



## Legislation Text

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### Report to Mayor and City Council

Tuesday, March 21, 2023

Consent

#### **SUBJECT:**

**CONSIDER APPROVAL OF DESTRUCTION OF CITY CLERK RECORDS PURSUANT TO RESOLUTION NO. 20-144 AUTHORIZING THE DESTRUCTION OF SPECIFIED RECORDS WITHIN THE CITY CLERK'S OFFICE**

#### **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, section 34090, provide the procedure and authority in appropriately retaining and destroying City records. The City Clerk's Office has reviewed certain documents and is seeking the City Council's authority to destroy specific City records. The records for destruction include agenda packets and certificates of posting from 1991 through 2020. According to the state law and state's retention policy, these records only need to be kept for the year of the meeting plus two. The attached list shows eleven boxes eligible for destruction.

#### **II. RECOMMENDATION**

Approve the destruction of the recommended eleven boxes.

#### **III. ALTERNATIVES**

#### **IV. BACKGROUND**

The City Clerk's Office 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 City Clerk and the City Attorney's Office have confirmed and authorized proper and legal destruction; therefore. With the City Council's approval of Resolution No. 20-144 that was approved in 2020, the records will be destroyed accordingly.

#### **V. FISCAL IMPACT**

The cost for destruction will be absorbed by the City Clerk's operating account number 10100030-6004.

## **VI. EXHIBITS**

Exhibit No. 1- Resolution No. 20-144

Exhibit No. 2- Request for Permission to Purge Documents

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