

STAFF REPORT
City of Lancaster

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09/25/07
RSL

Date: September 25, 2007

To: Mayor Hearn and City Council Members

From: Geri K. Bryan, City Clerk

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

Recommendation:

Adopt Resolution No. 07-173, authorizing the destruction of certain records (Insurance, Subpoenas, Public Records Requests, Nomination Papers, Election Related Documents, Roster of Voters, Speaker Cards, Closed Session, Claims, City Property Claims, Statement of Economic Interest, Original Report and Statements, Accident/Incident/Damage Reports, Door Access Code Printouts, Refunds-Recreation Programs, Recreation Facility Use, Registration-Recreation Programs, Sports, Cares Program, Poppy Festival, Summer Day Camp, Payroll-Registers).

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 City Clerk, Parks, Recreation & Arts and Finance are ready for destruction. A list of the records is attached to the Resolution as Exhibits A, B and C.

GKB:ba

Attachment:

Resolution No. 07-173