



Legislation Details (With Text)

File #: 2024-0285 **Version:** 1 **Name:**
Type: Consent **Status:** Agenda Ready
File created: 4/3/2024 **In control:** City Council
On agenda: 5/7/2024 **Final action:**
Title: CONSIDER AUTHORIZING THE DESTRUCTION OF SPECIFIED RECORDS WITHIN THE CITY'S FINANCE DEPARTMENT (CITY COUNCIL)
Sponsors:
Indexes:
Code sections:
Attachments: 1. SMP 3.33.1 Records Destruction 5.7.24, 2. CA Government Code Section 34090 5.7.24, 3. 2024 Records Destruction Authorization Form, 4. 2014-2016 Records for Purging List -2024

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Report to Mayor and City Council

Tuesday, May 07, 2024

Consent

SUBJECT:

CONSIDER AUTHORIZING THE DESTRUCTION OF SPECIFIED RECORDS WITHIN THE CITY'S FINANCE DEPARTMENT (CITY COUNCIL)

I. SUMMARY

The City's Standard Management Procedure (SMP) No. 3.33.1, Records Destruction, the Secretary of State's Records Management Guidelines and sections of the California Government Code, provide the procedure and authority in appropriately retaining and destroying City records. The Finance Department has reviewed certain documents and is seeking the City Council's authority to destroy specific City records.

II. RECOMMENDATION

AUTHORIZING THE DESTRUCTION OF SPECIFIED CITY RECORDS WITHIN THE CITY'S FINANCE DEPARTMENT.

III. ALTERNATIVES

TAKE another action the City Council deems appropriate.

IV. BACKGROUND

The Finance Department has been reviewing and identifying records designated for retention and destruction. It has been determined that the lifecycle of certain records have expired and are ready to be destroyed. The Finance Director and the City Attorney's Office have authorized proper and legal destruction (Exhibit No. 1- Inventory Records Destruction Authorization Form).

V. FISCAL IMPACT

There is no fiscal impact for the approval of the staff recommendation. The cost to have the files destroyed will be absorbed in the FY 2023/24 budget.

VI. EXHIBITS

1. SMP No. 3.33.1 Records Destruction (pgs. 3-5)
2. Records Destruction CA Government Code Section 34090 (pgs. 6-8)
3. Inventory Records Destruction Authorization Form (pg. 9)
4. 2014-2016 Records for Purging- 2024 List (pgs 10-168)

Prepared by: William Jefferson, Finance Director and Matilde Murillio, Business License Specialist I