

STAFF REPORT
City of Lancaster

CC 4
7/23/13
MVB

Date: July 23, 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. 13-39**, authorizing the destruction of certain records (City Property Damage Claims, Claims Against the City, Risk Management Agendas, Antelope Valley Film Office, Registration-Recreation Programs, Special Classes-Enrichment Centers, Special Events, Poppy Festival, Recreation-City Facility Use, Cares Program, Appeals, Public Records Requests, Records Center Documentation, Subpoenas, Affidavits of Publication, Closed Session, Speaker Cards, Home Occupation Permits, Dig Alert Permits, Traffic Control/Detour Plans, Inspections, Street Sweeper, Correspondence, Deposit Records, Informal Bids – Unsuccessful, Vehicle Records, Service Requests, Work Orders, Traffic Studies).

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

Attachment:

Resolution No. 13-39

GKB: lb