

**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

**DATE:** May 24, 2006 (CC Meeting of June 7, 2006)

**SUBJECT:** Consider Resolution Authorizing the Destruction of Certain 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 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. The proposed destruction of records is consistent with the City Council's approved Records Retention Schedule and/or state law.

**STAFF RECOMMENDATION**

Adopt Resolution No. 2006-\_\_\_\_\_.

Attachment: Draft Resolution

RESOLUTION NO. 2006-\_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS

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.

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 \_\_\_\_ day of \_\_\_\_\_, 2006.

\_\_\_\_\_  
Patrick Hunter, Mayor

ATTEST:

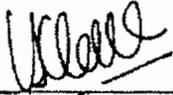
\_\_\_\_\_  
Deborah S. Traffenstedt, City Clerk

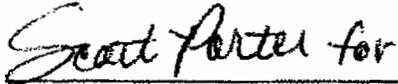
Attachment: Exhibit "A"

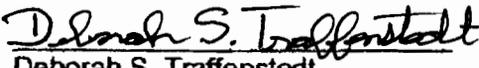
**EXHIBIT "A"**  
**RECORDS DESTRUCTION CONSENT**

<b>Location</b>	<b>Description of Record</b>	<b>Dates</b>
Public Works	Department Director/Division Files Private Vehicle Use Forms	December 31, 2003 and Prior
Public Works	Department Director/Division Files Southern California Edison Reports of Street Lights Out / Malfunctioning	December 31, 2003 and Prior
Public Works	Department Director/Division Files Letters of Parking Citation Hearing Results	December 31, 2003 and Prior
Public Works	Department Director/Division Files Letters of Dismissed Parking Citations Hearing Results	January 1, 1998, to December 31, 2003
Public Works	Department Director/Departmental Reports Parking Citations	January 1, 1999, to December 31, 2003
Public Works	Department Director/Departmental Reports Departmental Closed Purchase Orders	December 31, 2003 and Prior

**Citation: California Government Code, Section 34090**

Approved for Destruction:  5/24/2006  
Yugal Lall Date  
City Engineer / Public Works Director

Consent to Destruction:  5/25/06  
Joseph M. Montes Date  
City Attorney

 5/25/2005  
Deborah S. Traffenstedt Date  
City Clerk