

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: Sandy Baxter Department: Engineering

OAR Series Title & Subsection + date 166-200-0365, Public Works Engineer

Brief Description: Engineering Project Technical Records, Box 136

ENG266-09 Mainline Valve Insert Project #70582

ENG275-10 City Center Revitalization Project

ENG252-05 Mountainview Local Improvement District Project #702147 2005

- Estimated date of completion 2006

ENG232-03 WTP Improvement Plan

Minimum Retention Period:	<u>10 years</u>	Current Storage Location:	<u>Engineering</u>
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Requestor's Signature: Sandy Baxter Date: February 2, 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: [Signature] Date: 2/2/22

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: [Signature] Date: 2/4/2022

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: _____ Date: _____

Title: _____ Department: _____

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

Witnessed by: _____ Date: _____

DISTRIBUTION: Original: City Recorder _____ Copy: Department _____