

**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 7, 2010 (CC Meeting of 6/16/2010)

**SUBJECT:** Consider Resolution Authorizing the Destruction of City Records (Park & Recreation Commission, Planning Commission and Administrative Services Records)

**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 various Commission correspondence files, Commission Oaths of Office, and handwritten logs for scanned records tracking (that are no longer needed). Destruction of the records listed in Exhibit A has been approved 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 not create an expense and will 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 SPECIFIED RECORDS (PARK & RECREATION COMMISSION, PLANNING COMMISSION AND ADMINISTRATIVE SERVICES RECORDS)

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; and

WHEREAS, Records currently held by the City of Moorpark, which are no longer required and which need not be retained as provided for in the Government Code and State and Federal authorities may be destroyed in accordance with the appropriate provisions.

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 Council's approved Records Retention Schedule, the Secretary of State's Local Government Records Management Guidelines and/or State and Federal law; and 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 16th day of June, 2010.

ATTEST:

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

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

Attachment: Exhibit "A"

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

Citations: California Government (GC) Code, Section 34090, et. seq., and  
City of Moorpark Records Retention Schedule (MRRS)

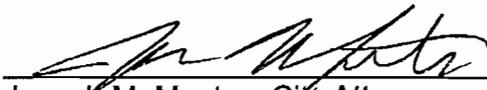
Description	Dates of Records	Retention Requirement (Years)	Citation (For Longest Retention Period)
Parks and Recreation Commission Appointment Correspondence	1983 - 1995	Terminated + 2 Years	MRRS
Parks and Recreation Commissioner Oaths of Office/Loyalty Oaths: Arlene Butler James Hartley Sandra Thompson John Hall Jr. David Badoud Debra Ullis-Judd Arlene Butler John Hall Sandra Thompson Ginger Stratton Connie Volke Ginger Stratton John R. Hall, Jr. Sandra G. Thompson Ronald W. Corzine Lynn Crockatt Teresa A. Godinez Sam Nainoa Lynn Crockatt Patricia Arambula Tom E. Wheeler Teresa Radich Patricia Arambula Lynn Crockatt John Roberts Tom E. Wheeler Dan Rasey Michael Wilson Mike McElligott Cheryl Zemont	 2/6/1995 2/6/1995 2/6/1995 2/6/1995 2/6/1995 1/11/1993 1/11/1993 1/11/1993 1/11/1993 1/11/1993 1/11/1993 8/12/1991 4/8/1991 12/11/1990 12/11/1990 12/11/1990 12/11/1990 7/10/1989 12/12/1988 12/12/1988 12/12/1988 12/12/1988 12/12/1988 12/12/1988 1/06/1988 1/06/1988 1/06/1988 1/06/1988 2/25/1987 10/07/1985 5/13/1985 3/27/1985	Terminated + 2 Years	MRRS

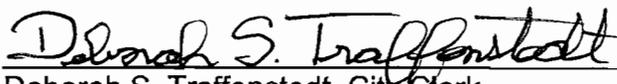
**EXHIBIT "A"**  
**RECORDS DESTRUCTION CONSENT**

Citations: California Government (GC) Code, Section 34090, et. seq., and  
City of Moorpark Records Retention Schedule (MRRS)

Planning Commission Appointment Correspondence	1983 - 1994	Terminated + 2 Years	MRRS
Planning Commissioner Oaths of Office/Loyalty Oaths: Keith Millhouse Gary M. Lowenberg Paul G. Norcross Barton Miller Ernesto J. Acosta Theodore H. Martens Michael H. Wesner Jr. John Torres Christina D. May Barton Miller Steve Brodsky Glenn Schmidt James A. Hartley Paul Lawrason Bernardo M. Perez John Wozniak William Butcher Scott Montgomery Drew James Keenan Daniel P. Claffey	1/13/1997 1/13/1997 1/13/1997 1/13/1997 1/13/1997 5/25/1994 1/19/1993 1/19/1993 1/19/1993 1/19/1993 1/19/1993 2/25/1987 7/21/1986 7/21/1986 11/26/1986 11/26/1986 11/26/1986 11/26/1986 10/07/1985 9/24/1985	Terminated + 2 Years	MRRS
Correspondence, Planning Commissioner Resignations	1984 - 1996	Terminated + 2 Years	MRRS
Correspondence, Commissions General	1983 - 2002	Terminated + 2 Years	MRRS
Log: Scanned Records (Paper)	1983 - 7/2001	Current + 2 Years	GC 34090

Consent to Destruction:

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

  
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Deborah S. Traffenstedt, City Clerk