

STAFF REPORT
City of Lancaster

CC 6
08/12/08
MVB

Date: August 12, 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. 08-76**, authorizing the destruction of certain records (Accounts Receivable, Payroll; W-2, Accounts Payable, Banking Records, Payroll; State & federal Income Tax, Payroll; Employee Files).

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 Exhibit A.

GKB:ba

Attachment:

Resolution No. 08-76
Exhibit A

RESOLUTION NO. 08-76

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, CALIFORNIA, AUTHORIZING DESTRUCTION OF CERTAIN RECORDS (ACCOUNTS RECEIVABLE, PAYROLL; W-2, ACCOUNTS PAYABLE, BANKING RECORDS, PAYROLL; STATE & FEDERAL INCOME TAX, PAYROLL; EMPLOYEE FILES).

WHEREAS, Government Code Section 34090 et. seq, authorizes the City Council to destroy those City records, documents, and supplies after the same are no longer required, with the approval of the Legislative Body by resolution, and the written consent of the City Attorney;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. The City Council finds that the records set forth in "Exhibit A" (Accounts Receivable) attached hereto and incorporated by reference, are eligible under Government Code § 34090, 40802, 41 CFR 29-70.203-2 for destruction and are older than audit plus three years.

Section 2. The City Council finds that the records set forth in "Exhibit A" (Payroll; W-2) attached hereto and incorporated by reference, are eligible under Government Code § 34090, 41 CFR 50-201.501 for destruction and are older than audit plus ten years.

Section 3. The City Council finds that the records set forth in "Exhibit A" (Accounts Payable) attached hereto and incorporated by reference, are eligible under 41 CFR 50-201.501 for destruction and are older than audit plus ten years.

Section 4. The City Council finds that the records set forth in "Exhibit A" (Banking Records) attached hereto and incorporated by reference, are eligible under Government Code § 34090, 26 CFR 16001-1, CCP 337, FC 3368, 30210, GC 43900 et seq. for destruction and are older than audit plus five years.

Section 5. The City Council finds that the records set forth in "Exhibit A" (Payroll; State & Federal Income Tax) attached hereto and incorporated by reference, are eligible under Government Code § 34090, 41 CFR 50-201.501 for destruction and are older than audit plus ten years.

Section 6. The City Council finds that the records set forth in "Exhibit A" (Payroll; Employee Files) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than termination plus five years.

Section 7. The City Council of the City of Lancaster does hereby authorize the City Clerk to destroy those eligible records, documents, books or papers described in "Exhibit A."

PASSED, APPROVED and ADOPTED this _____ day of _____ 2008, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

APPROVED:

GERI K. BRYAN, CMC
City Clerk
City of Lancaster

R. REX PARRIS
Mayor
City of Lancaster

STATE OF CALIFORNIA }
COUNTY OF LOS ANGELES }
CITY OF LANCASTER }

CERTIFICATION OF RESOLUTION
CITY COUNCIL

I, _____, _____ City of Lancaster, CA do hereby certify that this is a true and correct copy of the original Resolution No. 08-76 for which the original is on file in my office.

WITNESS MY HAND AND THE SEAL OF THE CITY OF LANCASTER, on this

_____ day of _____, _____.

(seal)
