

STAFF REPORT
City of Lancaster, California

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3/13/07
RSL

Date: March 13, 2007

To: Mayor Hearn and Members of the City Council

From: Geri K. Bryan, City Clerk

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

Recommendation:

Adopt Resolution No. 07-43, authorizing the destruction of certain records (Questionnaires/Surveys, Special Events, Parade Permits, Grants-Discretionary-MTA, Risk Management Agendas, Campaign Statements, Petitions to the City, Election Related Documents, City Property Claims, Recruitment Files, Workers Compensation, Accounts Payable, Accounts Receivable, Parking Citations, Payroll, Purchasing, Purchase Orders, Banking Records, Financial Reports, Payroll Registers, Budget-Proposed, Correspondence, PERS Reports, Terminated Home Occupations, Taxi/Tow, Dig Alert Permits, Fuel Reports, Service Requests, Vehicle Records, Work Orders.)

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 City Council on September 12, 2000, it has been determined that certain records for Administration, City Clerk, Human Resources, Finance, Planning and Public Works are ready for destruction. A list of the records is attached to the Resolution as Exhibits A, B, C, D, E, F and G.

GKB:ba

Attachment:

Resolution No. 07-43
Exhibits A, B, C, D, E, F and G