

RESOLUTION NO. 16-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CUPERTINO
APPROVING DESTRUCTION OF CERTAIN RECORDS FROM THE
CITY CLERK, CITY MANAGER, HUMAN RESOURCES, PUBLIC WORKS,
AND RECREATION & COMMUNITY SERVICES (QUINLAN COMMUNITY
CENTER AND SENIOR CENTER) DEPARTMENTS**

WHEREAS, the City Council did by adoption of Resolution No. 13-094 establish rules and regulations for records retention and destruction; and

WHEREAS, it has been determined that certain records in excess of two years old no longer contain data of any historical or administrative significance; and

WHEREAS, the department request for permission to destroy all said records in excess of two years old has been approved by the Department Head, City Attorney, and City Clerk;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Cupertino authorizes destruction of the records specified in the schedule attached hereto.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Cupertino this 2nd day of August, 2016, by the following vote:

<u>Vote</u>	<u>Members of the City Council</u>
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AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

APPROVED:

Grace Schmidt, City Clerk

Barry Chang, Mayor, City of Cupertino



OFFICE OF THE CITY CLERK

CITY HALL

10300 TORRE AVENUE • CUPERTINO, CA 95014-3255

TELEPHONE: (408) 777-3223 • FAX: (408) 777-3366

RECORDS DESTRUCTION AUTHORIZATION FORM

The records listed on the attachment can be destroyed in accordance with the City's Records Retention Schedule. Please review the list and contact the City Clerk's office if you believe any of these records are of historical or administrative significance and should not be destroyed.

Please also make sure none of the records are the subject of any claim, litigation, investigation, or audit.

Please return signed form to the City Clerk's office.

DOCUMENTS HAVE BEEN REVIEWED AND APPROVED FOR DESTRUCTION

Department Head / Division Manager

Date

for City Clerk

Date

on behalf of City Attorney

Date

(To be completed after destruction has been performed – return signed form to City Clerk's office)

I HEREBY CERTIFY that the items listed on the attachment have been destroyed in accordance with City policies and procedures:

Employee Performing Destruction

Date

RECORDS INVENTORY FOR DESTRUCTION, MICROFILMING, OR SCANNING

Email completed form to cityclerk@cupertino.org

File name or Box number: City Clerk 2016

Destroyed		Scanned		Microfilmed	
Resolution authorizing destruction: 16-	Date records destroyed:	Date:	Date paper destroyed:	Date:	Date paper destroyed:

D=Destruction **M**=Microfilm **S**=Scanning

Department of Record	Name	Number	Subject	Retention	Date Ranges	Type
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City Clerk	1983-84 Miscellaneous Water Main Replacement	Agreement No. 83-040	Bid Docs	CC-008, 2 years	1983-1984	D
City Clerk	Miscellaneous Water Main Replacements	Agreement No. 85-107	Bid Docs	CC-008, 2 years	1985	D
City Clerk	Wolfe Road Median Modification- Contract for public works; Project No. 84-102.	Agreement No. 84-059	Bid Docs	CC-008, 2 years	1984	D
City Clerk	Roofing Contractors, Inc./ DBA Western Roofing Service; City Hall Re-Roofing, Project No. 84-101	Agreement No. 84-061	Bid Docs	CC-008, 2 years	1984	D
City Clerk	Bids for Project 83-52	Project No.	Bid Docs	CC-008, 2 years	1983	D

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		83-52				
City Clerk	Homestead Road & Wolfe Road Traffic Signal Modification, Project No. 82-09	Agreement No. 84-062	Bid Docs	CC-008, 2 years	1984	D
City Clerk	Pavement Restoration, Project 85-102	Agreement No. 84-066	Bid Docs	CC-008, 2 years	1984	D
City Clerk	McClellan Road Storm Drain at Stevens Creek Blvd, Project 91-102	Agreement No. 90-034	Bid Docs	CC-008, 2 years	1990	D
City Clerk	Jollyman Park Project, Project 91-9101	Agreement No. 90-035	Bid Docs	CC-008, 2 years	1990	D
City Clerk	Christensen Drive Street Improvement Project 90-	Agreement	Bid Docs	CC-008, 2 years	1990	D

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	108	No. 90-010				
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City Clerk	Reconstruction of curbs, gutters and sidewalks, project No. 90-102	Agreement No. 90-015	Bid Docs	CC-008, 2 years	1990	D
City Clerk	Installation of Handicap Ramps, Project 90-4002	Agreement No. 90-016	Bid Docs	CC-008, 2 years	1990	D
City Clerk	Viceroy Court Strom Drain, Project 90-6013	Agreement No. 90-018	Bid Docs	CC-008, 2 years	1990	D
City Clerk	Furnishing for the Quinlan Community	Agreement No. 90-003	Bid Docs	CC-008, 2 years	1990	D

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	Center; Project No. 88-2001					
City Clerk	Sidewalk grinding project No. 90-106	Agreement No. 90-009	Bid Docs	CC-008, 2 years	1990	D
City Clerk	De Anza Sidewalk Installation, Project No. 89-108	Agreement No. 90-002	Bid Docs	CC-008, 2 years	1990	D
City Clerk	Stelling Road & Stevens Creek Traffic Signal Modification, Project No. 82-05	Agreement No. 84-015	Bid Docs	CC-008, 2 years	1984	D
City Clerk	Stevens Creek Banner, Project No. 84-10	Agreement No. 84-011	Bid Docs	CC-008, 2 years	1984	D

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City Clerk	Reconstruction of curbs, gutters and sidewalks, Project 83-14A	Agreement No. 84-007	Bid Docs	CC-008, 2 years	1983	D
City Clerk	Storm Inlet Project No. 84-06	Agreement No. 84-006	Bid Docs	CC-008, 2 years	1984	D
City Clerk	Civic Center Parking Lot Expansion, Project No. 83-53	Agreement No. 84-005	Bid Docs	CC-008, 2 years	1984	D
City Clerk	Foothill Blvd. Widening Project No. 80-08	Agreement No. 84-020	Bid Docs	CC-008, 2 years	1984	D
City Clerk	Cupertino Union School District	Agreement No. 84-018	Bid Docs	CC-008, 2 years	1984	D

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City Clerk	Regart Road Repair, Project No. 84-07	Agreement No. 84-016	Bid Docs	CC-008, 2 years	1984	D
City Clerk	Traffic Signal Modification, Project No. 85-04	Agreement No. 84-017	Bid Docs	CC-008, 2 years	1984	D
City Clerk	Wolfe Road & Miller Ave Median Modification Project No. 84-11	Agreement No. 84-021	Bid Docs	CC-008, 2 years	1984	D
City Clerk	Traffic Signal Modification Project No. 101	Agreement No. 89-145	Bid Docs	CC-008, 2 years	1989	D
City Clerk	Stevens Creek Blvd, Improvements Orange	Agreement No. 89-137	Bid Docs	CC-008, 2 years	1989	D

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	Ave- Pharlapp, Project No. 4022					
City Clerk	Street Maintenance Slurry Seal, Project No. 88-106	Agreement No. 89-131	Bid Docs	CC-008, 2 years	1989	D
City Clerk	Pavement Restoration Project No. 89-104	Agreement No. 89-104	Bid Docs	CC-008, 2 years	1989	D
City Clerk	Handicapped Ramp Installation Project No. 89-4002	Agreement No. 89-121	Bid Docs	CC-008, 2 years	1989	D
City Clerk	Don & Mike's Sweeping, Project No. 89-101	Agreement No. 89-124	Bid Docs	CC-008, 2 years	1989	D

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City Clerk	Traffic Signal Modification, Project No. 5005	Agreement No. 90-026	Bid Docs	CC-008, 2 years	1990	D
City Clerk	Traffic Signal Maintenance Project No. 8602	Agreement No. 90-024	Bid Docs	CC-008, 2 years	1990	D
City Clerk	Annual Overlay Project No. 90-104	Agreement No. 90-020	Bid Docs	CC-008, 2 years	1990	D
City Clerk	Street Maintenance Slurry Seal Company Project No. 90-105	Agreement No. 90-019	Bid Docs	CC-008, 2 years	1990	D
City Clerk	Traffic Signal Emergency Vehicle Premption System	Agreement No. 90-027a	Unsuccessful Bids-Cupertino Electric, Inc.	CC-008, 2 years	1990	D

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	Project 8602D					
City Clerk	Glage Underground Construction, Inc.; Hillcrest/Vista Knoll Strom Drain; Project No. 83-05	Agreement No. 82-022	Bid Docs	CC-008, 2 years	1982-1983	D
City Clerk	Miramonte Road and Stevens Canyon Storm Drain; Project No. 83-06	Agreement No. 82-023	Bid Docs	CC-008, 2 years	1982	D
City Clerk	Pavement Maintenance Project No. 2012-01	Agreement No. 12-091	Bid Docs	CC-008, 2 years	2012	D
City Clerk	Spenco Construction Inc., Reconstruction of curbs, gutters,	Agreement No. 12-093	Bid Docs	CC-008, 2 years	2012	D

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	sidewalks, Project No. 2012-01					
City Clerk	2012 STP Overlay Project Re-Bid, Project No. 12-05	Agreement No. 12-111	Bid Docs	CC-008, 2 years	2012	D
City Clerk	Edwards & Associates, Playground Equipment and Installations	Agreement No. 12-117	Bid Docs	CC-008, 2 years	2012	D
City Clerk	Certificate of Posting (Agendas)		Administrative Hearing Committee, Audit Committee, Bicycle Pedestrian Commission, City Council, Design Review Committee, Disaster Preparedness	CC-036, 2 years	2013	D

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			Council, Fine Arts Commission, Environmental Review Committee, Housing Commission, Library Commission, Fiscal Strategic Plan Committee, Parks & Recreation Commission, Poet Laureate Selection Committee, Planning Commission, Public Safety Commission, Silicon Valley Regional Interoperability Authority, Fiscal Strategic Plan			
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			Committee, Legislative Review Committee			
City Clerk	Applications for Boards, Commissions or Committees - Unsuccessful		Audit Committee, Bicycle Pedestrian Commission, Fine Arts Commission, Housing Commission, Library Commission, Parks & Recreation Commission, Planning Commission, Public Safety Commission	CC-007; 2 years	2008-2009	D
City Clerk	Watkin & Bortolussi – landscape improvements on St. Crk. & Regnart Rd.,	Agreement No. 99-107	Bid Docs	CC-008, 2 years	1999	D

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	Project No. 99-111, Notice of Completion No. 15135052					
City Clerk	Clean Innovations, Inc., 2011 Contractual Janitorial Services, Project No. 2011-01	Agreement No. 11-062	Bid Docs	CC-008, 2 years	2011	D
City Clerk	Contract Street Sweeping Services, Inc., 2011 Contractual Street Sweeping Services, Project No. 2011-02	Agreement. No. 11-063	Bid Docs	CC-008, 2 years	2011	D
City Clerk	G. Bortolotto & Company, Inc., 2011	Agreement No. 11-080	Bid Docs	CC-008, 2 years	2011	D

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	Pavement Maintenance, Project No. 2011-04					
City Clerk	American Guard Services, Project No. 2011-03, 2011 Contractual Crossing Guard Services	Agreement No. 11-083	Bid Docs	CC-008, 2 years	2011	D
City Clerk	CRW Industries, Project No. 2010-9135 Blackberry Farm Infrastructure Upgrade Re-Bid	Agreement No. 11-098	Bid Docs	CC-008, 2 years	2011	D
City Clerk	Galedrige Construction, Project	Agreement No. 11-110	Bid Docs	CC-008, 2 years	2011	D

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	No. 2011-05, 2011 Various Park Paths/Parking Lot Repair & Resurfacing					
City Clerk	Spenco Construction, Reconstruction of curbs, gutters, sidewalks, Project No. 2011-06	Agreement No. 2011-06	Bid Docs	CC-008, 2 years	2011	D
City Clerk	Collishaw Construction, Inc., Stevens Creek Blvd. @ Highway 85 Intersection Modification Project	Agreement No.86-167	Bid Docs	CC-008, 2 years	1986	D

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	No. 85-07					
City Clerk	R. H. Wehner Concrete Construction Co., Reconstruction of Curbs, Gutters, and Sidewalks, Project No. 87-107	Agreement No.86-168	Bid Docs	CC-008, 2 years	1986	D
City Clerk	Conexco, Pavement Restoration, Project No. 87-107	Agreement No.86-169	Bid Docs	CC-008, 2 years	1986	D
City Clerk	Trutner Corporation, Storm Drain Project No. 87-106 (Four Locations)	Agreement No. 86-173	Bid Docs	CC-008, 2 years	1986	D

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City Clerk	B & B Landscaping, Landscape Projects, Project No. 87-104	Agreement No. 86-174	Bid Docs	CC-008, 2 years	1986	D
City Clerk	Norman B. Houge, Inc., Stevens Creek Blvd between Portal and Finch Ave, Project No. 86-11	Agreement No. 86-170	Bid Docs	CC-008, 2 years	1986	D
City Clerk	Royston Hanamotoa Alley and Abey, Hoover Park Landscape Agreement, Project No. 1004	Agreement No. 86-128	Bid Docs	CC-008, 2 years	1986	D
City Clerk	Saratoga-Sunnyvale Road Widening	Agreement No. 86-123	Bid Docs	CC-008, 2 years	1986	D

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	Project No. 85-01, Traffic Signal Modification Project No. 85-06					
City Clerk	Raisch Construction Co., Annual Overlay Project No. 86-111	Agreement No. 86-121	Bid Docs	CC-008, 2 years	1986	D
City Clerk	Andero Concrete, Inc., Barrier Removal, Project No. 86-04	Agreement No. 86-118	Bid Docs	CC-008, 2 years	1986	D
City Clerk	Alonzo Printing Co., VIP Printing, Cupertino Scene Printing	Agreement No. 86-009	Bid Docs	CC-008, 2 years	1986	D

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City Clerk	Speedy Concrete Grinding, Sidewalk Grinding, Project No. 86-101	Agreement No. 86-005	Bid Docs	CC-008, 2 years	1986	D
City Clerk	Calhoun Brothers, Stelling Road Extension Project No. 80-22	Agreement No. 80-038	Bid Docs	CC-008, 2 years	1980	D
City Clerk	O'Grady Paving, Inc., Stevens Creek at Railroad Widening, Project No. 80-42	Agreement No. 80-037	Bid Docs	CC-008, 2 years	1980	D
City Clerk	Royston, Hanamoto, Alley and Abey, Landscape Agreement,	Agreement No. 80-029	Bid Docs	CC-008, 2 years	1980	D

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	Monta Vista Park					
City Clerk	Hall-Way Contracting Co., Inc., Monta Vista Park Project 79-53	Agreement No.80-029.1	Bid Docs	CC-008, 2 years	1980	D
City Clerk	Neu Bros. Grading and Paving, Inc., Monta Vista Park Street Improvement Project No. 79-53	Agreement No.80-029.2	Bid Docs	CC-008, 2 years	1980	D
City Clerk	Calhoun Brothers, Crescent Road Pedestrian Walk, Project 80-54	Agreement No.80-027	Bid Docs	CC-008, 2 years	1980	D
City Clerk	Valley Slurry Seal Company, Slurry Seal,	Agreement	Bid Docs	CC-008, 2	1986	D

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	Project No. 86-112	No. 86-138		years		
City Clerk	Raisch Construction Company, Widening of McClellan Road, Project 4020	Agreement No. 87-044	Bid Docs	CC-008, 2 years	1987	D
City Clerk	Raisch Construction Company, Foothill Boulevard Overlay Project No. 88-103, Resolution No. 7333	Agreement No. 87-039	Bid Docs	CC-008, 2 years	1987	D
City Clerk	O'Grady Paving, Inc., Pavement Restoration, Project No. 88-107	Agreement No. 87-056	Bid Docs	CC-008, 2 years	1987	D
City Clerk	Hood Corporation, Reconstruction of	Agreement	Bid Docs	CC-008, 2	1987	D

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	Curbs, Gutters and Sidewalks, Project No. 88-101	No. 87-035		years		
City Clerk	Andero Concrete, Inc., Barrier Removal, Project No. 4002	Agreement No. 87-030	Bid Docs	CC-008, 2 years	1987	D
City Clerk	Wingard Engineering, Modification of Traffic Control System & Safety Lighting Homestead / Hollenbeck / Stelling, Project No. 4017	Agreement No. 87-025	Bid Docs	CC-008, 2 years	1987	D
City Clerk	De Anza Building Maintenance, Contract	Agreement No.87-045	Bid Docs	CC-008, 2 years	1987	D

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	for Janitorial Services, Project No. 90-109					
City Clerk	Granite Rock, Project No. 2010-9136, Scenic Circle Access	Agreement No. 11-008	Bid Docs	CC-008, 2 years	2011	D
City Clerk	J.J.R. Construction, Garden Gate Sidewalk Installation, Project No. 2009-9549	Agreement No. 11-051	Bid Docs	CC-008, 2 years	2011	D
City Clerk	Pavement Restoration Project 88-113	Agreement No. 88-026	Bid Docs	CC-008, 2 years	1988	D
City Clerk	Slurry Seal Project 88-116	Agreement No. 88-035	Bid Docs	CC-008, 2 years	1988	D

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City Clerk	Water Main Replacement, Project No. 88-109	Agreement No. 88-036	Bid Docs	CC-008, 2 years	1988	D
City Clerk	Traffic Signal Detector Installation, Project No. 110-996-733	Agreement No. 88-040	Bid Docs	CC-008, 2 years	1988	D
City Clerk	Traffic Signal Modification Project No. 4024, Pruneridge & Wolfe	Agreement No. 88-041	Bid Docs	CC-008, 2 years	1988	D
City Clerk	Traffic Signal Modification, Mary Avenue and Stevens Creek Blvd, Project No. 5006	Agreement No. 88-052	Bid Docs	CC-008, 2 years	1988	D

RECORDS INVENTORY FOR DESTRUCTION, MICROFILMING, OR SCANNING

Email completed form to cityclerk@cupertino.org

File name or Box number: City Clerk 2016

Destroyed		Scanned		Microfilmed	
Resolution authorizing destruction: 16-	Date records destroyed:	Date:	Date paper destroyed:	Date:	Date paper destroyed:

D=Destruction **M**=Microfilm **S**=Scanning

Department of Record	Name	Number	Subject	Retention	Date Ranges	Type
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City Clerk	Rosendin Electric, Traffic Signal Modification, Rainbow Dr & Stelling Rd., Project No. 5008	Agreement No. 88-053	Bid Docs	CC-008, 2 years	1988	D
City Clerk	Monta Vista Asphalt Concrete Overlay Project No. 80-45	Agreement No. 80-16	Bid Docs	CC-008, 2 years	1980	D
City Clerk	Slurry Seal, Project No. 85-101, 83-51 and 80-55	Agreement 80-34	Bid Docs	CC-008, 2 years	1980-1985	D
City Clerk	Traffic Signal Installation at Rainbow and Stelling, Project No. 80-13	Agreement 80-017	Bid Docs	CC-008, 2 years	1980	D

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Department of Record	Name	Number	Subject	Retention	Date Ranges	Type
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City Clerk	Reconstruction of Curbs, Gutters and Sidewalks Project No. 80-31, Project No. 81-20 and Project No. 83-14	Agreement No. 80-019	Bid Docs	CC-008, 2 years	1980-1983	D
City Clerk	Howard Electric, Inc., Orange Avenue - Mann Drive at Stevens Creek Boulevard, Project 82-113	Agreement No. 83-014	Bid Docs	CC-008, 2years	1983	D
City Clerk	Rosendin Electric, Bollinger Road / De Anza Boulevard Intersection Modification, Project	Agreement No. 83-013	Bid Docs	CC-008, 2 years	1983	D

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Department of Record	Name	Number	Subject	Retention	Date Ranges	Type
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	No. 80-12, Resolution No. 6076					
City Clerk	O'Grady Paving, Inc., Bollinger Road Improvement, Project 81-27; Kirkeby and Associates, Inc., Bollinger Road Sidewalk, Curb and Gutter, Project 81-27, Resolution No. 6095	Agreement No. 83-015	Bid Docs	CC-008, 2 years	1983	D
City Clerk	San Jose Commercial Sweeping, Street Sweeping DPW 83-15 / Project 83-15	Agreement No. 83-016	Bid Docs	CC-008, 2 years	1983	D

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Department of Record	Name	Number	Subject	Retention	Date Ranges	Type
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City Clerk	Piazza Construction Company, Pavement Restoration, Project No. 83-21	Agreement No. 83-017	Bid Docs	CC-008, 2 years	1983	D
City Clerk	California Consulting Contractors Inc. D.B.A Tennis & Track Builders, U.S.A., Tennis Court Resurfacing, Project No. 83-50	Agreement No. 83-018	Bid Docs	CC-008, 2 years	1983	D
City Clerk	McClellan Ranch Barn Remodeling, Project No. 80-04, REJECTED	Agreement No. 83-021	Bid Docs	CC-008, 2 years	1983	D

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Department of Record	Name	Number	Subject	Retention	Date Ranges	Type
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City Clerk	R. J. Zipse Paving Company, Byrne Avenue Closure, Project 83-22	Agreement No. 83-026	Bid Docs	CC-008, 2 years	1983	D
City Clerk	DCE, Inc., Improvement Agreement, Tract No. 6936, Resolution No. 6131	Agreement No. 83-028	Bid Docs	CC-008, 2 years	1983	D
City Clerk	Wattis Construction Company, Annual Overlay Project No. 83-52	Agreement No. 83-029	Bid Docs	CC-008, 2 years	1983	D
City Clerk	Ronald and Shirley Edwards,	Agreement No. 83-30	Bid Docs	CC-008, 2 years	1983	D

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Department of Record	Name	Number	Subject	Retention	Date Ranges	Type
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	Development Agreement					
City Clerk	Howard Electric, Inc., Stevens Creek Boulevard Bicycle Detection, Project 83- 25	Agreement No. 83-031	Bid Docs	CC-008, 2 years	1983	D
City Clerk	Westfield, Inc., Improvement Agreement, Resolution No. 7470	Agreement No. 88-013	Bid Docs	CC-008, 2 years	1988	D
City Clerk	Fruitvale Saratoga Avenue Associates, Improvement Agreement, Resolution	Agreement No. 88-013	Bid Docs	CC-008, 2 years	1988	D

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Department of Record	Name	Number	Subject	Retention	Date Ranges	Type
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	No. 7482					
City Clerk	Trilex Associates, Improvement Agreement, Resolution No. 7497, Tract No. 8117	Agreement No. 88-021	Bid Docs	CC-008, 2 years	1988	D
City Clerk	George Dai, Improvement Agreement, Resolution No. 7456	Agreement No. 88-009	Bid Docs	CC-008, 2 years	1988	D
City Clerk	Andero Concrete, Inc., Handicapped Ramp Installation, Project No. 88-4002	Agreement No. 88-025	Bid Docs	CC-008, 2 years	1988	D

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Department of Record	Name	Number	Subject	Retention	Date Ranges	Type
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City Clerk	Anza Engineering, Traffic Signal Modification and Street Improvement, Blaney Avenue and Stevens Creek Blvd., Project No. 4023	Agreement No. 88-024	Bid Docs	CC-008, 2 years	1988	D
City Clerk	Norman B. Houge, Inc., De Anza Boulevard and Bollinger Road Street Improvement, Project 86-20A	Agreement No. 88-006	Bid Docs	CC-008, 2 years	1988	D
City Clerk	Oliver De Silva, Inc., Annual Overlay,	Agreement No. 88-023	Bid Docs	CC-008, 2 years	1988	D

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Department of Record	Name	Number	Subject	Retention	Date Ranges	Type
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	Project 88-115					
City Clerk	Truck Mounted Recirculating Air Sweeper, DPW 88-111	Agreement No. 88-007	Bid Docs	CC-008, 2 years	1988	D
City Clerk	Collishaw Construction, Inc., Varian Park, Phase II, Project No. 80-01	Agreement No. 80-013a	Bid Docs	CC-008, 2 years	1980	D
City Clerk	Robert Quatman, Incorporated, Three Oaks Park, Project No. 80-28	Agreement No. 80-13b	Bid Docs	CC-008, 2 years	1980	D



OFFICE OF THE CITY CLERK

CITY HALL

10300 TORRE AVENUE • CUPERTINO, CA 95014-3255

TELEPHONE: (408) 777-3223 • FAX: (408) 777-3366

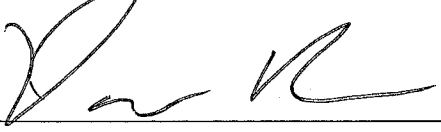
RECORDS DESTRUCTION AUTHORIZATION FORM

The records listed on the attachment can be destroyed in accordance with the City's Records Retention Schedule. Please review the list and contact the City Clerk's office if you believe any of these records are of historical or administrative significance and should not be destroyed.


Please also make sure none of the records are the subject of any claim, litigation, investigation, or audit.

Please return signed form to the City Clerk's office.

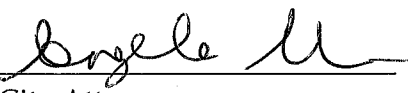
DOCUMENTS HAVE BEEN REVIEWED AND APPROVED FOR DESTRUCTION


Department Head / Division Manager

7-5-16
Date


City Clerk

7-11-16
Date

on behalf of 
City Attorney

7/6/16
Date

(To be completed after destruction has been performed – return signed form to City Clerk's office)

I HEREBY CERTIFY that the items listed on the attachment have been destroyed in accordance with City policies and procedures: City Manager 2016

Employee Performing Destruction
Name: Lauren Sapudar

Date

RECORDS INVENTORY FOR DESTRUCTION, MICROFILMING, OR SCANNING

Email completed form to cityclerk@cupertino.org

File name or Box number: City Manager

Destroyed		Scanned		Microfilmed	
Resolution authorizing destruction: 16-	Date records destroyed:	Date:	Date paper destroyed:	Date:	Date paper destroyed:

D=Destruction **M=**Microfilm **S=**Scanning

Department of Record	Name	Number	Subject	Retention	Date Ranges	Type
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OFFICE OF THE CITY CLERK

CITY HALL

10300 TORRE AVENUE • CUPERTINO, CA 95014-3255

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Please also make sure none of the records are the subject of any claim, litigation, investigation, or audit.

Please return signed form to the City Clerk's office.

DOCUMENTS HAVE BEEN REVIEWED AND APPROVED FOR DESTRUCTION

Kristen Alfaro
Department Head / Division Manager

7/20/2016
Date

Gina Stoldt
City Clerk

7-11-16
Date

on behalf of Bryce M.
City Attorney

6/29/16
Date

(To be completed after destruction has been performed – return signed form to City Clerk's office)

I HEREBY CERTIFY that the items listed on the attachment have been destroyed in accordance with City policies and procedures: Human Resources DMV Pull Notices Destruction 3-2016

Employee Performing Destruction

Date

RECORDS INVENTORY FOR DESTRUCTION, MICROFILMING, OR SCANNING

Email completed form to cityclerk@cupertino.org

File name or Box number: Human Resources 2016

Destroyed		Scanned		Microfilmed	
Resolution authorizing destruction:	Date records destroyed:	Date:	Date paper destroyed:	Date:	Date paper destroyed:

D=Destruction **M**=Microfilm **S**=Scanning

Additional information	Name	Number	Subject	Retention	Date Ranges	Type
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Human Resources	DMV Pull Notices 2005		DMV Pull Notices 2005	HR-007, Until Superseded or Separated	2005	D
Human Resources	DMV Pull Notices 2006		DMV Pull Notices 2006	HR-007, Until Superseded or Separated	2006	D
Human Resources	DMV Pull Notices 2007		DMV Pull Notices 2007	HR-007, Until Superseded or Separated	2007	D
Human Resources	DMV Pull Notices 2008		DMV Pull Notices 2008	HR-007, Until Superseded or Separated	2008	D
Human Resources	DMV Pull Notices 2009		DMV Pull Notices 2009	HR-007, Until Superseded or Separated	2009	D
Human Resources	DMV Pull Notices 2010		DMV Pull Notices 2010	HR-007, Until Superseded or Separated	2010	D



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CITY HALL

10300 TORRE AVENUE • CUPERTINO, CA 95014-3255

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RECORDS DESTRUCTION AUTHORIZATION FORM

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Please also make sure none of the records are the subject of any claim, litigation, investigation, or audit.

Please return signed form to the City Clerk's office.

DOCUMENTS HAVE BEEN REVIEWED AND APPROVED FOR DESTRUCTION

Department Head / Division Manager

4/2-16

Date

City Clerk

7-11-16

Date

City Attorney

6/29/16

Date

(To be completed after destruction has been performed – return signed form to City Clerk's office)

I HEREBY CERTIFY that the items listed on the attachment have been destroyed in accordance with City policies and procedures: PW-IMPRV-D-001, PW-IMPRV-D-002, PW-LD-D-008, PW-LD-D-009, PW-LD-D-010, PW-ROADS-D-001

Employee Performing Destruction

Date

RECORDS INVENTORY FOR DESTRUCTION, MICROFILMING, OR SCANNING

Email completed form to cityclerk@cupertino.org

File name or Box number: PW-IMPRV-D-001

Destroyed		Scanned		Microfilmed	
Resolution authorizing destruction: 16-	Date records destroyed:	Date:	Date paper destroyed:	Date:	Date paper destroyed:

D=Destruction **M**=Microfilm **S**=Scanning

Number to be used for microfiche card	Name	Subject	Address	Date Ranges	Other information	Type
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92,054.20	Blackberry Farm Golf Course – Property Line		2000 – 2003 F	CW-009, 2 yrs	D

RECORDS INVENTORY FOR DESTRUCTION, MICROFILMING, OR SCANNING

Email completed form to cityclerk@cupertino.org

File name or Box number: PW-IMPRV-D-002

Destroyed		Scanned		Microfilmed	
Resolution authorizing destruction: 16-	Date records destroyed:	Date:	Date paper destroyed:	Date:	Date paper destroyed:

D=Destruction **M**=Microfilm **S**=Scanning

Number to be used for microfiche card	Name	Subject	Address	Date Ranges	Other information	Type
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92,053.02	Cupertino Sports Center, Remodel (2001) (Project Administration)		2004 F	PW-010; Comp + 10 yrs	D
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RECORDS INVENTORY FOR DESTRUCTION, MICROFILMING, OR SCANNING

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File name or Box number: PW-LD-D-008

Destroyed		Scanned		Microfilmed	
Resolution authorizing destruction: 16-	Date records destroyed:	Date:	Date paper destroyed:	Date:	Date paper destroyed:

D=Destruction **M**=Microfilm **S**=Scanning

Number to be used for microfiche card	Name	Subject	Address	Date Ranges	Other information	Type
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51,000.00	Miscellaneous Developments (Correspondence)		1998 – 2006 F	CW-009, 2 yrs	D
52,174	Diehl, Don/Alma – 22751 Mercedes (Project Administration)		2001 F	PW-024, Comp. + 10 yrs	D
52,186	Hwu, Sui – 20569 Blossom Lane (Correspondence, Cash Receipt)		1999 F	CW-007, 1 yr CW-009, 2 yrs	D
52,191	Lin & Lee, 21925 Almaden Ave (Project Administration)		2000 F	PW-024, Comp. + 10 yrs	D
52,193	Chen, Chung Son – 21880 Alcazar Ave (Project Administration)		1999 – 2002 F	PW-024, Comp. + 10 yrs	D
52,195	Kang, Martha, 10334 Mira Vista (Project Administration)		1999 F	PW-024, Comp. + 10 yrs	D
52,217	Bertrand, Michael/Cynthia – 10490 Mira Vista (Correspondence)		2005 F	CW-009, 2 yrs	D
52,222	Lee, Garrick – 18871 Arata Way (Project Administration)		2001 F	PW-024, Comp. + 10 yrs	D
52,225	Perng, Yuen-Chen, 19327 Calle De Barcelona (Project Administration)		2002 F	PW-024, Comp. + 10 yrs	D

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File name or Box number: PW-LD-D-008

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Number to be used for microfiche card	Name	Subject	Address	Date Ranges	Other information	Type
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52,233	Ghazvini, Hamid – 10061 Pasadena (Correspondence)		2000 F	CW-009, 2 yrs	D
52,237	Webcor Builders, 20330 Stevens Creek (Correspondence)		2000 F	CW-009, 2 yrs	D
52,239	Hoang, Peter – 7826 Festival (Project Administration)		2000 F	PW-024, Comp. + 10 yrs	D
52,248	Wang, Roger – 11631 Upland Way (Correspondence)		2003 F	CW-009, 2 yrs	D
52,252	Fluker, Derek, San Juan Rd (Correspondence)		2001 F	CW-009, 2 yrs	D
52,254	Cypress Hotel (Project Administration)		2001 F	PW-024, Comp. + 10 yrs	D
52,260	Brown, Terry – 10146 Carmen Rd (Project Administration)		2000 F	PW-024, Comp. + 10 yrs	D
52,262	Kang, Martha – 10175 Orange (Project Administration)		2003 F	PW-024, Comp. + 10 yrs	D
52,263	Murthy, Prathima – 21470 Vai (Project Administration)		2003 F	PW-024, Comp. + 10 yrs	D

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Number to be used for microfiche card	Name	Subject	Address	Date Ranges	Other information	Type
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52,266	Kapul, Mike – 11477 Lindy Pl. (Project Administration)		2003 F	PW-024, Comp. + 10 yrs	D
52,286	Summerhill Project – Imperial/Lomita (Traffic Study, Correspondence)		2001 F	PW-035, 5 yrs CW-009, 2 yrs	D
51,045.43	City Hall Conf. Room A&B Remodel (Project Administration)		2002 F	PW-024, Comp. + 10 yrs	D
51,045.44	City Hall Lobby Remodel (Project Administration)		2002 F	PW-024, Comp. + 10 yrs	D
51,045.42	City Hall Conf. Room C Remodel (Project Administration)		2002 F	PW-024, Comp. + 10 yrs	D

RECORDS INVENTORY FOR DESTRUCTION, MICROFILMING, OR SCANNING

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File name or Box number: PW-LD-D-009

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Number to be used for microfiche card	Name	Subject	Address	Date Ranges	Other information	Type
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52,289	Gignac, William – 10255 Hillcrest (Project Administration)		2003 F	PW-024, Comp. + 10 yrs	D
52,295	Canyon Heights Academy (Correspondence, Traffic Counts)		2001 F	CW-009, 2 yrs PW-041, 2 yrs	D
52,297	Chi Wah Wei, Mercedes Road (Correspondence)		2001 F	CW-009, 2 yrs	D
52,314	Bianchi, Peter (Correspondence)		2002 F	CW-009, 2 yrs	D
52,315	Uttarwar, Mohan – 21620 Rainbow Dr (Correspondence)		2002 F	CW-009, 2 yrs	D
52,322	Extended Stay America – 10745 N. DeAnza (Correspondence)		2003 F	CW-009, 2 yrs	D
52,325	Roohparvar, Terri – 22003 Rae Ln (Correspondence)		2002 F	CW-009, 2 yrs	D
52,330	Bottegas, 20775 Stevens Creek (Correspondence)		2002 F	CW-009, 2 yrs	D
52,331	Levy, Amnon – 11387 Lindy Pl. (Correspondence)		2002 F	CW-009, 2 yrs	D

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File name or Box number: PW-LD-D-009

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52,338	Stevens Creek Office Center, 20813-20883 Stevens Creek (Correspondence)		2002 F	CW-009, 2 yrs	D
52,339.01	Civic Center Phase II (Correspondence)		2004 F	CW-009, 2 yrs	D
52,339.02	Civic Center Phase III (Correspondence)		2004 F	CW-009, 2 yrs	D
52,339.05	Civic Center Phase IV (Correspondence)		2005 F	CW-009, 2 yrs	D
52,343	Liu, Chao-Yue – 21831 San Fernando Ave (Correspondence)		2005 F	CW-009, 2 yrs	D
52,356	Rutter, Gillian & Gerrard – 10280 Phar Lap (Correspondence)		2003 F	CW-009, 2 yrs	D
52,359	Hodges, Mark & Mary (Correspondence)		2004 F	CW-009, 2 yrs	D
52,368	Maffai, Ray – 10110 Santa Clara Ave (Correspondence)		2006 F	CW-009, 2 yrs	D
52,369	Haraguchi, Leslie – 10104 Byrne Ave (Correspondence)		2003 F	CW-009, 2 yrs	D
52,374	Lee, Benjamin – 22560 Ricardo Rd (Correspondence)		2004 F	CW-009, 2 yrs	D
52,377	LeBeaulieu Housing, 10092 Bianchi Way (Correspondence)		2003 F	CW-009, 2 yrs	D

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Number to be used for microfiche card	Name	Subject	Address	Date Ranges	Other information	Type
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52,379	Lam, Fred – 10690 Cordova Rd (Correspondence)		1984 F	CW-009, 2 yrs	D
52,382	Alexander's Steak House, 10330 N. Wolfe (Correspondence)		2004 F	CW-009, 2 yrs	D
52,383	Chen, James – 21811 San Fernando Ave (Correspondence)		2004 F	CW-009, 2 yrs	D
52,387	Mizahi, Moti – 10725 Santa Lucia Rd (Correspondence)		2005 F	CW-009, 2 yrs	D
52,398.00	Lee, Belinda – 21089 Greenleaf Dr (Correspondence)		2005 F	CW-009, 2 yrs	D
52,403	Chang, Kenneth – 21724 Regnart Ct (Correspondence)		2004 F	CW-009, 2 yrs	D
52,404	Otsuka, Koji – 21972 McClellan Rd (Correspondence)		2004 F	CW-009, 2 yrs	D
52,408	Gera, George – 10550 DeAnza Blvd (Correspondence)		2004 F	CW-009, 2 yrs	D
52,427	Calabazas Toll Brothers (Correspondence)		2006 F	CW-009, 2 yrs	D

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Number to be used for microfiche card	Name	Subject	Address	Date Ranges	Other information	Type
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52,433	Perng, Dave – 1426 S. DeAnza (Correspondence)		2005 F	CW-009, 2 yrs	D
52,434	Rico Residence, 22620 San Juan Rd (Correspondence)		2005 F	CW-009, 2 yrs	D
52,453	Tiang Residence, 10067 Bianchi (Correspondence)		2008 F	CW-009, 2 yrs	D
52,454	Public Storage/Tim Reeves, 20565 Valley Green Dr. (Correspondence)		2006 F	CW-009, 2 yrs	D
52,466	Mendelson, Moshe – 21943 Lindy Ln (Correspondence)		2007 F	CW-009, 2 yrs	D
52,468	Bateh, George – 22690 Stevens Creek (Correspondence)		2006 F	CW-009, 2 yrs	D
51,045.48	City Hall Parking Lot, Rubble Strip Speed Bumps (Correspondence)		2006 F	CW-009, 2 yrs	D
51,045.41	City Hall Underground Fuel Tank Replacement (Project Administration)		2001 F	PW-024, Comp. + 10 yrs	D
51,045.52	Code Enforcement Relocation (Correspondence)		2003 F	CW-009, 2 yrs	D

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Number to be used for microfiche card	Name	Subject	Address	Date Ranges	Other information	Type
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52,321.00	Yang, Alice Bee-Choo - 10660 Santa Lucia Rd. (Project Administration)		2004 F	PW-024, Comp. + 10 yrs	D
52,328.00	GB Estate Homes (Formerly Debcor) 10690 S. Stelling Road, 10695 & 10705 Online Ct. (Project Administration)		2004 F	PW-024, Comp. + 10 yrs	D
52,351.00	The Forum - Rancho San Antonio (Project Administration)		2004 F	PW-024, Comp. + 10 yrs	D
52,372.00	Jiang, Joseph -10551 Santa Lucia Road (Project Administration)		2004 F	PW-024, Comp. + 10 yrs	D
52,435.00	Schultz Residence - 22646 San Juan Road (Project Administration)		2004 F	PW-024, Comp. + 10 yrs	D

RECORDS INVENTORY FOR DESTRUCTION, MICROFILMING, OR SCANNING

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File name or Box number: PW-ROADS-D-001

Destroyed		Scanned		Microfilmed	
Resolution authorizing destruction: 16-	Date records destroyed:	Date:	Date paper destroyed:	Date:	Date paper destroyed:

D=Destruction **M**=Microfilm **S**=Scanning

Number to be used for microfiche card	Name	Subject	Address	Date Ranges	Other information	Type
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98,015.20	Bollinger Rd at Calabazas Creek (Correspondence)		1999 F	CW-009, 2 yrs	D
98,493.61	Pavement Restoration – O’Grady Paving (Project Administration)		1999 F	PW-010, Comp. + 10 yrs	D
98,493.62	Annual Overlay Project 99-108, Granite Construction (Project Administration)		2000 F	PW-010, Comp. + 10 yrs	D
98,493.64	Pavement Restoration (Project Administration)		2001 F	PW-010, Comp. + 10 yrs	D
98,493.65	Slurry Seal Project 2000-102 (Project Administration)		2000 F	PW-010, Comp. + 10 yrs	D
98,493.67	Foothill/Stevens Creek Overlay (Project Administration)		2002 F	PW-010, Comp. + 10 yrs	D
98,493.70	Annual Overlay Project 2001-04 (Project Administration)		2002 F	PW-010, Comp. + 10 yrs	D

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File name or Box number: PW-ROADS-D-001

Destroyed		Scanned		Microfilmed	
Resolution authorizing destruction: 16-	Date records destroyed:	Date:	Date paper destroyed:	Date:	Date paper destroyed:

D=Destruction **M**=Microfilm **S**=Scanning

Number to be used for microfiche card	Name	Subject	Address	Date Ranges	Other information	Type
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98,493.72	Pavement Restoration Project 2002-01 (Project Administration)		2004 F	PW-010, Comp. + 10 yrs	D
98,493.73	2002 Annual Overlay Project 2002-04 (Project Administration)		2003 F	PW-010, Comp. + 10 yrs	D
98,493.75	Pavement Restoration Project 2003-04 (Project Administration)		2004 F	PW-010, Comp. + 10 yrs	D
98,499	Road Mileage Report (Correspondence)		2000-2001 F	CW-009, 2 yrs PW-013, 10 yrs	D
98,516	Streets Miscellaneous (Correspondence)		2001 F	CW-009, 2 yrs	D