

**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: June 24, 2009 (CC Meeting of 7/15/2009)

SUBJECT: Consider Resolution Authorizing the Destruction of Chronological Correspondence Records

BACKGROUND AND DISCUSSION

Government Code Section 34090, et. seq., authorizes the destruction of City records that are no longer required after the minimum retention period of two years has been met, with the approval of the legislative body by resolution and the written consent of the City Attorney.

The chronological correspondence records intended to be destroyed are shown on the list attached to the resolution (Exhibit "A") and the applicable retention periods are included. The City Attorney has given verbal consent and his written consent will be included in the exhibit for the final resolution. The proposed destruction of records is consistent with the City Council's approved Records Retention Schedule and/or state law.

FISCAL IMPACT

The destruction of the specified records noted in the attached draft resolution will not create an expense to destroy the records as they will be recycled. The authorization will also reduce costs by eliminating the need to store the records which have met their retention.

STAFF RECOMMENDATION

Adopt Resolution No. 2009-_____.

Attachment: Draft Resolution

RESOLUTION NO. 2009-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF MOORPARK, CALIFORNIA, AUTHORIZING THE
DESTRUCTION OF CERTAIN RECORDS
(CHRONOLOGICAL CORRESPONDENCE FILES)

WHEREAS, Government Code Section 34090, et. seq., authorizes the destruction of City records that are no longer required after the minimum retention period of two years has been met, 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 the applicable retention periods required by State law (Government Code Section 34090) and the City's adopted Retention Schedule; the records 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 July, 2009.

Janice S. Parvin, Mayor

ATTEST:

Maureen Benson, Assistant City Clerk

Attachment: Exhibit "A"

EXHIBIT "A"
RECORDS DESTRUCTION CONSENT

Citations: California Government (GC) Code, Section 34090,

DESCRIPTION	DATES OF RECORDS	RETENTION REQUIREMENT (YEARS)	CITATION (For longest retention period)
Chronological Correspondence File, Christine Adams	9/1994 - 6/1996	Current + 2 Years	GC 34090
Chronological Correspondence File, Faye Beaver	1980 and 1984	Current + 2 Years	GC 34090
Chronological Correspondence File, Maureen Benson	2003 - 2006	Current + 2 Years	GC 34090
Chronological Correspondence File, David Bobart	2004 - 2006	Current + 2 Years	GC 34090
Chronological Correspondence File, Wayne Boyer	1991	Current + 2 Years	GC 34090
Chronological Correspondence File, John Brand	12/1997 - 12/2006	Current + 2 Years	GC 34090
Chronological Correspondence File, Debra Broussalian	7/2002 - 12/2006	Current + 2 Years	GC 34090
Chronological Correspondence File, Freddy Carrillo	2006	Current + 2 Years	GC 34090
Chronological Correspondence File, Gail Chaney	4/1992 - 8/1992	Current + 2 Years	GC 34090
Chronological Correspondence File, Community Development Staff (Various Authors)	2004 - 2005	Current + 2 Years	GC 34090
Chronological Correspondence File, Colleen Daleske	1/1992 - 10/1992	Current + 2 Years	GC 34090
Chronological Correspondence File, Joseph Fiss	2006	Current + 2 Years	GC 34090
Chronological Correspondence File, Blanca Garza	7/2002 - 12/2006	Current + 2 Years	GC 34090
Chronological Correspondence File, Lillian Kellerman	1989 - 1991	Current + 2 Years	GC 34090
Chronological Correspondence File, Mary Lindley	8/1991 - 12/1991; 1/1995 - 6/1996 1/1998 - 2003 ; 2006	Current + 2 Years	GC 34090
Chronological Correspondence File, Frank Mancino	1992	Current + 2 Years	GC 34090
Chronological Correspondence File, Mike Matthews	2005 - 2006	Current + 2 Years	GC 34090

EXHIBIT "A"
RECORDS DESTRUCTION CONSENT

Citations: California Government (GC) Code, Section 34090,

DESCRIPTION	DATES OF RECORDS	RETENTION REQUIREMENT (YEARS)	CITATION (For longest retention period)
Chronological Correspondence File, Tracy Moe	2005 - 2006	Current + 2 Years	GC 34090
Chronological Correspondence File, Philip Newhouse	1990 - 1/1992	Current + 2 Years	GC 34090
Chronological Correspondence File, Michael Nisito	2005 - 2006	Current + 2 Years	GC 34090
Chronological Correspondence File, Teddy Okoye	2005 - 2006	Current + 2 Years	GC 34090
Chronological Correspondence File, Paul Porter	1989 - 1991	Current + 2 Years	GC 34090
Chronological Correspondence File, William Phelps	6/1992 - 9/1992	Current + 2 Years	GC 34090
Chronological Correspondence File, Craig Phillips	2/1990 - 6/1990	Current + 2 Years	GC 34090
Chronological Correspondence File, Patrick Richards	1988; 1/1992 - 5/1992	Current + 2 Years	GC 34090
Chronological Correspondence File, Laura Stringer	2004 - 2006	Current + 2 Years	GC 34090
Chronological Correspondence File, Deborah Traffenstedt	1990 - 1991	Current + 2 Years	GC 34090
Chronological Correspondence File, Joseph Vacca	2006	Current + 2 Years	GC 34090
Chronological Correspondence File, Allen Walter	1990 - 1991	Current + 2 Years	GC 34090
Chronological Correspondence File, Willson Winnifred	1/1990 - 7/1990	Current + 2 Years	GC 34090

Consent to Destruction:

Joseph M. Montes, City Attorney

Deborah S. Traffenstedt

Deborah S. Traffenstedt, City Clerk