

CERTIFICATE OF RECORDS AUTHORIZED TO BE DESTROYED - 2020 Version

SECTION I – 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: Zaira Robles Muniz Department: Admin

OAR Series Title & Subsection + date (Month/Day/Year) 166-200-0355(310) 166-200-0300
Public works-engineering ; (8) Permit and license Records, city issued
(10) Temporary Access/Construction Easement Records

Minimum Retention Period: 10yrs Current Storage Location: Archives

Requestor's Signature: [Signature] Date: 8/6/21

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: [Signature] Date: 8/30/21

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: [Signature] Date: 8/30/21

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: Sandy Baxter Date: 8/30/2021

Title: Engineering Assistant Department: Engineering

Describe Destruction Method: Shredded _____ Recycled X Incinerated _____ Other _____

Witnessed by: _____ Date: _____

DISTRIBUTION: Original: City Recorder _____ Copy: Department _____

Attachment for ENG boxes to be destroyed

BOX 116

ENG 43-93 Fred Meyers

ENG 32-93 River Street / College Street Sewer Truck

ENG 89-97 Main Street LID

ENG 34-93 S Meridian St Sanitary Sewer Improvement

Sept. 19, 2006 Orchards Lair II

1986 NCRC Downtown Traffic Plan File 2

ENG 14-93 Mixing Zone Study

ENG 24-93 Everest, Second, Third St LID

ENG 18-93 First and Second St Waterline Improvements

ENG 86-97 Police station/PSB Submittals: Contactor Payment Request, Drawings, City Utility Connections, Public Safety Building

BOX 109

2008-2009 Second Street Improvement Project Vol. 1

2009-2010 Second Street Improvement Project Vol. 2