

STAFF REPORT
City of Lancaster

CC 8
1/13/09
MVB

Date: January 13, 2009

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. 09-01**, a Resolution of the City Council of the City of Lancaster, California, authorizing the destruction of certain records (Telephone Accounts, Correspondence, Travel, City Property Claims, Claims, Subpoenas, Insurance – City as Additional Insured, Insurance – City as Insured, Closed Session, Speaker Cards, Public Records Request, Records Center Documentation, Terminated Home Occupations, Safety Committee Training Records – SB 198, Violations of Municipal Codes, housing Grant Program, Housing Loan Program Files, Bids, Registration – Recreation Programs, Refunds – Recreation Programs, Sports, Recreation/City Facility Use, Summer Day Camp, Grants, CARES Program, Recreation Log Books, Accident/Incident/Damage Reports, AV Film Office, Plans & Plan Checks, Accounts Payable, Payroll – Registers, Payroll – Employee Files, W-2, State 7 Federal Income Tax Returns, Business License Files, Purchase Orders, Banking Records, Financial 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 Finance are ready for destruction. A list of the records is attached to the Resolution as Exhibits A, B, C, D, E, F, G and H.

GKB:ba

Attachment:

Resolution No. 09-01
Exhibits A, B, C, D, E, F, G and H