



City Council Agenda Item

City Council Meeting Date: April 16, 2024

TO: Dean Albro, City Manager

FROM: Stacey Haddon, City Clerk
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SUBJECT: Adoption of Resolution No. 6644(24) Authorizing Destruction of Obsolete City Records

Recommendation:

Staff recommends the City Council adopt Resolution No. 6644(24) authorizing destruction of obsolete City records in the Administration, City Clerk's Office, City Attorney's Office, and Human Resources Department (Attachment 1).

Background:

The Records Retention Schedule, adopted by Resolution No. 6369(20) 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-D, attached to Resolution No. XXXX(24) 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 September 30, 2024.

Conclusion:

By removing those records that exceed their record retention period, additional storage room will be made available for other records. Some records that are required to be kept permanently, even if they are kept in microfiche or electronically scanned as allowed under CGC Section 34090.5, may be kept in their original form as well when staff deem it advantageous and there is adequate storage space to do so. The destruction of records through this process will allow additional storage space to be made available for such records.

Respectfully submitted,

Stacey Haddon, City Clerk

APPROVED FOR SUBMITTAL TO THE CITY COUNCIL:

Dean Albro, City Manager

Attachments: 1) Resolution No. 6644(24)
2) City Attorney Written Consent