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**RESOLUTION NO. 08-17**

**A RESOLUTION OF THE ALBANY CITY COUNCIL AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS AND DONATION OF CERTAIN RECORDS TO THE ALBANY HISTORICAL SOCIETY.**

**WHEREAS**, Government Code Section 34090 et seq. authorizes City Department Heads to destroy those City records, documents, instruments and books or papers that are no longer required to be retained by the City;

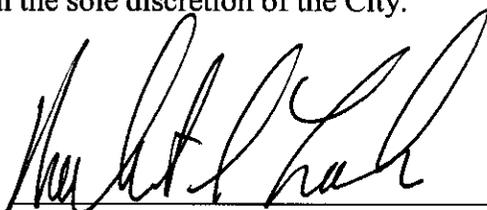
**WHEREAS**, the City Attorney has reviewed and consented to the destruction of the records; and

**WHEREAS**, the City Council is required to approve of the destruction of the records.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Albany that it does hereby authorize the Head of the City Department specified in Exhibit A, attached and made a part hereto, to destroy the City records, documents, books or papers under his/her charge, as described in that certain Exhibit A.

**BE IT FURTHER RESOLVED** that the City Clerk is authorized to donate the records to the Albany Historical Society under terms and conditions, as approved by the City Administrator.

**BE IT FURTHER RESOLVED** that the City require a written document from the Historical Society acknowledging receipt of the documents with a condition that they would not be used for any profit or commercial purposes without the expressed written approval of the City, said approval being in the sole discretion of the City.

  
\_\_\_\_\_  
ROBERT S. LIEBER  
MAYOR

**CITY OF ALBANY**  
**RECORDS DESTRUCTION LIST**  
**Treasurer \_\_\_\_\_ DEPARTMENT**

Vault Records  
**Prepared by:** Kim Denton

Approved for Destruction *Kim Denton* 3/20/08  
Department Head Date

*Robert Zwick* 3/25/08  
City Attorney Date

**Location                      Description                      Inclusive Dates**

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See Attached List

Attachment to Records Destruction List-Resolution # 08-17

Treasurer Department-Items in Vault

Albany Historical Society would like to take possession of all items except those marked "must shred" and will then dispose of those they don't want.

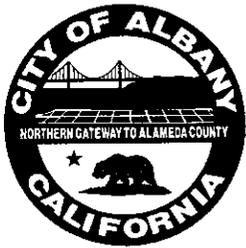
Bank of America checkbook & statements from 1995	
Closed account	<i>(Must shred)</i>
2 boxes inventory City Property Records by dept.	undated
binder Proposals for actuarial svcs. - Pension Plan	2000
3 copies binders Pension Invest. Perform. Analysis	
through Merrill Lynch	1984
Receipts Ledgers 1980-81, 1978-79, 1974-78, 1982-83	
Investment Reports	1985-86
Treasurer's Reports	1980-81
Bond Register Assess. Dist. #3 Series 1-61	1976
Bond Register Solano Av. Beautif. Assess. Dist 1-71	
File-Solano Ave. Beautif. Assess. Dist. 1-71	
Auditor's Record file for Solano Ave. Beautif. Assess. Dist #1-71	<i>(Must shred)</i>
Cancelled Bonds for Solano Ave. Beautif. Assess. Dist. #1-71	
5 Lighting Assess. Ledgers	1971-1976
Cash Disbursement Book	1957-1960
Treasurer's Account Books	1968-69, 69-70, 70-71
Cash Receipts Book	1956-63
6 files Masonic Ave. Street Lighting Assess.	1969-1972
Journal Entries ledger	1956-67
Allocation of Cash Receipts ledger	1956-67
Paid Tax Redemptions ledger	1957-64
Original ledger	1971-75
Time Deposits ledger	1974-75
4 San Pablo Ave Str. Assessment files	1967-71
11 Savings Passbooks (City & Pension) closed accts.	1976-1980 <i>(must shred)</i>
Solano Ave. Str. Light. Assess Phase II Tax bills files	1970-75
Masonic Av. Str. Light Assess tax bills files	1970-75
4 files Withholding Tax Sheets	1943-50 <i>(must shred)</i>
6 General Ledgers	1960's & 70's
9 Bank Deposits-Cash Receipts Journals	1931-48
San Pablo Str. Improvement Bond ledger	1935-40
Bond Register	1915
Delinquent Tax Sales (newspaper publications)	1914
Blank Ledger-personal property	
Unpaid Taxes ledger	1967-70
Index-Delinquent Tax Roll	1966-67
Cash ledger	1908-09
General Ledger	1976-78
Taxes Collected ledger	1967-68
Street Assessment ledger	1941-42

Assessment District #3 ledger	1961
List of Assessments 1911 Sidewalk Liens	1955-57
North Outfall Sewer Assessment ledger	1932
San Pablo Lighting Assessment ledger	1934
Solano Ave. Lighting Assessment ledger	1929
Plumbers Examinations ledger	1930's
Bond Register-Assess. District	1952
Bond Scrapbook #1	
Bond Scrapbook Solano Ave.	
Disbursements ledger	1920-30, 1928-29
Disbursements ledger	1926-28
Register of Street Bonds ledger	1919-28
Delinquent Street Opening Assess. Sales ledger	1928
Election Memorabilia	
Misc. file-duplicate	1970's

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Metal file box with misc. Library Board files from 1960's & 70's  
*(Albany Librarian to see if they want records)*

Misc. network back-up tapes from previous back-up system  
*(Tapes to be properly destroyed by I.T. personnel)*  
 Misc. floppy disks containing outdated software (pre-Windows versions)  
*(To be tossed out/recycled)*



# City of Albany

1000 SAN PABLO AVENUE • ALBANY, CALIFORNIA 94706-2295

**CITY ADMINISTRATOR**  
PH. (510) 528-5710  
FAX (510) 528-5797

**CITY ATTORNEY**  
PH. (510) 524-9205  
FAX (510) 526-9190

**CITY CLERK**  
PH. (510) 528-5720  
FAX (510) 528-5797

**CITY COUNCIL**  
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FAX (510) 528-8914  
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Childcare Program  
PH. (510) 524-0135  
• Senior Center  
PH. (510) 524-9122  
FAX (510) 524-8940  
• Teen Center  
PH. (510) 525-0576

**RESOLUTION NO.** 08-17

PASSED AND APPROVED BY THE COUNCIL OF THE CITY OF ALBANY,

this 7th day of April, 20<sup>08</sup>, by the following votes:

**AYES:** Council Members Atkinson, Javandel, Okawachi, Wile & Mayor Lieber

**NOES:** None

**ABSENT:** None

WITNESS MY HAND AND THE SEAL OF THE CITY OF ALBANY, this 11th  
day of April, 20<sup>08</sup>.

JACQUELINE L. BUCHOLZ, CMC  
CITY CLERK

*The City of Albany is dedicated to maintaining its small town ambience, responding to the needs of the community,  
and providing a safe, healthy environment now and in the future.*



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