

# STAFF REPORT

## *City Council Consent Item*

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**DATE:** October 16, 2023

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

**FROM:** Aaron Felmlee, Finance Director

**THROUGH:** Merritt Perry, City Manager

**CC:** Ryan Plotz, City Attorney

**SUBJECT:** **Authorization of Destruction of Selected Finance Department Files, Resolution 2023-31**

### **STAFF RECOMMENDATION:**

Authorize destruction of specific files by approving *Resolution 2023-31*.

### **SUMMARY:**

A review of City files has resulted in the attached lists of files selected for destruction. Files selected for destruction meet the criteria according to California Government Code Section 34090.

State law provides that these records may be destroyed with the approval of the City Council by Resolution and the written consent of the City Attorney. A copy of this staff report was sent to the City Attorney for review and approval.

File destruction information was provided by the following department, and a list of City records scheduled for destruction is attached:

- Finance Department

### **RECOMMENDED COUNCIL ACTION:**

Adopt *Resolution 2023-31*. Consent Agenda vote.

### **ATTACHMENTS:**

- *Resolution 2023-31: A Resolution of the City Council Authorizing the Destruction of Records*
- List of files to be destroyed from Finance Department