



CITY OF COMMERCE AGENDA REPORT

TO: Honorable City Council

Item No. _____

FROM: City Administrator

SUBJECT: A Resolution of the City Council of the City of Commerce, California
Authorizing the Destruction of Certain Records

MEETING DATE: August 6, 2018

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 for various departmental records.

City staff has 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 records, timecards and administrative files for the period of time 1976 to 2013.

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. Attached hereto is a list of documents recommended for destruction.

FISCAL IMPACT:

The cost of shredding ranges from \$150 to \$200, which is budgeted under Records Storage and Managements account No. 10-1030-73020.

Respectfully submitted: Edgar P. Cisneros, City Administrator

Recommended by: Lena Shumway, Administrative Services Director & City Clerk

Approved as to form: Noel Tapia, City Attorney

ATTACHMENTS:

1. Resolution
2. Exhibit A – List of documents appropriate for destruction