2001 – PY 2012	29CFR, Part 97.42(b)(2)	3

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE/RETENTION PERIOD	RECORD PERIOD	GOVT. CODE	BOX NO.
Housing	Loan Files	CDBG Loans Paid-Off, CalHome Rehab, NSP/ANR, Mobile Home Hardship Program Loans Paid-Off, HOME Rehab Loans. Loans have been forgiven or loans Paid-Off; Ineligible loan files;	5 Years	2010 - 2016	Code of Civil Procedures Sec. 337 GC 34090	26
Housing	NSP/HOME/HOPWA	Grant documents and all supporting documents: applications, reports, contracts, project files, proposal, statements, sub-recipient dockets, environmental review, inventory, consolidated plans, CAPERS, etc.	4 years from FY date	2003 - 2004 July 2011 - June 2012	GC 34090 24 CFR 570.502 24 CFR 85.42	3
Housing	Development, General Subject Files, Projects	Internal working files including correspondence	2 Years	2001 - 2013	24 CFR 85.42	2
Housing	Housing Programs	Planning/Redevelopment Agency files.	Plus 2 Years	2001 - 2013	GC 34090	6

PREPARED BY:

Bianca L. Zurita 3/17/22  
 Bianca L. Zurita Date  
 Commission Secretary

CONSENT BY:

Steven A. Mendoza  
 Steven A. Mendoza Date  
 Assistant City Manager/Executive Director

RECORDS DESTROYED:

82  
 Number of Boxes

APPROVED BY:

Sonia Carvalho for March 29, 2022  
 Sonia Carvalho Date  
 City Attorney