

**STAFF REPORT**  
**City of Lancaster**

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07/14/15
MVB

Date: July 14, 2015

To: Mayor Parris and City Council Members

From: Britt Avrit, CMC, City Clerk

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

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**Recommendation:**

Adopt **Resolution No. 15-38** , authorizing the destruction of certain records (City Property Damage Claims, Recruitment Files, Claims Against the City, Risk Management Agendas, Worker’s Compensation, Unemployment Insurance, Personnel Files, Service Requests, Sports, Special Programs, 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, Pesticide Usage Reports, Community Development Block Grant Program, Accident/Incident/Damage Reports, Accounts Payable, Accounts Receivable, Business License Files, Banking Records, Financial Reports, Payroll, Payroll Employee Files, Payroll-Registers, Purchase Orders, Absentee Voting, Ballots, Inspector Receipts, Precinct Board Records, Precinct Election Records, Speaker Cards, Closed Session, Appeals, Public Records Requests, Records Center Documentation, Subpoenas, Insurance – City as Additional Insured, Roster of Voters, Affidavits of Publication, Insurance - City as Insured, Correspondence, Telephone Accounts, Community Service Grant, Enterprise Zone Vouchers, Plans and Plan Checks).

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

BA:lb

**Attachment:**

Resolution No. 15-38