



CITY OF STOCKTON

ASSESSOR/RECORDER
COURT CLERK
GARY W. STEIN

02 APR -8 AM 11:18

SAN JOAQUIN COUNTY

OFFICE OF THE CITY MANAGER

City Hall • 425 N. El Dorado Street • Stockton, CA 95202-1997 • 209/937-8212 • Fax 209/937-7169

www.stocktongov.com

DEPUTY

Patricia Paulsen
DEPUTY

April 2, 2002

The Honorable George Abdallah
Presiding Judge of Superior Court
Grand Jury
County of San Joaquin
Courthouse, Room 303
222 E. Weber Avenue
Stockton, CA 95202

GRAND JURY CASE #0101 RESPONSE

This is in response to the report from the Grand Jury on Case #0101 concerning the alleged misuse of CalWORKS grant funds to provide youth recreation opportunities conducted by the City of Stockton Parks and Recreation Department. Pursuant to Section 933.05 of the Penal Code, the City is required to respond in writing to the presiding judge of the Superior Court within 90 days of the publication of the report.

Recommendation:

It is recommended that the City of Stockton Parks and Recreation Department adopt a standard written policy for proper record retention.

Response:

In addition to the citywide retention schedule for common records, the Stockton Parks and Recreation Department developed a policy specific to their record keeping needs to address the concerns outlined in this report. A copy of the policy is attached.

Should you have any questions or need additional information, please feel free to contact me at 937-8694.

MARK LEWIS, ESQ.
CITY MANAGER

ML:PW:bac

Attachment

cc: City Attorney
Parks and Recreation Department

\\odmalgrpwise\cos.pr.pr_library:25642.1



1999

CITY OF STOCKTON PARKS AND RECREATION DEPARTMENT PRACTICES

DIVISION: ADMINISTRATION		SECTION 1: MANAGEMENT
PRACTICE NO.	DESCRIPTION	EFFECTIVE
1 - 012	Department Records Retention	3/1/2002 updated

I. PURPOSE

To establish a practice to identify record types for the uniform retention, storage, and destruction of items that are no longer needed for administrative, legal, fiscal, historical, or research purposes.

II. TYPES OF RECORDS

In addition to a citywide retention schedule for common records, the following records have been identified as specific to this department and staff has recommended they be retained as indicated (P=Permanent):

Record/Description	Active	Inactive	Total Retention
BOAT LAUNCHING			
Launching/Marina Design/Infrastructure	P		P
Repair Requests/Maintenance	3 years		
GOLF COURSES			
Master Plans/Files	P		P
Maintenance/Landscaping	3 years		3 years
Repair Requests/Maintenance	3 years		3 years
PARKS			
Facility Use Requests	1 year	3 years	4 years
Maintenance (including medians)	3 years		3 years
RECREATION			
Facility Use Applications	1 year	3 years	4 years
Insurance Certificates	4 years		4 years
Medical Release Forms	Upon conclusion of class/program		
Receipt/Refund/Deposit Slips	1 year	3 years	4 years
Registration Forms (hold harmless)	5 years		5 years
School District Facility Use Forms	5 years		5 years
TREES			
Design & Infrastructure Projects	P		P

The following reference codes were used in making recommendations: GC 34090.7, CCP338 et seq., 340 et seq., 342, GC 946.5, GC 34090,

III. REQUEST FOR DESTRUCTION OF RECORDS

Staff must determine if records meet the above criteria and:

- a. do not affect title of real property or liens,
- b. are not departmental court records on any subject where litigation is pending,
- c. are not records required to be kept by statute,
- d. are not records less than two years old, and
- e. are not the minutes, ordinances, or resolutions of the legislative body or of a City Board or Commission.

Staff shall submit a list of records to the Department Director for review. Upon approval of the records, staff shall submit a request for approval of destruction to the City Attorney and Clerk for their review. The list is then submitted to the City Council for final approval.

Upon approval, the department records the items in a destruction log; and the records are destroyed according to prescribed method within 30 days.