



AGENDA SUMMARY
EUREKA CITY COUNCIL

TITLE: Destruction of Records

DEPARTMENT: Community Services

PREPARED BY: Robin Praszker

PRESENTED FOR:

Action Information only Discussion

RECOMMENDATION

Adopt a Resolution of the City Council for Destruction of Certain Records in the Community Services 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Section 34090 of the California Government Code permits a public agency to destroy certain out-of-date and no longer useful public records.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 Community Services Department Records Section has compiled the attached list of records for Destruction.

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

Time Covered	Item	Retention Schedule
2001-2015	Hold Harmless	6 years
2002-2013	Rental Agreements and Contracted Classes	2 years
2006-2011	Incident and Accident Reports	7 years
2008-2011	Correspondence Forms	2 years
2009-2010	Vendor Insurance Forms	2 years

REVIEWED AND APPROVED BY:

- City Attorney
- City Clerk/Information Services
- Community Services
- Development Services
- Finance
- Fire
- Personnel
- Police
- Public Works

ATTACHMENTS:

Resolution