

STAFF REPORT
City of Lancaster

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10/14/08
MVB

Date: October 14, 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. 08-83**, a Resolution of the City Council of the City of Lancaster, California, authorizing the destruction of certain records (Plans and Plan Checks; Absentee Voting, Ballots, Inspector Receipts, Precinct Election Records.)

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 and B.

GKB:ba

Attachment:

Resolution No. 08-83
Exhibits A and B

RESOLUTION NO. 08-83

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, CALIFORNIA, AUTHORIZING DESTRUCTION OF CERTAIN RECORDS (PLANS AND PLAN CHECKS, ABSENTEE VOTING, BALLOTS, INSPECTOR RECEIPTS, PRECINCT ELECTION RECORDS).

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" (Absentee Voting) attached hereto and incorporated by reference, are eligible under Election Code § 17505(b) for destruction and are older than while current plus six months.

Section 2. The City Council finds that the records set forth in "Exhibit A" (Ballots) attached hereto and incorporated by reference, are eligible under Election Code § 17302; 17306 for destruction and are older than while current plus six months.

Section 3. The City Council finds that the records set forth in "Exhibit A" (Inspector Receipts) attached hereto and incorporated by reference, are eligible under Election Code § 17302 for destruction and are older than while current plus six months.

Section 4. The City Council finds that the records set forth in "Exhibit A" (Precinct Election Records) attached hereto and incorporated by reference, are eligible under Election Code § 17304(b) for destruction and are older than while current plus six months.

Section 5. The City Council finds that the records set forth in "Exhibit B" (Plans and Plan Checks) attached hereto and incorporated by reference, are eligible under Health & Safety Code 19850 and Government Code § 34090 for destruction and are older than current year plus two years.

Section 6. 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 "Exhibits A and B."

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. 08-83
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)
