



## EXHIBIT 1

# MEMORANDUM

**To:** Sonia R. Carvalho, City Attorney **Date:** August 1, 2023

**From:** Kathryn Downs  
Executive Director, FMSA

**Subject:** Request for Destruction of Records

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**

| RECORD CATEGORY           | RECORD SERIES   | RECORD DESCRIPTION  | RECORD START DATE/RETENTION PERIOD   | RECORD PERIOD     | GOVT. CODE   | BOX NO. |
|---------------------------|---|---|--------------------------------------|-------------------|--------------|---------|
| Accounts Payable          | Vendor Payment Documents (All                           | All Invoices and Supporting documentation for disbursements for                   | Beginning Grant Period +10 years     | 07/01/06-06/30/09 | 34090        | 3       |
| Accounts Payable          | Vendor Payment Documents (All                           | All Invoices and Supporting documentation for disbursements for                   | Beginning Grant Period +10 years     | 12/22/10-12/30/10 | 34090        | 5       |
| Accounts Payable          | Vendor Payment Documents (All Accounts Payable)         | All Invoices and Supporting documentation for disbursements for City expenditures | Beginning Grant Period +10 years     | 06/23/11-09/29/11 | 34090        | 7       |
| Accounts Payable          | Vendor Payment Documents (All                           | All Invoices and Supporting documentation for disbursements for                   | Beginning Grant Period +10 years     | 10/06/11-12/15/11 | 34090        | 8       |
| Accounts Payable          | Vendor Payment Documents (All Accounts Payable)         | All Invoices and Supporting documentation for disbursements for City expenditures | Beginning Grant Period +10 years     | 12/15/11-12/22/11 | 34090        | 9       |
| Accounts Payable          | Vendor Payment Documents (All                           | All Invoices and Supporting documentation for disbursements for                   | Beginning Grant Period +10 years     | 01/05/12-02/23/12 | 34090        | 10      |
| Accounts Payable          | Vendor Payment Documents (All Accounts Payable)         | All Invoices and Supporting documentation for disbursements for City expenditures | Beginning Grant Period +10 years     | 03/01/12-04/05/12 | 34090        | 11      |
| Accounts Payable          | Vendor Payment Documents (All Accounts Payable)         | All Invoices and Supporting documentation for disbursements for City expenditures | Beginning Grant Period +10 years     | 04/12/12-05/31/12 | 34090        | 12      |
| Accounts Payable          | Vendor Payment Documents (All Accounts Payable)         | All Invoices and Supporting documentation for disbursements for City expenditures | Beginning Grant Period +10 years     | 06/07/12-06/28/12 | 34090        | 13      |
| Accounts Payable          | Vendor Payment Documents (All Accounts Payable)         | All Invoices and Supporting documentation for disbursements for City expenditures | Beginning Grant Period +10 years     | 07/01/10-06/30/12 | 34090        | 14      |
| Accounts Payable          | Vendor Payment Documents (All Accounts Payable)         | All Invoices and Supporting documentation for disbursements for City expenditures | Beginning Grant Period +10 years     | 08/23/12-09/27/12 | 34090        | 20      |
| Accounts Payable          | Vendor Payment Documents (All Accounts Payable)         | All Invoices and Supporting documentation for disbursements for City expenditures | Beginning Grant Period +10 years     | 10/04/12-11/08/12 | 34090        | 21      |
| Accounts Payable          | Vendor Payment Documents (All Accounts Payable)         | All Invoices and Supporting documentation for disbursements for City expenditures | Beginning Grant Period +10 years     | 11/15/12-01/24/13 | 34090        | 22      |
| Accounts Payable          | Vendor Payment Documents (All Accounts Payable)         | All Invoices and Supporting documentation for disbursements for City expenditures | Beginning Grant Period +10 years     | 01/31/13-03/21/13 | 34090        | 23      |
| Accounts Payable          | Vendor Payment Documents (All Accounts Payable)         | All Invoices and Supporting documentation for disbursements for City expenditures | Beginning Grant Period +10 years     | 03/28/13-05/16/13 | 34090        | 24      |
| Accounts Payable          | Vendor Payment Documents (All Accounts Payable)         | All Invoices and Supporting documentation for disbursements for City expenditures | Beginning Grant Period +10 years     | 05/23/13-06/27/13 | 34090        | 25      |
| Accounts Receivable       | Department Request to Issue Accounts Receivable Invoice | Source documentation of Accounts Receivable invoices from various departments     | Date Received in Accounting +3 years | 07/01/18-06/30/19 | 34090        | 17      |
| Accounts Receivable       | Department Request to Issue Accounts Receivable Invoice | Source documentation of Accounts Receivable invoices from various departments     | Date Received in Accounting +3 years | 07/01/19-06/30/20 | 34090        | 18      |
| Appropriation Adjustments | Reports   | Changes to City budgets as approved by the City Council and/or City               | Date prepared +3 years               | 07/01/17-06/30/20 | 34090        | 31      |
| Banks                     | Transfer Activity Records                               | Documents pertaining to the wiring of funds to/from bank accounts                 | Date prepared +3 years               | 07/01/13-06/30/14 | 34090; 53607 | 1       |
| Banks                     | Transfer Activity Records                               | Documents pertaining to the wiring of funds to/from bank accounts                 | Date prepared +3 years               | 07/01/14-06/30/15 | 34090; 53607 | 2       |
| 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 Reconciliation | 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 years | 01/01/19-04/01/19 | 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 years | 08/01/19-10/01/19 | 34090        | 29 |
| Banks | Daily Bank Balance Report            | Reports of daily banking activity         | Date prepared +3 years | 02/01/20-05/01/20 | 34090        | 30 |

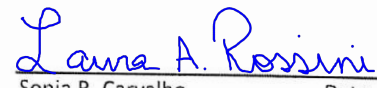
PREPARED BY:

 8-1-23  
\_\_\_\_\_  
Sarah Ro Date  
Accounting Manager

CONSENT BY:

  
Kathryn Downs (Aug 1, 2023 16:57 PDT)  
\_\_\_\_\_  
Kathryn Downs Date  
Executive Director  
Finance & Management Services Agency

DESTRUCTION OF THESE RECORDS APPROVED BY:

 8/28/2023  
for Sonia R. Carvalho Date  
City Attorney