

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: Deborah S. Traffenstedt, Administrative Services Director/City Clerk *DST*
Prepared by: Blanca Garza, Deputy City Clerk *BG*

DATE: February 4, 2008 (CC Meeting of 2/20/2008)

SUBJECT: Consider Resolution Authorizing the Destruction of Parks, Recreation and Community Services Department Records

BACKGROUND AND DISCUSSION

Government Code Section 34090, et. seq., authorizes the destruction of City records that are no longer required, with the approval of the legislative body by resolution and the written consent of the City Attorney. The Code of Civil Procedure Section 337 sets a four-year prescribed period for the commencement of actions. The City Attorney's written consent is included with the attached draft resolution. The records that are intended to be destroyed are shown on the list attached to the resolution and are Parks, Recreation and Community Services Department records. The proposed destruction of records is consistent with the City Council's approved Records Retention Schedule and/or state law.

FISCAL IMPACT

The destruction of the specified records noted in the attached draft resolution will create an expense of staff's time to destroy the records and may create an expense to have certain confidential records shredded, if not done in-house. The authorization will also reduce costs by creating additional space which is presently being taken up by the records, will increase the efficiency in information retrieval by eliminating the storage of records which have met their retention, and will reduce expenditures for new filing equipment, supplies and storage.

STAFF RECOMMENDATION

Adopt Resolution No. 2008-_____.

Attachment: Draft Resolution

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS (PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT)

WHEREAS, Government Code Section 34090, et. seq., authorizes the destruction of City records, documents, instruments, books, or papers after the same are no longer required, with the approval of the legislative body by resolution and the written consent of the City Attorney; and

WHEREAS, The California Code of Civil Procedure Section 337 sets a four-year prescribed period for the commencement of actions.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOORPARK DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council finds that the records set forth in Exhibit "A", attached hereto, are older four years; do not affect title to real property or liens thereon; are not court records or matters of pending or threatened litigation; are not minutes, ordinances or resolutions of the City Council or any board or commission of the City; and are not records required to be kept by statute.

SECTION 2. The City Council also finds that the City Attorney and the City Clerk have given written consent to the destruction of said records, as shown on Exhibit "A".

SECTION 3. The City Council hereby authorizes the City Clerk to destroy the City Records listed in Exhibit "A".

SECTION 4. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the book of original resolutions.

PASSED AND ADOPTED this 20th day of February, 2008.

Patrick Hunter, Mayor

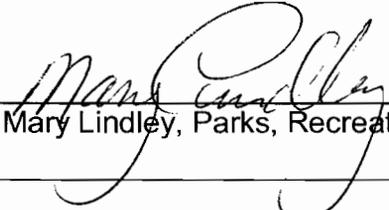
ATTEST:

Deborah S. Traffenstedt, City Clerk

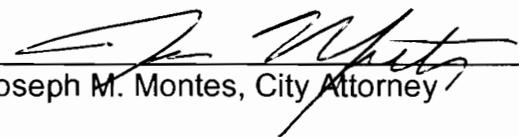
EXHIBIT "A"
RECORDS DESTRUCTION CONSENT

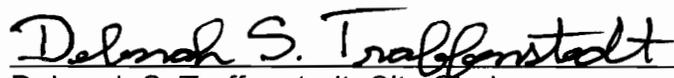
Location	Description of Record	Dates
Arroyo Vista Recreation Center	Class Enrollment Rosters	1996 – 2000
Arroyo Vista Recreation Center	Program Waivers / Liability Releases	2000 - 2001
Arroyo Vista Recreation Center	Program Receipts	1997 - 2000
Arroyo Vista Recreation Center	Refund Check Requests, Parks and Facilities	2000 - 2001
Arroyo Vista Recreation Center	Rental Receipts, Parks and Facilities	1998 - 2001
Arroyo Vista Recreation Center	Rental Calendars, Parks and Facilities	1999 - 2000
Arroyo Vista Recreation Center	Rental Permits, Parks and Facilities	1999 - 2000

Citation: California Government Code, Section 34090 and California Code of Civil Procedure, Section 337 (no Federal retention period applicable).

Approved for Destruction: 
Mary Lindley, Parks, Recreation & Community Services Director

Consent to Destruction:


Joseph M. Montes, City Attorney


Deborah S. Traffenstedt, City Clerk