



CITY OF COMMERCE AGENDA REPORT

TO: Honorable City Council

Item No. _____

FROM: City Manager

SUBJECT: A Resolution of the City Council of the City of Commerce, California Authorizing the Destruction of Certain Records in Accordance with City Policy and State Law

MEETING DATE: June 13, 2023

RECOMMENDATION:

Approve and adopt the Resolution authorizing the destruction of certain records and assign the number next in order.

ANALYSIS:

Attached for approval is a proposed Resolution authorizing the destruction of certain records submitted by the Office of the City Clerk and Human Resources Department for various departmental records in accordance with City policy and state law.

City staff have identified records that no longer have sufficient historical, legal, fiscal, or reference value to retain in original form and is requesting the City Council's authorization to destroy such records. They include a variety of different documents such as past election/referendum records, and administrative files for the following periods of time: 1996 to 2020 as described in the attached form.

Government Code Section 34090 provides for the destruction of any City record, document, instrument, book, paper, etc., without making a copy thereof, after the same is no longer required, if done with the approval of the City Council and the written consent of the City Clerk and City Attorney. Government Code Section 34090 does not authorize the destruction of records affecting the title to real property or liens thereon, court records, records required to be kept by statute, records less than two years old, and the minutes, ordinances, or resolutions of the City Council. The proposed destruction is consistent with the requirements of Government Code Section 34090 and approved Records Retention Schedules and the Policy for the Preservation, Protection, Retention, and Legal

Disposition of the City's Records approved by the City Council on August 3, 2015. Attached hereto is a list of documents recommended for destruction.

FISCAL IMPACT:

The cost of shredding is estimated at \$150 and within the existing approved budget.

Respectfully submitted: Edgar P. Cisneros, City Manager
Recommended by: Lena Shumway, Administrative Services Director & City Clerk
Approved as to form: Noel Tapia, City Attorney

RELATIONSHIP TO STRATEGIC PLAN:

This matter is applicable to the following Strategic Focus Area and Guiding Principle: Community Quality of Life – Guiding Principle 5: Foster environmentally conscious initiatives and continue to identify and develop city codes that support a clean, well-maintained, sustainable community.

ATTACHMENTS:

1. Resolution
2. Exhibit A – “Records Destruction Authorization Form”, List of documents appropriate for destruction