

**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 City Council and Redevelopment Agency Records on File with the City Clerk, City Manager's Office Records, and Administrative 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 which are older than two years. 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 City Council and Redevelopment Agency Records on file with the City Clerk, City Manager's Office Records, and Administrative 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

RESOLUTION NO. 2008-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS (CITY COUNCIL AND REDEVELOPMENT AGENCY RECORDS ON FILE WITH THE CITY CLERK; CITY MANAGER'S OFFICE; AND ADMINISTRATIVE 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 and are older than two years, with the approval of the legislative body by resolution and the written consent of the City Attorney.

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 than two 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

Attachment: Exhibit "A"

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EXHIBIT "A"
RECORDS DESTRUCTION CONSENT

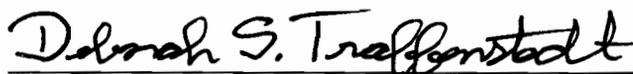
Location	Description of Record	Dates
Administrative Services Department	City Council Meeting Written Statement Cards	July 2002 & Prior
Administrative Services Department	City Council and Redevelopment Agency Speaker Cards and Written Statement Cards	August 2002 through December 2004
Administrative Services Department	Redevelopment Agency Meeting Speaker Cards and Written Statement Cards	July 2002 & Prior
Administrative Services Department	City Clerk Calendars	August 2002 through July 2005
City Manager's Office	City Manager Calendars	August 2002 through July 2005
Administrative Services Department	Telephone Message Pads, City Clerk and City Manager	August 2004 through July 2005
Administrative Services Department	City Hall Conference Room Calendars	August 2004 through July 2005

Citation: California Government Code, Section 34090

Consent to Destruction:



Joseph M. Montes, City Attorney



Deborah S. Traffenstedt, City Clerk