



## City Council Agenda Item

**City Council Meeting Date:** May 4, 2021

**TO:** Jim Throop, City Manager

**FROM:** Stacey Haddon, City Clerk  
s\_haddon@ci.lompoc.ca.us

**SUBJECT:** Adoption of Resolution 6400(21) Authorizing Destruction of Obsolete City Records

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### **Recommendation:**

Staff recommends the City Council adopt Resolution No. 6400(21) authorizing destruction of obsolete City records in certain 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:**

The Community Development Division, Human Resources Division, and the Police Department have reviewed their records and determined the records identified in Exhibits A, B, and C, respectively, attached to Resolution No. 6400(21) 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.

