

STAFF REPORT
City of Lancaster

CC 4
8/12/14
MVB

Date: August 12, 2014

To: Mayor Parris and City Council Members

From: Britt Avrit, CMC, City Clerk

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

Recommendation:

Adopt **Resolution No. 14-54**, authorizing the destruction of certain records (City Property Damage Claims, Claims Against the City, Risk Management Agendas, Unemployment Insurance Appeals, Maintenance Log Books, Sports, Special Events, Repetitive Maintenance Reports, Registration-Recreation Programs, Special Classes-Enrichment Centers, Refunds--Recreation Programs, Recreation-City Facility Use, Recreation Log Books, Summer Day Camp, CARES Program, Accident/Incident/Damage Reports, Accounts Payable-Encumbrance Reports, Accounts Payable, Accounts Receivable, Business License Files, Violations of Municipal Codes-Business License, Banking Records, Financial Reports, Payroll, State & Federal Income Tax, Payroll-Registers, W-2, PERS Reports, Purchase Orders, Speaker Cards, Closed Session, Public Records Requests, Records Center Documentation, Appeals, Subpoenas, Roster of Voters, Affidavits of Publication, Insurance – City as Insured, Dig Alert Permits, Correspondence, Deposit Records, Graffiti, Fuel Reports, Bids-Unsuccessful, Service Requests, Grants, Vehicle Records, Work Orders, Work Logs, Enterprise Zone Vouchers)

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, Development Services and Economic Development are ready for destruction. Lists of the records are attached to the Resolution as Exhibits A, B, C, D, E and F.

BA:lb

Attachment:

Resolution No. 14-54