

STAFF REPORT
City of Lancaster

CC 5
10/13/09
MVB

Date: October 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. 09-87**, a Resolution of the City Council of the City of Lancaster, California, authorizing the destruction of certain records (Accounts Payable, Accounts Receivable, Banking Records, Business License Files, Financial Reports, Parking Citations, Payroll, Payroll Registers, Payroll – Federal and State Income Tax, Purchasing, Purchase Orders).

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. 09-87