

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

CC 5
02/12/08
MVB

Date: February 12, 2008

To: Mayor Hearn and City Council Members

From: Geri K. Bryan, City Clerk

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

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**Recommendation:**

Adopt Resolution No. 08-05, authorizing the destruction of certain records (Plans & Plan checks, Correspondence, Recruitment Files, Worker's Comp Claims, Grants, Travel Records, Accounts Payable.)

**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 Finance are ready for destruction. A list of the records is attached to the Resolution as Exhibits A, B, C, D and E.