

STAFF REPORT
City of Lancaster

CC 16
7/24/12
MVB

Date: July 24, 2012

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. 12-53**, authorizing the destruction of certain records (Recruitment Files, City Property Damage Claims, Claims Against the City, Risk Management Agendas, Telephone Accounts, Summer Day Camp, CARES Program, Sports, Registration-Recreation Programs, Refunds-Recreation Programs, Recreation-City Facility Use, Repetitive Maintenance Reports, Special Events, Poppy Festival, Special Classes-Enrichment Centers, Antelope Valley Film Office, Accident/Incident/Damage Reports, Door Access Code Printouts, Grants, Key Inventory Log, Correspondence, Accounts Payable, Accounts Receivable, Business License Files, Banking Records, Financial Reports, Payroll, State & Federal Income Tax, Payroll-Registers, W-2, Payroll-Employee Files, PERS Reports, Purchase Orders, Parking Citations, Home Occupation Permits, Violations of Municipal Codes, Mobilehome Park Rent Arbitration Board, Housing Loan Program Files, Housing Grant Program, Community Development Block Grant Program, Insurance-City as Insured, Insurance-City as Additional Insured, Appeals, Commissions, Nomination Papers-Successful Candidates, Nomination Papers-Unsuccessful Candidates, Statement of Economic Interest-Elected Officials/Appointees, Statement of Economic Interest-Designated Employees, Public Records Requests, Records Center Documentation, Subpoenas, Closed Session, Affidavits of Publication, Speaker Cards, Campaign Statements-Unsuccessful Candidates, Statement of Economic Interest-Copies).

Fiscal Impact:

None.

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 the City Council on September 12, 2000, it has been determined that certain records for Human Resources, Administration, Parks Recreation & Arts, Finance, Planning, Housing & Neighborhood Revitalization and City Clerk, are ready for destruction. Lists of the records are attached to the Resolution as Exhibits A, B, C, D, E, F and G.

GKB:ba

Attachment:

Resolution No. 12-53