

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: Maureen Benson, City Clerk *mb*
Prepared by: Blanca Garza, Deputy City Clerk *BGB*

DATE: January 20, 2012 (CC Meeting of 3/07/2012)

SUBJECT: Consider Resolution Authorizing the Destruction of City Records (Electronic Outlook Calendars, City Telephone System Reports and Records, Out-Going Electronic Fax Documents, and Internet Monitoring Reports) on File in the Administrative Services Department

BACKGROUND

Staff is requesting authorization to destroy Electronic Outlook Calendars, City Telephone System Reports and Records, Out-Going Electronic Fax Documents, and Internet Monitoring Reports on file in the Administrative Services Department.

Government Code (GC) 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.

In accordance with GC Section 34090, 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

All records proposed for destruction meet the required retention periods, and the applicable retention periods are included for reference. The City Attorney's written consent is included with the attached draft resolution. The destruction of the listed records is consistent with the California Government Code, the Secretary of State's Local Government Records Management Guidelines, and the approved City of Moorpark Records Retention Schedule. A retention was not applicable under the Code of Federal Regulations for the listed records.

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. 2012-____.

Attachment: Draft Resolution

RESOLUTION NO. 2012-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS (ELECTRONIC OUTLOOK CALENDARS, CITY TELEPHONE SYSTEM REPORTS AND RECORDS, OUT-GOING ELECTRONIC FAX DOCUMENTS, AND INTERNET MONITORING REPORTS) ON FILE IN THE ADMINISTRATIVE SERVICES DEPARTMENT)

WHEREAS, Government Code Section 34090, authorizes the destruction of City records, unless otherwise provided by law, with the approval of the legislative body by resolution and the written consent of the city attorney the head of a city department may destroy any city record, document, instrument, book or paper, under his charge, without making a copy thereof, after the same is no longer required; and

WHEREAS, Government Code Section 34090 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; (e) The minutes, ordinances, or resolutions of the legislative body or of a city board or commission; and

WHEREAS, the Code of Federal Regulations does not include a citation for the listed series of records.

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 approved City of Moorpark Records Retention Schedule.

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; 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 7th day of March, 2012.

Janice S. Parvin, Mayor

ATTEST:

Maureen Benson, City Clerk

Attachment: Exhibit "A"

EXHIBIT "A"
RECORDS DESTRUCTION CONSENT

Citations Sources:

Code of Federal Regulations: None Applicable
 California Government (GC) Code, Section 34090, et. seq.
 California Local Government Records Management Guidelines (CLGRMG)
 City of Moorpark Records Retention Schedule (MRRS)

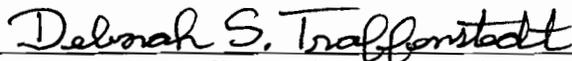
DESCRIPTION	DATES OF RECORDS	RETENTION REQUIREMENT (YEARS)	CITATION (For longest retention period)
Calendar, 9/80 Schedule (Outlook User)	2008 – 2009	Current + 2 Years	GC 34090
Calendar, Active Adult Center Room/Event Reservations (Outlook User)	2008 – 2009	Current + 2 Years	GC 34090
Calendar, Administration Building Conference Room Reservations (Outlook User)	2008 – 2009	Current + 2 Years	GC 34090
Calendar, Administrative Services Approved Leave / Departmental Reports and Deadlines (Outlook User)	2008 – 2009	Current + 2 Years	GC 34090
Calendar, Annex Conference Room Reservations (Outlook User)	2008 – 2009	Current + 2 Years	GC 34090
Calendar, Arroyo Vista Recreation Center Approved Leave / Departmental Reports and Deadlines (Outlook User)	2008 – 2009	Current + 2 Years	GC 34090
Calendar, Assistant City Manager Approved Leave / Departmental Reports and Deadlines (Outlook User)	2008 – 2009	Current + 2 Years	GC 34090
Calendar, Cars (Pool Vehicles Reservations) (Outlook User)	2008 – 2009	Current + 2 Years	GC 34090
Calendar, Cars Arroyo Vista Recreation Center (Pool Vehicles Reservations) (Outlook User)	2008 – 2009	Current + 2 Years	GC 34090
Calendar, Community Center Room/Event Reservations (Outlook User)	2008 – 2009	Current + 2 Years	GC 34090
Calendar, Community Development Approved Leave / Departmental Reports and Deadlines (Outlook User)	2008 – 2009	Current + 2 Years	GC 34090

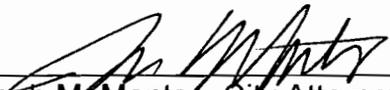
DESCRIPTION	DATES OF RECORDS	RETENTION REQUIREMENT (YEARS)	CITATION (For longest retention period)
Calendar, Community Development Vehicles (Vehicles Reservations) (Outlook User)	2008 – 2009	Current + 2 Years	GC 34090
Calendar, Development Services Conference Room Reservations (Outlook User)	2008 – 2009	Current + 2 Years	GC 34090
Calendar, Finance Accounts Payable (Outlook User)	2008 – 2009	Current + 2 Years	GC 34090
Calendar, Finance Accounts Payable (Outlook Public)	2008 – 2009	Current + 2 Years	GC 34090
Calendar, Finance Approved Leave / Departmental Reports and Deadlines (Outlook User)	2008 – 2009	Current + 2 Years	GC 34090
Calendar, Finance Approved Leave / Departmental Reports and Deadlines (Outlook Public)	2008 – 2009	Current + 2 Years	GC 34090
Calendar, Finance Payroll (Outlook Public)	2009	Current + 2 Years	GC 34090
Calendar, Large Conference Room Reservations (Outlook User)	2008 – 2009	Current + 2 Years	GC 34090
Calendar, Master City Events (Outlook User)	2008 – 2009	Current + 2 Years	GC 34090
Calendar, Moorpark Public Services Facility Conference Room Reservations (Outlook User)	2008 – 2009	Current + 2 Years	GC 34090
Calendar, Parks and Facility Rentals (Outlook User)	2008 – 2009	Current + 2 Years	GC 34090
Calendar, Parks and Recreation Approved Leave / Departmental Reports and Deadlines (Outlook User)	2008 – 2009	Current + 2 Years	GC 34090
Calendar, Parks and Recreation Approved Leave / Departmental Reports and Deadlines (Outlook Public)	2008 – 2009	Current + 2 Years	GC 34090
Calendar, Parks, Recreation and Community Services Approved Leave / Departmental Reports and Deadlines (Outlook User)	2008 – 2009	Current + 2 Years	GC 34090

DESCRIPTION	DATES OF RECORDS	RETENTION REQUIREMENT (YEARS)	CITATION (For longest retention period)
Calendar, Parks, Recreation and Community Services Approved Leave / Departmental Reports and Deadlines (Outlook Public)	2008 – 2009	Current + 2 Years	GC 34090
Calendar, Public Works Approved Leave / Departmental Reports and Deadlines (Outlook User)	2008 – 2009	Current + 2 Years	GC 34090
Calendar, Small Conference Room Reservations (Outlook User)	2008 – 2009	Current + 2 Years	GC 34090
Calendar, Switchboard Schedule (Outlook User)	2008 – 2009	Current + 2 Years	GC 34090
Calendar, Switchboard Schedule (Outlook Public)	2008 – 2009	Current + 2 Years	GC 34090
Calendar, Theater on High Street (Outlook User)	2008 – 2009	Current + 2 Years	GC 34090
City Telephone Detail Activity Reports by Department	2009	Current + 2 Years	GC 34090
City Telephone System Original Data Records	2009	Current + 2 Years	GC 34090
Faxes: Administrative Services Department (Out-Going)	2006 – 2009	Current + 2 Years	GC 34090
Faxes: Assistant City Manager Department (Out-Going)	2008 – 2009	Current + 2 Years	GC 34090
Faxes: Arroyo Vista Recreation Center General (Out-Going)	2008 – 2009	Current + 2 Years	GC 34090
Faxes: City Manager Department (Out-Going)	2008 – 2009	Current + 2 Years	GC 34090
Faxes: Community Development Department (Out-Going)	2008 – 2009	Current + 2 Years	GC 34090
Faxes: Engineering Department (Out-Going)	2008 – 2009	Current + 2 Years	GC 34090
Faxes: Finance Department (Out-Going)	2008 – 2009	Current + 2 Years	GC 34090
Faxes: City General (Out-Going)	2008 – 2009	Current + 2 Years	GC 34090
Faxes: Parks, Recreation and Community Services (Out-Going)	2008 – 2009	Current + 2 Years	GC 34090

DESCRIPTION	DATES OF RECORDS	RETENTION REQUIREMENT (YEARS)	CITATION (For longest retention period)
Faxes: Public Works (Out-Going)	2008 – 2009	Current + 2 Years	GC 34090
Reports, Internet/World Wide Web Usage Data for City Network Users and Supporting Documentation	2008 – 2009	Current + 2 Years	GC 34090

Consent to Destruction:


Deborah S. Traffenstedt, Deputy City Manager,
Administrative Services Department Director


Joseph M. Montes, City Attorney


Maureen Benson, City Clerk