



Legislation Text

File #: 18-1959, Version: 2

AGENDA REPORT REQUEST FOR CITY COUNCIL ACTION

DATE: 8/1/2018

TO: Honorable Mayor and City Council Members

FROM: Management Services

SUBJECT:

City Council consideration to adopt Resolution No. 2018-082 authorizing the annual destruction of certain obsolete city records.

RECOMMENDED ACTION:

That the City Council adopt Resolution No. 2018-082 authorizing the annual destruction of certain obsolete city records.

ANALYSIS:

On December 6, 1989 City Council adopted Resolution No. 89-157, establishing a policy for the destruction of obsolete general city records and Resolution No. 2014-08 on April 2, 2014, establishing a policy for the destruction of obsolete Police Department records. The policies provide for the destruction of obsolete records on an annual basis pursuant to Government Code Section 34090.

An inventory of obsolete city records is compiled by each department, submitted to the City Clerk for review, and forwarded to the City Attorney for final review and approval. The inventory of records is presented to the City Council for final destruction authorization.

The following Department's records are proposed for destruction:

1. Administrative Services - Finance Division: Budget/Revenue, Business License, Human Resources
2. City Clerk Division
3. Community Development Department
4. Legal & Risk Management Department
5. Library & Recreation Services - Recreation Division
6. Police Department

7. Public Works Department

The records proposed are obsolete and past the obligatory retention period and are no longer required. Therefore, staff recommends that the City Council approve the destruction of the records.

COMMITTEE ACTION:

Not applicable.

STRATEGIC PLAN:

This item supports the City's Strategic Plan Goal 6: Improve Communication with Our Community; Objective a: Commit to transparency in all City actions. The recommended action will help achieve these goals by maintaining current records.

FISCAL IMPACT:

There is no fiscal impact associated with this request.

ENVIRONMENTAL ANALYSIS:

This action is exempt pursuant to Section 15061(b)(3) of the Guidelines for the California Environmental Quality Act (CEQA), which states that a project is exempt from CEQA if the activity is covered by the general rule that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen certainly that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This action is for the annual destruction of certain obsolete city records purposes, and there is no possibility that approving the recommended action will have a significant effect on the environment.

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REVIEWED BY: SYLVIA EDWARDS, CITY CLERK

REVIEWED BY: KERRY D. EDEN, ASSISTANT CITY MANAGER/ADMINISTRATIVE SERVICES DIRECTOR

REVIEWED BY: MICHELE NISSEN, ASSISTANT CITY MANAGER

SUBMITTED BY: DARRELL TALBERT, CITY MANAGER