

**MOORPARK CITY COUNCIL  
AGENDA REPORT**

**TO:** Honorable City Council

**FROM:** Maureen Benson, City Clerk *mb*  
Prepared by: Blanca Garza, Deputy City Clerk *BS*

**DATE:** July 05, 2011 (CC Meeting of 7/20/2011)

**SUBJECT:** Consider Resolution Authorizing the Destruction of an Election Roster for the September 15, 2005, Redevelopment Project Area Committee (PAC) Election

**BACKGROUND**

An Election for the Redevelopment Project Area Committee was held on September 15, 2005. California Election Code Section 17300 authorizes the destruction of all rosters of voters or combined rosters and indexes after five years from the certification date of the election. On October 5, 2005, the City Council adopted Resolution No. 2005-2405 approving the certification of the Redevelopment Project Area Committee Election. The proposed destruction is consistent with the City Council's approved Records Retention Schedule, the Secretary of State's Local Government Records Management Guidelines and/or State and Federal law. The election roster proposed for destruction does not affect title to real property or liens thereon, is not a court record or a matter of pending or threatened litigation, is not minutes, ordinances or resolutions of the City Council or any board or commission of the City; it is not an agreement, development project and/or capital project file; and is not a record required to be kept by statute.

**DISCUSSION**

The election roster proposed for destruction is listed on Exhibit A of the attached resolution and its destruction has been approved and consented to by the City Attorney and City Clerk. The record recommended for destruction is a roster for the September 15, 2005, Project Area Committee Election. The required five-year (from election certification) retention period has been exceeded.

**FISCAL IMPACT**

The destruction of the specified roster in the attached draft resolution may create a cost for shredding, unless the City is able to retain this service at no cost. Destruction of the specified records would eliminate the cost for storage.

**STAFF RECOMMENDATION**

Adopt Resolution No. 2011-\_\_\_\_\_.

Attachment: Draft Resolution

RESOLUTION NO. 2011-\_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF AN ELECTION ROSTER FOR THE SEPTEMBER 15, 2005, REDEVELOPMENT PROJECT AREA COMMITTEE (PAC) ELECTION

WHEREAS, a Redevelopment Project Area Committee (PAC) Election was held on September 15, 2005; and

WHEREAS, California Election Code Section 17300 authorizes the destruction of all rosters and indexes after five years from the date of the election.

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

SECTION 1. The City Council finds that the election record set forth in Exhibit "A", attached hereto, is older than five years from the date of the election or application, and a contest has not been commenced, nor has a criminal prosecution involving fraudulent use, marking or falsification of ballots nor forgery of absent voters' signatures commenced.

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

SECTION 3. The City Council hereby authorizes the City Clerk/Elections Official to destroy the City Record listed in Exhibit "A" in accordance with the requirements of state law.

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 July, 2011.

\_\_\_\_\_  
Janice S. Parvin, Mayor

ATTEST:

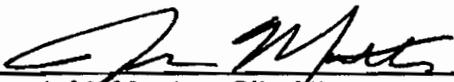
\_\_\_\_\_  
Maureen Benson, City Clerk

Attachment: Exhibit "A"

**EXHIBIT "A"**  
**RECORDS DESTRUCTION CONSENT**

<b>DESCRIPTION</b>	<b>DATES OF RECORDS</b>	<b>RETENTION REQUIREMENT (YEARS)</b>	<b>CITATION (For longest retention period)</b>
Election Roster, Redevelopment Project Area Committee Election, September 15, 2005	Redevelopment Project Area Committee Election, September 15, 2005	Certification of Election Results plus 5 Years	Election Code 17300

Consent to Destruction:

  
\_\_\_\_\_  
Joseph M. Montes, City Attorney

  
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Maureen Benson, City Clerk / Elections Official