



Lompoc City Council Agenda Item

City Council Meeting Date: January 3, 2012

TO: Honorable Mayor and City Council

FROM: Joseph W. Pannone, City Attorney
jpannone@awattorneys.com

SUBJECT: Resolution No. 5761(12) Authorizing Destruction of City Attorney Records

RECOMMENDATION:

Staff recommends the City Council adopt Resolution 5761(12).

BACKGROUND/DISCUSSION:

The Records Retention Schedule adopted by Resolution 4104(91) sets forth the City of Lompoc's requirements for storage of City records. Pages 5 and 6 contain the requirements for the City Attorney's Office. Three types of files are required to be maintained permanently by the City Attorney's Office; annexations, elections, and revenue bonds. The rest of the files have various retention requirements ranging from two years to ten years. Staff has reviewed the closed file list maintained by the department since 1959 and determined that 103 boxes were placed in storage ten years ago or before and, therefore, may be destroyed pursuant to the Records Retention Schedule. Out of those boxes, seventeen individual files have been identified to contain subject matter requiring permanent retention and those files will be removed from the boxes prior to destruction and placed in permanent storage.

FISCAL IMPACT:

Charges will be incurred by a shredding company. An oral estimate has been obtained from DocuTeam of San Luis Obispo. They charge \$7.00 per box, for a total of \$721.00 for 103 boxes.

Respectfully Submitted,

Joseph W. Pannone,
City Attorney

Attachments: [Pages 5 and 6 of the Records Retention Schedule](#)
[Proposed Resolution No. 5761\(12\)](#)