

STAFF REPORT
City of Lancaster

CC 5
7/14/09
MVB

Date: July 14, 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. 09-62**, a Resolution of the City Council of the City of Lancaster, California, authorizing the destruction of certain records (Telephone Accounts, Risk Management Agendas, City Property Claims, Claims, Application to View, Roster of Voters, Appeals to City Council, Closed Session, Speaker Cards, Agreements, Deposit Records, Accounts Receivable, Payroll Registers, PERS Reports, Banking Records, Financial Reports, Purchasing, Door Access Codes, Pesticide Reports, Repetitive Maintenance Reports, Service Requests, CARES, Recreation/City Facility Use, Recreation Log Books, Registration-Recreation Programs, Special Classes- Enrichments Centers, Sports, Youth in Government).

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.

Attachment:

Resolution No. 09-62