



Legislation Text

File #: 2023-0747, Version: 1

Report to Mayor and City Council

Tuesday, October 03, 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 bid packets and agenda from 1978 through 2017. 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 seventeen boxes eligible for destruction.

II. RECOMMENDATION

Approve the destruction of the recommended 69 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

No fiscal impact. There is sufficient funding in account 101-30-100-100-6004

VI. EXHIBITS

Exhibit No. 1- Resolution No. 20-144

Exhibit No. 2 - Request for Permission to Purge Documents

Exhibit No. 3 - Request for Permission to Purge Documents (2)

Prepared by: Dr. Khaleah K. Bradshaw, City Clerk and Tomisha Haywood, Records Management Coordinator