

RESOLUTION NO. 18-07-781

**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 July 17, 2018.



David Evans, President


ATTEST:



Jimmy R. Balentine, Secretary

APPROVED:

Nave & Cortell, LLP



General Counsel

**DESTRUCTION OF RECORDS
EXHIBIT A**

CLASSIFICATION	CONTENTS	FYE	BOXES DESTROY/KEEP	APPROVED BY:	
FINANCE	AP A-Z Vendors, Reports	1997-2013	9		
	AR - INVOICES, DEPOSITS, BANK RECS	2004-2009	17		
	AP Credit Card Statements	2001-2003	2		
	AP - Void Checks	2006-2011	2		
	AR - Gift Shop Receipts	2012	1		
	Fuel Sales, Tickets, Reports, Sales & Use Tax	2005-2007	1		
	Budget Information/Financial Statements	2001-2008	11		
	Tax Returns, Amended Returns	1993-2010	1		
	Airshow Tickets	2006-2007	3		
	Bank Statements	2007	2		
		2006-2010	1		
	PUBLIC WORKS	Weather Condition Logs	2008	1	
		Tower Traffic	1998-2012	2	
		Security Logs	2007-2008	1	
		Payroll Reports/OT	2005	1	
		Payroll Timecards	2012	1	
	ADMINISTRATION	Termed Leases/Contracts	2006-2011	2	
Summer Work Program		2005-2006	1		
Termed Employee Medical		2008	1		
EKAD Insurance		2006-2011	1		
Tapes Information System/mynetworks		2006-2007	1		