



# STAFF REPORT – CITY COUNCIL MEETING

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October 18, 2023

**TO:** Honorable Mayor and City Council Members

**FROM:** Bridget Dory, City Clerk

**PREPARER:** Bridget Dory, City Clerk

**DATE:** September 29, 2023

**TITLE:** **Adopt Resolution No. 234-12 Authorizing the Destruction of Certain City Records Maintained by the City Relating to the Departments of City Manager (City Manager, Contracts and Special Projects, Personnel, City Clerk), Environmental Services, Community Development and Finance as Permitted under Section 34090 of the California Government Code and the Secretary of State's Local Government Records Program.**

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## **RECOMMENDATION:**

It is recommended that the Council adopt Resolution No. 234-12 authorizing the destruction of certain city records maintained by the City relating to the departments of City Manager (City Manager, Contracts and Special Projects, City Clerk, and Personnel), Environmental Services, Community Development, and Finance, as permitted under section 34090 of the California Government Code and the Secretary of State's Local Government Records Management Program.

## **INTRODUCTION:**

The destruction of certain city records is permitted under section 34090 of the California Government Code and the Secretary of State's Local Government Records Management Program.

## **BACKGROUND:**

Per section 34090 of the California Government Code: *“Unless otherwise provided by law, with the approval of the legislative body by resolution and the written consent of the city attorney the head of a city department may destroy any city record, document, instrument, book or paper, under his charge, without making a copy thereof, after the same is no longer required.”*

## **DISCUSSION:**

In accordance with the Secretary of State's Local Government Records Management Guidelines, the City's established Records Retention Guide, and section 34090 of the California Government Code, staff requests adoption of Resolution No. 234-12 allowing destruction of those records identified in Attachments A, B, C, D, E, F and G of said resolution.

## **BUDGET/FISCAL IMPACT:**

**None with this action.**

**ATTACHMENTS:**

A. Resolution No. 234-12 Destruction of Records 2023 ES-Fin-Clerk-Contracts-Personnel-  
CMO-Com Dev (PDF)