

CERTIFICATE OF RECORDS AUTHORIZED TO BE DESTROYED - 2020 Version

SECTION 1 – REQUEST

Pursuant to OAR Chapter 166, Division 30, the public record(s) listed below has met the terms and conditions found in the City Records Retention Schedule manual and are now subject to an audit before destruction.

(To be completed by person making request)

Requestor Name: Sue Ryan Department: Administration

OAR Series Title & Subsection + date (Month/Day/Year) 166-200-0390 Risk Management (2) Liability Claims Records
a) Action taken – 10 years; b) No action taken – 3 years
See list below

Minimum Retention Period: See above Current Storage Location: Legal

Requestor's Signature: *Sue Ryan* Date: 11/1/2022

SECTION II – DIRECTOR'S/SUPERVISOR'S APPROVAL

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

Director's/Supervisor's Signature: *W E [Signature]* Date: 11/1/22

SECTION III – ELIGIBLE FOR DESTRUCTION

Pursuant to OAR Chapter 166, Division 30, the public record(s) listed have been audited and pass the minimum retention period; these public records are now eligible for destruction.

City Recorder's Signature: *Sue Ryan* Date: 11/1/2022

SECTION IV - CERTIFICATE OF DESTRUCTION

(To be completed by person conducting the destruction)

- NON-CONFIDENTIAL RECORDS**
 CONFIDENTIAL RECORDS – Must be destroyed by Shredding, Pulping, or Incineration.

Destroyed by: *Iron Mountain* Date: _____

Title: _____ Department: _____

Describe Destruction Method: Shredded Recycled _____ Incinerated _____ Other _____

Witnessed by: _____ Date: _____

DISTRIBUTION: Original: City Recorder Copy: Department *Risk Mgmt*

166-200-0390 Risk Management -Claims:

- a) Action taken – 10 years;
Legal File # 30019-02275 SP Newsprint – Willamette Riverbank erosion claim – closed 2/2007
- b) No action taken – 3 years
Legal File # 30019-02225 Cecil Loggains for false arrest – Closed 2007