RESOLUTION R1011-13

A RESOLUTION AUTHORIZING DESTRUCTION OF CERTAIN RECORDS

WHEREAS, Ordinance #404 provides for retention and disposal of certain records of the City; and

WHEREAS, Chapter 166 of the Oregon Administrative Rules provides a General Records Retention Schedule for Oregon Cities (Division 200); and

WHEREAS, certain records of the City of Gold Beach have met or exceeded the statutory retention timelines and can now be destroyed.

NOW, THEREFORE, BE IT RESOLVED that the City of Gold Beach City Council hereby authorizes destruction of certain City records as specifically listed on the attached EXHIBIT A.

PASSED BY THE CITY COUNCIL OF THE CITY OF GOLD BEACH, COUNTY OF CURRY, STATE OF OREGON, and EFFECTIVE THIS 11ITH DAY OF JANUARY 2011.

SIGNED BY:

James H. Wernicke, Mayor

REVIEWED BY:

attached

Lauren Somers, City Attorney

Jodi Fritts, Administrative Services Director

ATTEST:

Ellen Barnes, City Administrator

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REVIEWED BY:

Lauren Somers, City Attorney

Jodi Fritts, Administrative Services Director

ATTEST:

Ellen Barnes, City Administrator

RESOLUTION R1011-13
EXHIBIT A

UTILITY RECORDS
FOR THE YEARS 2002 TO 2007

Utility accounts receivable/payable
Leak adjustments/corrections
Meter reads

GENERAL FINANCIAL RECORDS

Accounts payable: 2007
Accounts receivable: 2003 to 2007
AR counter batches 2006 to 2008
AR business license batches 2006 to 2008

PAYROLL RECORDS

Payroll accounts payable (AFLAC, Nationwide, medical insurance): 1996 to 2003
Payroll deductions (AFLAC, Nationwide, medical insurance): 1996 to 1998
Payroll quarterlies: 1999

ORDINANCE NO. 404

AN ORDINANCE PROVIDING FOR THE RETENTION AND DISPOSAL OF RECORDS OF CITY OF GOLD BEACH

THE CITY OF GOLD BEACH ORDAINS AS FOLLOWS:

Section 1. RECORD RETENTION SCHEDULE.

The schedules of record retention provided in OAR chapter 166, as authorized by ORS 192.105 and 357.895, govern the retention and disposal of all records on file in each department of the City.

Section 2. CERTIFICATE OF AUTHORIZATION

Records that have been retained beyond the retention period shall not be destroyed without prior written authorizatio. Written authorization shall be in the form of a resolution listing the items or groups of items to be destroyed, approved by the City Council, reviewed by the City Attorney and Department Head, signed by the Mayor and attested by the City Administrator. The approved resolution shall become authorization to destroy the described records.

Section 3. REPEAL

All previous ordinances and resolutions governing retention and disposal of records of the City of Gold Beach are hereby repealed.

PASSED AND ADOPTED by the City Council of the City of Gold Beach, State of Oregon, on the 28th day of January, 1986.

APPROVED by the Mayor on the 28th day of January, 1986.

Anne Brownell
ANNE BROWNELL, Mayor

ATTEST:

Robert A. Gray
ROBERT A. GRAY
City Administrator