

**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: April 8, 2008 (CC Meeting of 4/16/2008)

SUBJECT: Consider Resolution Authorizing the Destruction of Certificate and Proclamation Records (1984 - 2005) on File with the City Clerk

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 electronic copies of Certificate and Proclamation records on file with the City Clerk and paper and electronic copies of related correspondence. The proposed destruction of records is consistent with the City Council's approved Records Retention Schedule and/or state law.

FISCAL IMPACT

None.

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 (1984 – 2005 CERTIFICATE AND PROCLAMATION RECORDS AND RELATED CORRESPONDENCE ON FILE WITH THE CITY CLERK)

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 16th day of April, 2008.

Patrick Hunter, Mayor

ATTEST:

Maureen Benson, Assistant City Clerk

Attachment: Exhibit "A"

000145

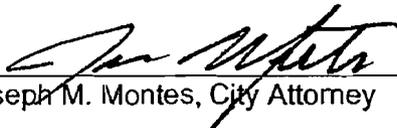
EXHIBIT "A"

RECORDS DESTRUCTION CONSENT

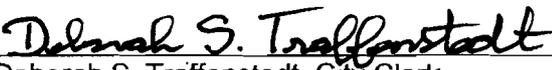
Location	Description of Record	Dates
Administrative Services Department	Electronic files for: Certificates of Recognition Certificates of Commendation Proclamations	1996 - 2005
Administrative Services Department	Paper and Electronic files of Correspondence Related to Certificates and Proclamations	1984 - 2005

Citation: California Government Code, Section 34090

Consent to Destruction:



Joseph M. Montes, City Attorney



Deborah S. Traffenstedt, City Clerk