

MEMORANDUM

Cubicate	Request for Destruction of Records			
From:	Kathryn Downs Executive Director, FMSA			
To:	Sonia R. Carvalho, City Attorney	Date:	August 1, 2023	

The Finance & Management Services Agency requests your consent to destroy city records on the attached listing, in accordance with the retention schedule outlined in 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 FINANCE AND MANAGEMENT SERVICES AGENCY September 2023

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			RECORD START	RECORD	GOVT.	
RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	DATE/RETENTION			BOX NO.
			PERIOD	PERIOD	CODE	
Accounts Payable	Vendor Payment	All Invoices and Supporting	Beginning Grant	07/01/06-	34090	3
, toobarne i ayabib	Documents (All	documentation for disbursements for	Period +10 years	06/30/09	0.000	Ŭ
Accounts Payable	Vendor Payment	All Invoices and Supporting	Beginning Grant	12/22/10-	34090	5
7 toobunto i ayabic	Documents (All	documentation for disbursements for	Period +10 years	12/30/10	04000	
Accounts Payable	Vendor Payment	All Invoices and Supporting	Beginning Grant	06/23/11-	34090	7
7 toobunto i ayabic	Documents (All	documentation for disbursements for	Period +10 years	09/29/11	04000	l '
	Accounts Payable)	City expenditures	1 chod i to years	03/23/11		
Accounts Payable	Vendor Payment	All Invoices and Supporting	Beginning Grant	10/06/11-	34090	8
Accounts rayable	Documents (All	documentation for disbursements for	Period +10 years	12/15/11	34030	
Accounts Payable	Vendor Payment	All Invoices and Supporting	Beginning Grant	12/15/11-	34090	9
Accounts rayable	Documents (All	documentation for disbursements for	Period +10 years	12/13/11	04000	
	Accounts Payable)	City expenditures	Fellou + 10 years	12/22/11		
Accounts Payable	Vendor Payment	All Invoices and Supporting	Beginning Grant	01/05/12-	34090	10
Accounts Fayable	-		Period +10 years		34090	10
Accounts Payable	Documents (All Vendor Payment	documentation for disbursements for All Invoices and Supporting	Beginning Grant	02/23/12 03/01/12-	34090	11
Accounts Payable		documentation for disbursements for			34090	''
	Documents (All		Period +10 years	04/05/12		
Accounte Develo	Accounts Payable)	City expenditures	Paginnia - Crast	04/40/40	24000	10
Accounts Payable	Vendor Payment	All Invoices and Supporting	Beginning Grant	04/12/12-	34090	12
	Documents (All	documentation for disbursements for	Period +10 years	05/31/12		
A	Accounts Payable)	City expenditures	Death 1 C 1	00/07/10	0.4000	10
Accounts Payable	Vendor Payment	All Invoices and Supporting	Beginning Grant	06/07/12-	34090	13
	Documents (All	documentation for disbursements for	Period +10 years	06/28/12		
	Accounts Payable)	City expenditures				
Accounts Payable	Vendor Payment	All Invoices and Supporting	Beginning Grant	07/01/10-	34090	14
	Documents (All	documentation for disbursements for	Period +10 years	06/30/12		
	Accounts Payable)	City expenditures				
Accounts Payable	Vendor Payment	All Invoices and Supporting	Beginning Grant	08/23/12-	34090	20
	Documents (All	documentation for disbursements for	Period +10 years	09/27/12		
	Accounts Payable)	City expenditures				
Accounts Payable	Vendor Payment	All Invoices and Supporting	Beginning Grant	10/04/12-	34090	21
	Documents (All	documentation for disbursements for	Period +10 years	11/08/12		
	Accounts Payable)	City expenditures	-			
Accounts Payable	Vendor Payment	All Invoices and Supporting	Beginning Grant	11/15/12-	34090	22
	Documents (All	documentation for disbursements for	Period +10 years	01/24/13		
	Accounts Payable)	City expenditures				
Accounts Payable	Vendor Payment	All Invoices and Supporting	Beginning Grant	01/31/13-	34090	23
·	Documents (All	documentation for disbursements for	Period +10 years	03/21/13		
	Accounts Payable)	City expenditures				
Accounts Payable	Vendor Payment	All Invoices and Supporting	Beginning Grant	03/28/13-	34090	24
ĺ	Documents (All	documentation for disbursements for	Period +10 years	05/16/13		
	Accounts Payable)	City expenditures		00, 10, 10		
Accounts Payable	Vendor Payment	All Invoices and Supporting	Beginning Grant	05/23/13-	34090	25
	Documents (All	documentation for disbursements for	Period +10 years	06/27/13	0.000	-
	Accounts Payable)	City expenditures	. Silou : 10 yours	00,21,10		
Accounts Receivable	Department Request	Source documentation of Accounts	Date Received in	07/01/18-	34090	17
, toodanto i toodivasio	to Issue Accounts	Receivable invoices from various	Accounting +3	06/30/19	0.000	· · ·
	Receivable Invoice	departments	vears	00/00/19		1
Accounts Receivable	Department Request	Source documentation of Accounts	Date Received in	07/01/19-	34090	18
Accounts Necelvable	to Issue Accounts	Receivable invoices from various	Accounting +3	06/30/20	34090	10
	Receivable Invoice		_	00/30/20		
Appropriation		departments Changes to City budgets as approved	years Date prepared +3	07/01/17-	34090	31
	Reports			06/30/20	34090] 31
Adjustments Ranks	Transfer Activity	by the City Council and/or City Documents pertaining to the wiring of	years Date prepared +3		34090;	1
Banks	-			07/01/13-	· · · · · · · · · · · · · · · · · · ·	I 1
	Records	funds to/from bank accounts	years	06/30/14	53607	
Donko	Transfer A -+1: ::+: :	Decuments portaining to the culture of	Data property : 0	07/04/44	24000	_
Banks	Transfer Activity	Documents pertaining to the wiring of	Date prepared +3	07/01/14-	34090;	2
	Records	funds to/from bank accounts	years	06/30/15	53607	1
	1					<u> </u>
D 1	T 6 4 0 0	n	D (07/01/:-	0100-	
Banks	Transfer Activity Records	Documents pertaining to the wiring of funds to/from bank accounts	Date prepared +3 years	07/01/15- 06/30/16	34090; 53607	4

CITY OF SANTA ANA OBSOLETE RECORDS DESTRUCTION SCHEDULE FINANCE AND MANAGEMENT SERVICES AGENCY September 2023

Banks	Statements	Statements relating to investment banking	Received +3 years	07/01/16- 06/30/18	34090; 53607	6
Banks	Daily Bank Balance Report	Reports of daily banking activity	Date prepared +3 years	05/01/18- 08/01/18	34090	15
Banks	Daily Bank Balance Report	Reports of daily banking activity	Date prepared +3 years	09/01/18- 12/01/18	34090	16
Banks	Statements & Accounts Reconcilement	Lists all bank-cleared City checks	Date prepared +3 years	07/01/18- 06/30/20	34090	19
Banks	Daily Bank Balance Report	Reports of daily banking activity	Date prepared +3 vears	01/01/19-	34090	26
Banks	Statements	Statements relating to investment banking	Received +3 years	06/01/17- 06/30/19	34090; 53607	27
Banks	Daily Bank Balance Report	Reports of daily banking activity	Date prepared +3 years	05/01/19- 07/01/19	34090	28
Banks	Daily Bank Balance Report	Reports of daily banking activity	Date prepared +3 vears	08/01/19- 10/01/19	34090	29
Banks	Daily Bank Balance Report	Reports of daily banking activity	Date prepared +3 vears	02/01/20- 05/01/20	34090	30

PREPARED BY:

Sarah Ro Date

Accounting Manager

CONSENT BY:

Kathryn Downs

Date

Executive Director

Finance & Management Services Agency

DESTRUCTION OF THESE RECORDS APPROVED BY:

for

Sonia R. Carvalho

8/28/2023

City Attorney