

Resolution 23-11
of the
San Mateo County Harbor District
to
Authorize the Destruction of Records

Whereas, the Board of Harbor Commissioners approved the Records Management Policy by adopting Resolution 19 — 96 on July 17, 1996, and

Whereas, a list of records for destruction has been compiled and approved by the General Manager, the Harbor Masters, and the District Counsel.

Therefore, be it resolved that the records listed in the Exhibit A - Records for Destruction, incorporated by reference herein, may be disposed of in any manner determined by the General Manager, consistent with all relevant regulations.

Approved this 5th day of October, 2011 at the regular meeting of the Board of Harbor Commissioners by a recorded vote as follows:

For: Bernardo, Campbell, Padreddii, Parravano, Tucker

Against: None


Abstaining: None

Absent: None

Attested

BOARD OF HARBOR COMMISSIONERS


Debbie Nixon
Deputy Secretary


Pietro Parravano
President

LIST OF RECORDS FOR DESTRUCTION

EXHIBIT A

FY= Fiscal Year
CY= Calendar Year

# OF BOXES		YEAR	DESCRIPTION	DESTROY YEAR	KEEP FOR
1	FY	1989-1990	Accounts Payable	1995	5
4	FY	2000-2001	Accounts Payable	2006	5
4	FY	2001-2002	Accounts Payable	2007	5
5	FY	2002-2003	Accounts Payable	2008	5
6	FY	2003-2004	Accounts Payable	2009	5
5	FY	2004-2005	Accounts Payable	2010	5
1	FY	1991-1992	Accounts Receivable	1997	5
1	FY	1988-1994	Accounts Receivable	1999	5
1	FY	2001-2002	Accounts Receivable	2007	5
1	FY	1998-2004	Accounts Receivable	2009	5
1	FY	2002-2004	Accounts Receivable	2009	5
1	FY	2005-2006	Accounts Receivable	2011	5
1	FY	95/96, 96/97	Bank Reconciliation	2002	5
1	FY	2000-2001	Bank Reconciliation	2006	5
1	FY	2005-2006	Bank Reconciliation	2011	5
1	FY	2/97-6/01	Cancelled Checks	2011	10
1	CY	1970-1972	General Correspondence	1977	4
1	CY	1984-1988	General Correspondence	1993	4
1	CY	1994	General Correspondence	1999	4
1	FY	1958-1966, 1969-1973, 1974-1981	Ledgers	1988	7
1	FY	1980-1986	Ledgers	1993	7
1	FY	1993-1995	Ledgers	2002	7
1	FY	1997-1999	Ledgers	2006	7
1	FY	8/1999-11/1999	Ledgers	2006	7
1	FY	1999	Ledgers	2006	7
1	FY	1999-2000	Ledgers	2007	7
1	FY	2002-2003	Ledgers	2010	7
1	CY	1/95-12/95	Meeting Packets	2008	12
1	CY	1/96-5/96	Meeting Packets	2009	12
1	CY	6/96-10/96	Meeting Packets	2009	12
1	CY	10/96-12/96	Meeting Packets	2009	12
1	CY	1/97-6/97	Meeting Packets	2010	12
1	CY	7/97-12/97	Meeting Packets	2010	12
1	CY	1997	Meeting Packets	2010	12
1	CY	1998	Meeting Packets	2011	12

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EXHIBIT A

FY= Fiscal Year
CY= Calendar Year

# OF BOXES	YEAR	DESCRIPTION	DESTROY YEAR	KEEP FOR	
1	FY	1981-1995	Payroll Employee Reference Report	2002	7
1	FY	1988-1994	Payroll Employee Reference Report	2001	7
1	CY	1991	Purchase Orders	1997	5
1	FY	2002	Receipts	2007	5
1	FY	2005	Receipts	2010	5
1	FY	07/05-10/05	Receipts	2010	5
1	FY	1/02-6/30/02	Receipts	2007	5
1	FY	1/04-6/04	Receipts	2009	5
1	FY	11/04, 12/04, 1/05, 2/05	Receipts	2010	5
1	FY	3/05-6/05	Receipts	2010	5
1	FY	7/01-6/02	Receipts	2007	5
1	FY	7/04-10/04	Receipts	2009	5
1	FY	1981-1982	Timesheets	1987	5 years after Term
1	FY	1985-1986	Timesheets	1991	5 years after Term
1	FY	1986-1991	Timesheets	1996	5 years after Term
1	FY	1992-1995	Timesheets	2000	5 years after Term
1	FY	1997-1998	Timesheets	2003	5 years after Term