

**STAFF REPORT**  
**City of Lancaster**

CC 9
7/13/10
MVB

Date: July 13, 2010

To: Mayor Parris and City Council Members

From: Geri K. Bryan, CMC, City Clerk

Subject: **Resolution Authorizing the Destruction of Certain Records**

---

**Recommendation:**

Adopt **Resolution No. 10-51**, authorizing the destruction of certain records (Violations of Municipal Codes, Taxi/Tow, Housing Loan Program Files, Housing Grant Program , Community Development Block Grant Program, Preliminary Reviews, Terminated Home Occupations, Director’s Reviews, Public Records Requests, Records Center Documentation, Subpoenas, Insurance – City as Additional Insured, Insurance-City as Insured, Correspondence, Closed Session, Nomination Papers, Campaign Statements, Candidate Information , Precinct Board Records, Appeals, Affidavits of Publication, Administrative Policy & Procedure, Claims Against the City, City Property Damage Claims, Risk Management Agendas, Speaker Cards, Statement of Economic Interest, Roster of Voters, Ballots, Accounts Receivable, Banking Records, Financial Reports, Parking Citations, Payroll-Registers, Special Events, Fuel Reports, Inspections, Dig Alert Permits, Plans & Plan Checks, Recreation Log Books, Cares Program, AV Film Office, Enrichment Centers, Registration-Recreation Program, Refunds-Recreation Program, Repetitive Maintenance Reports, Poppy Festival, Sports, Grants).

**Background:**

Section 34090 of the Government Code provides a procedure whereby any City record, which has served its purpose and is no longer required, may be destroyed. After a thorough review of the Records Retention Schedule, which was adopted by City Council on September 12, 2000, it has been determined that certain records for Housing, Planning, City Clerk, Finance, Public Works, and Parks, Recreation & Arts are ready for destruction. A list of the records is attached to the Resolution as Exhibits A, B, C, D E, and F.

GKB:ba

**Attachment:**

Resolution No. 10-51