

STAFF REPORT
City of Lancaster

CC 5
07/08/08
MVB

Date: July 8, 2008

To: Mayor Parris and City Council Members

From: Geri K. Bryan, City Clerk

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

Recommendation:

Adopt **Resolution No. 08-63**, authorizing the destruction of certain records (Mobile Home Park Rent Arbitration Board, Violations of Municipal Codes, Terminated Home Occupations, Worker's Compensation, Recruitment Files, Dig Alert Permits, Deposit Records, Plans and Plan Checks, Risk Management Agendas, Telephone Accounts, Commission, Speaker Cards, Litigation Files, Closed Session, Precinct Board Records, Records Center Documentation, Public Records Requests, Subpoenas, Insurance, Candidate Information, Election Notices, Election Related Documents, Application to View, Petitions to the City, Correspondence, Ballots, Appeals, Affidavits of Publication, Campaign Statements, Statement of Economic Interest, Original Reports and Statements, City Property Claims, Claims Against the City, Business Licensing, Purchasing; Purchase Orders, Parking Citations, Sports, CARES, Special Classes/Enrichments Centers, Registration - Recreation Programs, AV Film Office, Refunds-Recreation Programs, Recreation-City Facility Use, Repetitive Maintenance, Accident/Incident/Damage Reports).

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 Housing & Neighborhood Revitalization, Planning, Human Resources, Public Works, Administration, City Clerk, Finance, and Parks, Recreation and Arts are ready for destruction. A list of the records is attached to the Resolution as Exhibit A, B, C, D, E, F, G and H.

GKB:ba

Attachments:

Resolution No. 08-63
Exhibits A, B, C, D, E, F, G and H