

**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: September 26, 2008 (CC Meeting of 10/15/2008)

SUBJECT: Consider Resolution Authorizing the Destruction of the Following Files: General Requests for Records and/or Information and Public Records Requests and Related Correspondence (1986-2005); Correspondence Related to Citizen Complaints, Service Requests, Protests, Inquiries and Suggestions (1993-2002); Correspondence Related to Compliments (1989-2005); and Parks, Recreation and Community Services Director Telephone Message Pads (September 1999 - December 2005)

BACKGROUND AND DISCUSSION

Government Code Section 34090, et. seq., authorizes the destruction of City records with the approval of the legislative body by resolution and the written consent of the City Attorney when those records are no longer required and are older than two years. The City Attorney's written consent is included with the attached draft resolution.

The files intended to be destroyed are: general requests for records and/or information and public records requests and related correspondence (1986-2005); correspondence related to citizen complaints, service requests, protests, inquiries and suggestions (1993-2002); correspondence related to compliments (1989-2005); and Parks, Recreation and Community Services Director Telephone Message Pads (September 1999-December 2005). 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 THE FOLLOWING FILES: GENERAL REQUESTS FOR RECORDS AND/OR INFORMATION AND PUBLIC RECORDS REQUESTS AND RELATED CORRESPONDENCE (1986-2005); CORRESPONDENCE RELATED TO CITIZEN COMPLAINTS, SERVICE REQUESTS, PROTESTS, INQUIRIES AND SUGGESTIONS (1993-2002); CORRESPONDENCE RELATED TO COMPLIMENTS (1989-2005); AND PARKS, RECREATION AND COMMUNITY SERVICES DIRECTOR TELEPHONE MESSAGE PADS (SEPTEMBER 1999 - DECEMBER 2005)

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 15th day of October, 2008.

Patrick Hunter, Mayor

ATTEST:

Maureen Benson, Assistant City Clerk

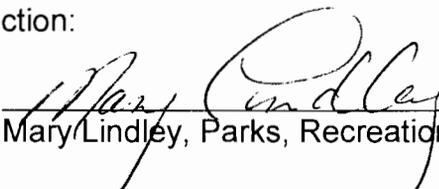
EXHIBIT "A"
RECORDS DESTRUCTION CONSENT

Location	Description of Record	Dates
Administrative Services Department	General Requests for Records and/or Information and Public Records Requests and Related Correspondence	1986 - 2005
Administrative Services Department	Correspondence Related to Citizen Complaints, Service Requests, Protests, Inquiries and Suggestions	1993 - 2002
Administrative Services Department	Correspondence Related to Compliments	1989 - 2005

Citation: California Government Code, Section 34090

Location	Description of Record	Dates
Parks, Recreation and Community Services Department	Telephone Message Pads for Parks, Recreation and Community Services Director	September 1999 to December 2005

Approved for Destruction:



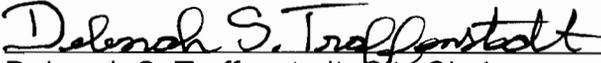
Mary Lindley, Parks, Recreation and Community Services Director

Citation: California Government Code, Section 34090

Consent to Destruction:



Joseph M. Montes, City Attorney



Deborah S. Traffenstedt, City Clerk