

RESOLUTION NO. 16-12-758

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
MOJAVE AIR AND SPACE PORT AUTHORIZING
THE DESTRUCTION OF CERTAIN RECORDS**

Whereas, Mojave Air and Space Port (the “District”) may authorize the destruction of public records no longer required to be kept by law or for District business;

Whereas, the District staff has gathered a number of records that have reached or exceeded the legally required retention period for such records and which are no longer needed by the District; and

Whereas, Chief Executive Officer of the District has requested that these public records be authorized for destruction as allowed by law;

Now, therefore, be it resolved by the Board of Directors of Mojave Air and Space Port as follows:

1. The records, documents, books, and/or paper that are generally described in Exhibit 1, attached hereto and incorporated herein by reference, have reached or exceeded the legally required retention periods and are no longer required to be retained by the District.
2. In accordance with the requirements of the Government Code, the Board of Directors authorizes the Chief Executive Officer to destroy those records identified in Exhibit 1.
3. The District’s legal counsel’s signature on this Resolution constitutes written consent for the destruction of the records described in Exhibit 1.

PASSED, APPROVED AND ADOPTED on December 20, 2016.



David Evans, President

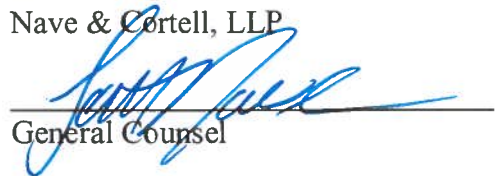
ATTEST:



Jimmy R. Balentine, Secretary

APPROVED:

Nave & Cortell, LLP



General Counsel

Classification	11-22-16 - CONTENTS --not labled & labled boxes	FYE	BOXES	NOTES
ADMINISTRATION	EDD RECORDS	90-94	1	SAME BOX
	VEHICLE INVENTORY RECORDS	94-2000		
	PERS ACTUARIAL & EMPLOYER SVC	95-98		
	EMPLOYEE PD LIFE INSURANCE RECORDS	95-99		
	MHS SUMMER WORK PROGRAM SHEETS	96		
	CORRESPONDENECE	98		
	STATE COMPENSATION CLAIMS/REPORTS	98-99		
	CALPERS LITATURE	98-99		
	BUDGET REPORT COPIES	89-03	1	SAME BOX
	FUEL REPORT	93-95		
	TRANSPORTATION RECORD	94		
	AUDITOR REPORTS	03		
	AR-JAN-DEC/ RECEIPT BOOKS	93-94	1	SAME BOX
	PREVAILING WAGE LITATURE	98-00		
	AP/BANKCARD SVC	99-02		
	PAROLL REPORTS	03		
	INSURANCE POLCY	05		
	UNUSED -BLANK OLD CREDIT CARD SLIPS		1	same box
	FINANCIAL STATEMENTS/AUDIT	83-91		
	INSURANCE POLCY	92		
	FINANCIAL REPORTS	96		
	GENERAL LEDGER REPORTS	02		
	AR AGING REPORTS	02-03		
	INSURANCE POLCY	02-04		
	BUDGET REPORT COPIES	06		
	CALPERS LITATURE	94	1	
	GENERAL LEDGER REPORTS	01-06	1	
	AR /AP AGING REPORTS, GL REPORTS	04-05	1	
	FINANCIAL STATEMENTS, COPIES	05	1	
Finance	AR- JAN-DEC /DAILY CASH RECEIPTS	90	1	BINDER
	CREDIT CARD RECEIPTS	90-91		
	JAN -FEB SECURITY LOG	91		
	AR - MAR-MAY/DAILY CASH RECEIPTS	91		
	PAROLL REPORTS	03		
	AP INVOICE COPIES/PMTS	04		
	AP TRIAL BAL BINDER	05		
	AR AGING REPORTS	05		
	AR FUEL REPORTS	90	1	same box
	AR RENT REPORTS	90		
	AR FUEL REPORTS	91		
	AR REPORTS/CASH RECEIPTS/RENT/FUEL	91		
	MONHLY REPORTS/AIRCRAFT STORAGE	91-93		

FINANCE	AR MONH END REPORTS/RENT	92		
CONT.	AR FUEL REPORTS	92		
	AR- MONTHLY REPORTS/LONG TERM PARKING	94		
	AR PMT REPORTS	96		
	GL/BATCH REPORTS	97		
	GIFT SHOP RECEIPTS	00		
	AIRCRAFT STORAGE REPORTS	02		
	AR AGING REPORTS	02-03		
	EVENT REPORTS	09		
	AR REPORTS	90-97	1	
	AR PEPORTS/CASH RECEIPTS/RENT & FEUL	90	1	same box
	LIFE INS CORRESPONDENCE /PRINCIPAL FINANCIAL	90-96		
	AR MONTH END REPORTS	91		
	AR AGING REPORTS	92		
	AR INVOICE BATCH REPORTS	93		
	AR AGING REPORTS	93		
	AR AGING REPORTS	95		
	AR AGING REPORTS	97		
	AR AGING REPORTS	98		
	AR - CUSTOMER TRIAL BAL REPORTS	98		
	AR REPORTS	03-04		
	MONTH END REPORTS	04-05		
	AR AGING REPORTS	04		
	AR TRIAL BAL	04		
	AR REPORTS/ENTRY SHEETS	04		
	NON ISSUED VOIDED CKS/OLD EKAD ACCT	NOT DATED	1	
	AR/CREDIT CARD RECEIPTS,PMT REPORTS	98-99	1	
PUBLIC WORKS	JUL - JUL/TOWER REPORTS	01-03	1	
	SECURITY LOGS	02-05	1	
	TOTAL BOXES		16	

12.10.16 - EXHIBIT A

Classification	12-10-16 - CONTENTS-BLACK X	FYE	BOXES
ADMINISTRATION	W2'S/1099'S	72-93	1
	PERS CONTRIBUTION REPORTS	80-97	1
	PAYROLL- LEDGERS	81	1
	PERS-PAYROLL/REPORTS/INSUR	85-88	1
	PERS CORRESPONDENCE	86-96	1
	PAYROLL-TIME CARDS	87-89	1
	PETTY CASH/INSURANCE/ELECTION	89	1
	PAYROLL-REPORTS,QTRY TAX REPORTS,TIME SHEETS	90-01	1
	PAYROL-GL-AP REPORTS	90-91	1
	PAYROLL REPORTS/GL REPORTS	91-92	1
	EMPLOYEE TIMESHEETS	93-08	1
	PAYROLL REPORTS/GL REPORTS	94-95	1
	PAYROLL REPORTS	94-01	1
	PAYROLL/GL REPORTS/	95-96	1
	GL REPORTS/JUL-DEC	95-09	1
	GL REPORTS/FINANCE STATEMENTS	96	1
	PERS CONTRIBUTION REPORTS	97-98	1
	W2'S/PERS REPORTS	00-04	1
	TERMED EMPLOYEES/L-W	00-07	1
	PAID FUEL TAXES	01-07	1
	GL-INVENTORY REPORTS	02	1
	PAYROLL & AP/REPORTS	02-03	1
	PERS RESEARCH & PRIOR EARNINGS	03	1
	PAYROLL REPORTS /JUL	04	1
	GL REPORTS	05-06	1
	GL-AP-AR REPORTS	07	1
	FUEL REPORT/PAID FUEL TAXES	08	1
	TERMED LEASES	08	1
FINANCE	A/R-FUEL & RENT INVOICES	97	1
	A/R-INV & BATCH REPORTS	99-00	1
	A/R-RENT/FUEL RECEIPTS/SEPT-OCT	00	1
	A/R-INV & BATCH REPORTS	00	1
	A/R-FUEL & RENT INV - MAY JUNE	02	1
	A/R-FUEL & RENT INV - JUL-AUG	02	1
	A/R-FUEL/RENT INVS-SEPT-OCT	02	1
	A/R-FUEL/RENT INVS-SEPT-OCT	03	1
	A/R-RRENT/FUEL RECEIPTS/APR-MAY	03	1
	AR-FUEL/RENT INVS-/JAN-FEB	03	1
	AR-FUEL INV & BATCH REPORTS-JAN-AUG	04	1
	AP-GL REPORTS	05	1
	A/P-PAID INV	06-07	1
	A/P REPORTS/1099 FORMS	08-09	1

12.10.16 - EXHIBIT A

PUBLIC WORKS	WEATHER LOG REPORTS/INCIDENT REPORTS	77-88	1
	WEATHER REPORT LOGS	90-92	1
	AIR TRAFFIC/WEATHER REPORTS/FILM PERMITS	00--8	1
	TOWER & WEATHER REPORTS-SEPT-JAN	10-12	1
	TOTAL BOXES		46