

STAFF REPORT
City of Lancaster

CC 4
2/12/13
MVB

Date: February 12, 2013

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. 13-06**, authorizing the destruction of certain records (City Property Damage Claims, Claims Against the City, Risk Management Agendas, Summer Day Camp, Sports, Registration-Recreation Programs, Refunds-Recreation Programs, Recreation-City Facility Use, Repetitive Maintenance Reports, Antelope Valley Film Office, Accident/Incident/Damage Reports, Grants, Recreation Log Books, Accounts Payable Encumbrance Reports, Accounts Payable, Business License Files, Violation of Municipal Code-Business License, Banking Records, Financial Reports, Financial Reports-State Controller Reports, Payroll, Payroll-Registers, Payroll-Employee Files, State & Federal Income Tax, Purchase Orders, Parking Citations, Insurance-City as Insured, Insurance-City as Additional Insured, Appeals, Public Records Requests, Records Center Documentation, Subpoenas, Affidavits of Publication, Closed Session, Speaker Cards, Precinct Election Records, Absentee Voting Records, Inspector Receipts, Election Related Documents, Ballots, Election Correspondence, Plans and Plan Check).

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, Parks Recreation & Arts, Finance, City Clerk and Public Works, are ready for destruction. Lists of the records are attached to the Resolution as Exhibits A, B, C, D, and E.

GKB: lb

Attachment:

Resolution No.13-06