

STAFF REPORT

City Council Consent Item

DATE: October 7, 2024

TO: Honorable Mayor and City Council Members

FROM: Aaron Felmlee, Finance Director

THROUGH: Amy Nilsen, Interim City Manager

CC: Ryan Plotz, City Attorney

SUBJECT: **Authorization of Destruction of Selected Finance Department Files, Resolution 2024-32**

STAFF RECOMMENDATION:

Authorize destruction of specific files by approving *Resolution 2024-32*.

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 2024-32*. Consent Agenda vote.

ATTACHMENTS:

- *Resolution 2024-32: A Resolution of the City Council Authorizing the Destruction of Records*
- List of files to be destroyed from Finance Department