



**AGENDA SUMMARY
EUREKA CITY COUNCIL**

TITLE: Destruction of Records

DEPARTMENT: Police

PREPARED BY: Katie Hill

PRESENTED FOR: Action Information only Discussion

RECOMMENDATION

Adopt a Resolution of the City Council requesting destruction of records pursuant to Government Code and City policy.

FISCAL IMPACT

No Fiscal Impact Included in Budget Additional Appropriation

COUNCIL GOALS/STRATEGIC VISION

Not applicable

DISCUSSION

Pursuant to Government Code 12946 which requires that all files containing records of application – including background information – must be retained for a minimum of two years after the files were initially created in the case of applicants who were not hired; records of terminated employees must be maintained for a minimum of two years from the date the employment action was taken. Per Council adoption of a records retention policy providing for destruction of unneeded or outdated City records in accordance with Government Code 34090, we have reviewed our files and wish to destroy sixty-three (63) background information packets for applicants that were not hired that are over two years old.

REVIEWED AND APPROVED BY:

City Attorney

City Clerk/Information Services

Community Services

Development Services

Finance

Fire

Personnel

Police

Public Works