



**AGENDA SUMMARY  
EUREKA CITY COUNCIL**

**TITLE:** Destruction of Records

**DEPARTMENT:** Police

**PREPARED BY:** Christina Laramore

**PRESENTED FOR:** Action       Information only       Discussion

**RECOMMENDATION**

Adopt a Resolution of the City Council for Destruction of Certain Records in the Police Department.

**FISCAL IMPACT**

No Fiscal Impact       Included in Budget       Additional Appropriation

**COUNCIL GOALS/STRATEGIC VISION**

Optimizing City Operations

**DISCUSSION**

Section 34090 of the California Government Code permits a public agency to destroy certain out-of-date and no longer useful public records. City of Eureka Resolution No. 2004-26 adopted the City Records and Retention Policy and Procedure 1.10 which sets forth the retention periods for City Records. Per Policy and Procedure 1.10, the Eureka Police Department Records Section has compiled the attached list of records for destruction.

**REVIEWED AND APPROVED BY:**

- City Attorney
- City Clerk/Information Services
- Development Services
- Finance
- Fire
- Parks and Recreation
- Personnel
- Police
- Public Works

**ATTACHMENTS:**

Resolution with list of records

Police Records to be destroyed in accordance  
with City and Department Record Retention Policy:

Number of Boxes	Time Covered	Item
1/3	2020	CLETS Entry/Clearance Records of Served Warrants and associated paperwork
1/3	2017-2020	Subpoena for Documents/Reports
1/3	2020	Dept of Justice CLETS Entry Validations and UCR Statistic Worksheets
2	2020	Department Payroll Files
12	2012	Purged Reports (see attached list)
13	2016	Purged Reports (see attached list)