



City Council Agenda Item

City Council Meeting Date: October 15, 2019

TO: Jim Throop, City Manager

FROM: Dean Albro, Management Services Director
D_albro@ci.lompoc.ca.us

Stacey Haddon, City Clerk
S_haddon@ci.lompoc.ca.us

SUBJECT: Adoption of Resolution 6286(19) Authorizing Destruction of Obsolete City Records

Recommendation:

Staff recommends the City Council adopt Resolution No. 6286(19) authorizing destruction of obsolete City records in various Divisions and Departments (Attachment 1).

Background:

The Records Retention Schedule, adopted by Resolution 6034(16), sets forth the City's requirements for retention of records. That Resolution provides the various Divisions and Departments of the City with the minimum length of time each type of record must be retained. There are various retention requirements ranging from two years to permanent. Each Department and Division is responsible for determining when records are ripe for destruction.

Discussion:

Staff of various Departments and Divisions have reviewed their records and determined the records identified in Exhibits A through G, attached to Resolution No. 6286(19) may be destroyed pursuant to the Records Retention Schedule. As required by Government Code section 34090, the City Attorney has approved destruction of the records (Attachment 2).

Fiscal Impact:

The destruction of the documents will be performed by City staff and cost will be internally allocated to the divisions requiring the shredding of documents. There will be minimal

cost to maintain the equipment by the Internal Service Stores Fund, much like the printing, postage, and copier equipment cost.

Charges for services related to this recommended action will be allocated to each department relative to the volume of records destroyed. The City will coordinate the delivery of the records for destruction with a goal of accomplishing the recommended destruction by December 31, 2019.

Conclusion:

By removing those records that exceed their record retention period, additional storage room will be made available for other records. Several of the documents that are required to be kept permanently do not lend themselves to electronic scanning for a variety of reasons. Some records that are required to be kept permanently, even if the retention of the documents are satisfied under CGC Section 34090.5, may be kept in their original form when Finance Division staff deem it advantageous and there is adequate storage space to do so. The destruction of records through this process, and the CGC Section 34090.5 process, will allow additional storage space to be made available for such records.

Respectfully submitted,

Dean Albro, Management Services Director

Stacey Haddon, City Clerk

APPROVED FOR SUBMITTAL TO THE CITY COUNCIL:

Jim Throop, City Manager

Attachment: 1) Resolution No. 6286(19)
2) City Attorney Written Consent