

STAFF REPORT
City of Lancaster

CC 9
07/26/16
MVB

Date: July 26, 2016

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. 16-44**, authorizing the destruction of certain records (City Property Damage Claims, Correspondence, Claims Against the City, Risk Management Agendas, Speaker Cards, Public Records Requests, Records Center Documentation, Subpoenas, Insurance – City as Additional Insured, Affidavits of Publication, , Insurance – City as Additional Insured, Sports, Registration-Recreation Programs, Special Classes-Enrichment Centers, Refunds--Recreation Programs, Antelope Valley Film Office, Recreation Log Books, Summer Day Camp, CARES Program, Grants, Accident/Incident/Damage Reports, Accounts Payable, Accounts Receivable, Banking Records, Financial Reports, Payroll, Payroll-Registers, State and Federal Income Tax Returns, W-2's, PERS Reports, Purchase Orders, Violations of Municipal Codes, Classification Salary Studies and Audits, Recruitment, Enterprise Zone Vouchers, Director's Reviews, Home Occupation Permits, Plans and Plan Checks, Service Requests).

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 Administration, City Clerk, Parks Recreation & Arts, Finance, Human Resources, 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. 16-44