RECORDS DESTRUCTION FORM

Submitted By: Zaira Robles Muniz **Department:** City Recorder

RECORDS DESTRUCTION REQUEST	
Series Title Ex. Contracts	Paying Agent and Registrar Agreement (Bond)
Schedule No. Ex.166-200-0265(3)(c)	166-200-0205 (2) Bond Records
Retention Period Ex. 2 years	3 years after final payment

Records Description (use reverse side or attach copy if necessary):

Paying Agent and Registrar Agreement with First Trust National Association, entered June 4, 1997. For Public Safety Capital Project. Paid in full December 2016

Paying Agent and Registrar Agreement with First Trust National Association, entered June 4, 1997. Paid in full December 2007

I do hereby certify that the records described above have been retained longer than required in accordance with OAR and no longer have any particular value to the City of Newberg, Oregon.

Signature: ZMR **Date:** 07/17/2023

DO NOT DESTROY ANY RECORDS WITHOUT RECORDER'S SIGNATURE BELOW

DESTRUCTION APPROVAL

City Recorder Use Only

☑ **APPROVED** ☐ **DENIED reason:**

City Recorder's Signature: Sue Ryan Digitally signed by Sue Ryan DN: OU=City Recorder, O=City of Newberg, CN=Sue Ryan, E=sue.ryan@newbergoregon.gov Reason: I am approving this document Location: your signing location here Date: 2023.07.17 15:06:18-07'00' Foxit PhantomPDF Version: 10.1.10 **Date:** 07/17/2023

CERTIFICATE OF DESTRUCTION

The records above were destroyed on the date, by the method, and by the person noted below

☑ **Non-Confidential Records** ☐ **Confidential Records –** *Must be destroyed by shredding or incineration*

Destroy Method:	☑ Recycle ☐ Shred ☐ Other:	Completion Date: 07/17/2023

Destroyed By: Zaira Robles Muniz **Signature:** Zaira Robles Muniz Digitally signed by Zaira Robles Muniz DN: C=US, CN=Zaira Robles Muniz, E=zaira.muniz@newbergoregon.gov Reason: I am the author of this document Location: your signing location here Date: 2023.07.17 15:10:20-07'00' Foxit PhantomPDF Version: 10.1.10

Title: Administrative Specialist **Department:** Administration

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Records Description (continued – delete this page if not needed):