ITEM 10.K.

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 8, 2006 (CC Meeting of 9/20/2006)**

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

Location	Description of Record	Dates
Central Files	Telephone Message Pads (City Clerk and City Manager's Offices)	July 2004 & Prior
Central Files	City Hall Conference Room Calendars	July 2004 & Prior
Central Files	Bids/Proposals Files – Unsuccessful Bidders	July 2004 & Prior
Central Files	Property Appraisals	July 2004 & Prior
Central Files	Alcoholic Beverage Control Licenses	July 2004 & Prior

Citation: California Government Code, Section 34090

Consent to Destruction:

Joseph M. Montes
City Attorney

9/14/06
Date

Deborah S. Traffenstedt
City Clerk

9/13/2006
Date