

**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:** January 22, 2009 (CC Meeting of 2/3/2010)

**SUBJECT:** Consider Resolution Authorizing the Destruction of City Records (Calendars, Chronological and E-mail Correspondence, Electronic Faxes, Gift Lists and Related Correspondence, Internet Monitoring Reports, Citizens' Request for Service Contact Lists, Monthly Reports to City Manager, and Management Meeting Agendas and Attachments)

**BACKGROUND**

Government Code Section 34090, et. seq., authorizes the head of a city department to destroy any city record, document instrument, book or paper, under his/her charge, without making a copy thereof, after the same is 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. This section does not authorize the destruction of: (a) Records affecting the title to real property or liens thereon; (b) Court records; (c) Records required to be kept by statute; (d) Records less than two years old; or (e) The minutes, ordinances, or resolutions of the legislative body or of a city board or commission.

The proposed destruction of records 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 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; are not agreement, development project and/or capital project files; and are not records required to be kept by statute.

**DISCUSSION**

The records proposed for destruction are listed on Exhibit A to the attached resolution, all such records meet or exceed required retention periods, and the applicable retention periods are included for reference. The records recommended for destruction include calendars; chronological and email correspondence files from staff, contract staff, and prior Mayors and/or Councilmembers; electronic faxes; the listings of employee gifts received and corresponding thank you letters; internet monitoring reports including usage data and supporting documentation; Citizens' Request for Service contact resource lists; Monthly

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Reports to City Manager submitted by all departments; and Management Meeting Agendas and attachments. Destruction of the records listed in Exhibit A has been approved by the various responsible department heads and consented to by the City Attorney and City Clerk.

**FISCAL IMPACT**

The destruction of the specified records noted in the attached draft resolution will create an expense to destroy confidential records by shredding, but will also eliminate the cost to store records which have met their retention.

**STAFF RECOMMENDATION**

Adopt Resolution No. 2010-\_\_\_\_\_.

Attachment: Draft Resolution

RESOLUTION NO. 2010-\_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS (CALENDARS, CHRONOLOGICAL AND E-MAIL CORRESPONDENCE, ELECTRONIC FAXES, GIFT LISTS AND RELATED CORRESPONDENCE, INTERNET MONITORING REPORTS, CITIZENS' REQUEST FOR SERVICE CONTACT LISTS, MONTHLY REPORTS TO CITY MANAGER, AND MANAGEMENT MEETING AGENDAS AND ATTACHMENTS)

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 the City's approved Records Retention Schedule, the Secretary of State's Local Government Records Management Guidelines and/or State and Federal law.

SECTION 2. 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; are not agreement, development project and/or capital project files; and are not records required to be kept by statute.

SECTION 3. 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 4. The City Council hereby authorizes the City Clerk to destroy the City Records listed in Exhibit "A".

SECTION 5. 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 3rd day of February, 2010.

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

ATTEST:

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

Attachment: Exhibit "A"

**EXHIBIT "A"**  
**RECORDS DESTRUCTION CONSENT**  
**Citation: California Government Code (GC), Section 34090 and**  
**City of Moorpark Records Retention Schedule (MRRS)**

<b>DESCRIPTION</b>	<b>DATES OF RECORDS</b>	<b>RETENTION REQUIREMENT (YEARS)</b>	<b>CITATION (For longest retention period)</b>
Calendar, 9/80 Schedule	2003 – 2007	Current + 2 Years	GC 34090
Calendar, Accounts Payable	2007	Current + 2 Years	GC 34090
Calendar, Active Adult Center	2007	Current + 2 Years	GC 34090
Calendar, Administration Building Conference Room	8/2005 – 2007	Current + 2 Years	GC 34090
Calendar, Administrative Services	2003 – 2007	Current + 2 Years	GC 34090
Calendar, Annex Conference Room	2004 – 2007	Current + 2 Years	GC 34090
Calendar, Arroyo Vista Recreation Center	2003 – 2007	Current + 2 Years	GC 34090
Calendar, Assistant City Manager	2003 – 2007	Current + 2 Years	GC 34090
Calendar, Cars	2003 – 2007	Current + 2 Years	GC 34090
Calendar, Cars Arroyo Vista Recreation Center	2004 – 2007	Current + 2 Years	GC 34090
Calendar, City Clerk	8/2005 – 2007	Current + 2 Years	GC 34090
Calendar, City Manager	8/2005 – 2007	Current + 2 Years	GC 34090
Calendar, Community Center	2005 – 2007	Current + 2 Years	GC 34090
Calendar, Community Development	2003 – 2007	Current + 2 Years	GC 34090
Calendar, Community Development Vehicle	2005 – 2007	Current + 2 Years	GC 34090
Calendar, Development Services Conference Room	8/2005 – 2007	Current + 2 Years	GC 34090
Calendar, Finance	2003 – 2007	Current + 2 Years	GC 34090
Calendar, Large Conference Room	2003 – 2007	Current + 2 Years	GC 34090
Calendar, Moorpark Public Services Facility	2007	Current + 2 Years	GC 34090
Calendar, Parks and Facility Rentals	2001 – 2007	Current + 2 Years	GC 34090
Calendar, Parks, Recreation and Community Services	8/2002 – 2007	Current + 2 Years	GC 34090
Calendar, Public Works	2003 – 2007	Current + 2 Years	GC 34090
Calendar, Switchboard	2003 – 2007	Current + 2 Years	GC 34090
Calendar, Theater on High Street	2005 – 2007	Current + 2 Years	GC 34090
Citizens' Request for Service	2007 and Prior	Current + 2 Years	GC 34090
Correspondence, Contract Staff Chronological File: Moorpark Police Department, Ventura County Sheriff's Department	1985 – 2007	Current + 2 Years	GC 34090
Correspondence, Contract Staff Chronological File: Burks, Adam	2007	Current + 2 Years	GC 34090

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Correspondence, Contract Staff Chronological File: Diaz, Dick	7/2006 – 12/2007	Current + 2 Years	GC 34090
Correspondence, Contract Staff Chronological File: Gilbert, Ken	2003 – 2007	Current + 2 Years	GC 34090
Correspondence, Contract Staff Chronological File: Hwa, Ricky	10/2007 – 12/2007	Current + 2 Years	GC 34090
Correspondence, Contract Staff Chronological File: Jones, Rick	2007	Current + 2 Years	GC 34090
Correspondence, Contract Staff Chronological File: Nakano, Kim	2007	Current + 2 Years	GC 34090
Correspondence, Contract Staff Chronological File: Newman, Mark	7/2006 – 12/2007	Current + 2 Years	GC 34090
Correspondence, Contract Staff Chronological File: Peck, Norm	2/2007 – 7/2007	Current + 2 Years	GC 34090
Correspondence, Contract Staff Chronological File: Phelps, William	6/1992 – 9/1992	Current + 2 Years	GC 34090
Correspondence, Contract Staff Chronological File: Pugh, Jim	2007	Current + 2 Years	GC 34090
Correspondence, Contract Staff Chronological File: Robinson, Whitney	7/2007 – 12/2007	Current + 2 Years	GC 34090
Correspondence, Contract Staff Chronological File: Schwartz, Earl	2007	Current + 2 Years	GC 34090
Correspondence, Chronological File: Benson, Maureen	2007	Current + 2 Years	GC 34090
Correspondence, Chronological File: Bobardt, Dave	2007	Current + 2 Years	GC 34090
Correspondence, Chronological File: Boyer, Wayne	1991	Current + 2 Years	GC 34090
Correspondence, Chronological File: Brand, John	1997 – 2007	Current + 2 Years	GC 34090
Correspondence, Chronological File: Broussalian Deb	2007	Current + 2 Years	GC 34090
Correspondence, Chronological File: Carrillo, Freddy	2007	Current + 2 Years	GC 34090
Correspondence, Chronological File: Chaney, Gail	4/1992 – 8/1992	Current + 2 Years	GC 34090
Correspondence, Chronological File: Daleske, Colleen	1992	Current + 2 Years	GC 34090

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Correspondence, Chronological File: Fiss, Joseph	2007	Current + 2 Years	GC 34090
Correspondence, Chronological File: Garza, Blanca	2007	Current + 2 Years	GC 34090
Correspondence, Chronological File: Ghens, Carol	1994 – 1995	Current + 2 Years	GC 34090
Correspondence, Chronological File: Gilbert, Ken	2005	Current + 2 Years	GC 34090
Correspondence, Chronological File: Hogan, Barry	2003 – 2007	Current + 2 Years	GC 34090
Correspondence, Chronological File: Klotzle, David	2007	Current + 2 Years	GC 34090
Correspondence, Chronological File: Kroes, Shaun	2007	Current + 2 Years	GC 34090
Correspondence, Chronological File: Kueny, Steven	1984 – 2007	Current + 2 Years	GC 34090
Correspondence, Chronological File: Lall, Yugal	11/2005 – 2007	Current + 2 Years	GC 34090
Correspondence, Chronological File: Lemcke, Patty	1995	Current + 2 Years	GC 34090
Correspondence, Chronological and E-mail Files: Lindley, Mary	1991 – 2007	Current + 2 Years	GC 34090
Correspondence, Chronological File: Mancino, Frank	1992	Current + 2 Years	GC 34090
Correspondence, Chronological File: Miller, Brad	1/2005 – 7/2005	Current + 2 Years	GC 34090
Correspondence, Chronological File: Moe, Tracy	2007	Current + 2 Years	GC 34090
Correspondence, Chronological File: Newhouse, Philip	1990 – 1/1992	Current + 2 Years	GC 34090
Correspondence, Chronological and E-mail Files: Nisito, Michael	2005 – 2007	Current + 2 Years	GC 34090
Correspondence, Chronological File: Phillips, Craig	2/1990 – 6/1990	Current + 2 Years	GC 34090
Correspondence, Chronological File: Porter, Paul	1989 – 1991	Current + 2 Years	GC 34090
Correspondence, Chronological File: Richards, Patrick	1988 – 5/1992	Current + 2 Years	GC 34090

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Correspondence, Chronological File: Traffenstedt, Deborah	1990 – 2007	Current + 2 Years	GC 34090
Correspondence, Chronological File: Vacca, Joseph	2007	Current + 2 Years	GC 34090
Correspondence, Chronological File: Vandaveer, Dorothy	1990 – 1991	Current + 2 Years	GC 34090
Correspondence, Chronological File: Walter, Allen	1990 – 1991	Current + 2 Years	GC 34090
Correspondence, Chronological File: Winnifred, Willson	1/1990 – 7/1990	Current + 2 Years	GC 34090
Correspondence, E-mail File: Atkins, Michael	3/2007 – 12/2007	Current + 2 Years	GC 34090
Correspondence, E-mail File: Blais, Rodger	11/2006 – 2007	Current + 2 Years	GC 34090
Correspondence, E-mail File: Burks, Adam	2/2007 – 12/2007	Current + 2 Years	GC 34090
Correspondence, E-mail File: Burns, Nancy	12/2000 – 2007	Current + 2 Years	GC 34090
Correspondence, E-mail File: Cervantes, Ana	2002 – 2007	Current + 2 Years	GC 34090
Correspondence, E-mail File: Cummings, Peter	8/2007 – 12/2007	Current + 2 Years	GC 34090
Correspondence, E-mail File: Ea, Johnny	4/2005 – 2007	Current + 2 Years	GC 34090
Correspondence, E-mail File: Farnell, Deanna	6/2001 – 2006	Current + 2 Years	GC 34090
Correspondence, E-mail File: Gonzalez, Luis	3/2007 – 12/2007	Current + 2 Years	GC 34090
Correspondence, E-mail File: Hall, Marty	6/2003 – 2007	Current + 2 Years	GC 34090
Correspondence, E-mail File: Jones, Teresa	12/1998 – 2007	Current + 2 Years	GC 34090
Correspondence, E-mail File: Lemerand, Jon	6/2006 – 2007	Current + 2 Years	GC 34090
Correspondence, E-mail File: Naumetz, Denise	10/2006 – 2007	Current + 2 Years	GC 34090

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Correspondence, E-mail File: Rice, Gail	4/2001 – 12/2007	Current + 2 Years	GC 34090
Correspondence, E-mail File: Zastrow, Brandon	7/2006 – 2007	Current + 2 Years	GC 34090
Councilmember Chronological Correspondence File: Beaulieu, Roger (Councilmember)	1983 – 1984	Termination + 4 Years	MRRS
Councilmember Chronological Correspondence File: Brown, Eloise (Mayor and Councilmember)	1986 – 1990; and 4/1996 – 11/1996	Termination + 4 Years	MRRS
Councilmember Chronological Correspondence File: Evans, Christopher (Councilmember)	1996 – 2000	Termination + 4 Years	MRRS
Councilmember Chronological Correspondence File: Ferguson, Thomas C. (Mayor and Councilmember)	1984 – 1987	Termination + 4 Years	MRRS
Councilmember Chronological Correspondence File: Galloway, John (Mayor and Councilmember)	1986 – 1988	Termination + 4 Years	MRRS
Councilmember Chronological Correspondence File: Hartley, James (Councilmember)	1986	Termination + 4 Years	MRRS
Councilmember Chronological Correspondence File: Harper, Clint D. (Mayor and Councilmember)	1983 – 1984 and 1986 – 1991	Termination + 4 Years	MRRS
Councilmember Chronological Correspondence File: Lane, John (Mayor and Councilmember)	1987 – 1988	Termination + 4 Years	MRRS
Councilmember Chronological Correspondence File: Lawrason, Paul (Mayor and Councilmember)	1988 – 1996	Termination + 4 Years	MRRS
Councilmember Chronological Correspondence File: Montgomery, Scott (Councilmember)	1988 – 1995	Termination + 4 Years	MRRS

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Councilmember Chronological Correspondence File: Perez, Bernardo (Mayor and Councilmember)	1987 – 1997	Termination + 4 Years	MRRS
Councilmember Chronological Correspondence File: Prieto, Albert (Mayor and Councilmember)	1983 – 1986	Termination + 4 Years	MRRS
Councilmember Chronological Correspondence File: Rodgers-Teasley, Debbie (Councilmember)	1996 – 2000	Termination + 4 Years	MRRS
Councilmember Chronological Correspondence File: Straughan, Jerry (Councilmember)	1983 – 1984	Termination + 4 Years	MRRS
Councilmember Chronological correspondence File: Talley, Roy E. (Councilmember)	1991 – 1992	Termination + 4 Years	MRRS
Councilmember Chronological Correspondence File: Weak, James (Mayor and Councilmember)	1984 – 1986	Termination + 4 Years	MRRS
Councilmember Chronological Correspondence File: Wozniak, John (Councilmember)	1990 – 2001	Termination + 4 Years	MRRS
Councilmember Chronological Correspondence File: Wollard, Danny A. (Councilmember)	1984 – 1987	Termination + 4 Years	MRRS
Councilmember Chronological Correspondence File: Yancy-Sutton, Leta (Mayor and Councilmember)	1983 – 1986	Termination + 4 Years	MRRS
Faxes: Assistant City Manager Department	9/2006 – 12/2007	Current + 2 Years	GC 34090
Faxes: Arroyo Vista Recreation Center General	9/2006 – 12/2007	Current + 2 Years	GC 34090
Faxes: City Manager Department	7/2006 – 12/2007	Current + 2 Years	GC 34090
Faxes: Community Development Department	7/2006 – 12/2007	Current + 2 Years	GC 34090
Faxes: Engineering Department	4/2007 – 12/2007	Current + 2 Years	GC 34090
Faxes: Finance Department	7/2007 – 12/2007	Current + 2 Years	GC 34090
Faxes: City General	2/2007 – 12/2007	Current + 2 Years	GC 34090

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Faxes: Parks, Recreation and Community Services	7/2007 – 12/2007	Current + 2 Years	GC 34090
Faxes: Public Works	7/2006 – 12/2007	Current + 2 Years	GC 34090
Gifts to Employees Listing and Thank You Letters	2000 – 2007	Current + 2 Years	GC 34090
Management Meeting Agendas and Attachments	2007 and Prior	Current + 2 Years	GC 34090
Reports to City Manager (Monthly by Department)	2007 and Prior	Current + 2 Years	GC 34090
Reports, Internet/World Wide Web Usage Data for City Network Users and Supporting Documentation	10/2005 – 2007	Superseded + 2 Years	GC 34090

Approved for Destruction:

\_\_\_\_\_  
Ron Ahlers, Finance Director

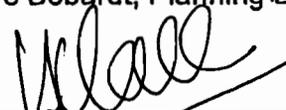


\_\_\_\_\_  
Tom Kruse, Parks & Recreation Director

  
\_\_\_\_\_  
Hugh Riley, Assistant City Manager



\_\_\_\_\_  
Dave Bobardt, Planning Director



\_\_\_\_\_  
Yugal Lall, C.E./Public Works Director



\_\_\_\_\_  
Steven Kueny, City Manager

Consent to Destruction:

 (for)  
\_\_\_\_\_  
Joseph M. Montes, City Attorney

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