Cathedral City

CITY CLERK

REQUEST TO DESTROY OBSOLETE RECORDS

PAGE 1 OF _____ PAGE(S)

Office of Record: _____ Media: _____ Date Prepared: _____
Department Paper Files / Audio/Video Tapes / Disks

File Code	Records Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity

The above records are submitted for destruction in accordance with Resolution 2015- and schedules and Resolution SA 2015- and schedule adopted by City Council on July 22, 2015.

Submitted by:_____ Date:_____
Department Head

Approved:_____ Date:_____
City Clerk

Approved:_____ Date:_____
City Attorney

DATE OF DESTRUCTION:_____