

**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: May 16, 2007 (CC Meeting of 6/06/2007)

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 and are Chronological Correspondence Files. 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. 2007-_____.

Attachment: Draft Resolution

RESOLUTION NO. 2007-_____

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 6th day of June, 2007.

Patrick Hunter, Mayor

ATTEST:

Deborah S. Traffenstedt, City Clerk

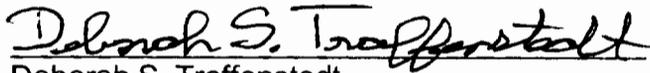
Attachment: Exhibit "A"

000109

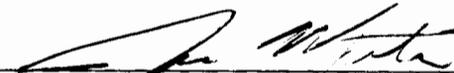
EXHIBIT "A"

RECORDS DESTRUCTION CONSENT

Location	Description of Record	Dates
Storage	Chronological Correspondence Files Richard Hare, Deputy City Manager	1994 - 1997
Storage	Chronological Correspondence Files Julie C.T. Hernandez, Senior Management Analyst	2000 - 2001
Citation: California Government Code, Section 34090		
Consent to Destruction:	 Hugh Riley Assistant City Manager	

Location	Description of Record	Dates
Storage	Chronological Correspondence Files Yolanda Barrera, Personnel Technician	2/1995 - 9/1997
Citation: California Government Code, Section 34090		
Consent to Destruction:	 Deborah S. Traffenstedt Administrative Services Director/City Clerk	

Consent to Destruction:


Joseph M. Montes
City Attorney

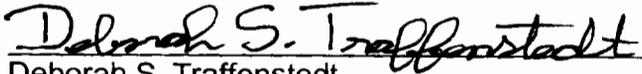
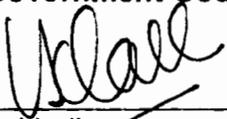

Deborah S. Traffenstedt
City Clerk

EXHIBIT "A"
RECORDS DESTRUCTION CONSENT

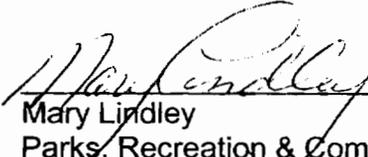
Location	Description of Record	Dates
Storage	Chronological Correspondence Files Ken Gilbert, Public Works Director	11/1989 – 12/2004
Storage	Chronological Correspondence Files Mike Matthews, Senior Management Analyst	10/99-12/04
Storage	Chronological Correspondence Files Bob Morgenstern, Public Works Supervisor	6/2000 - 12/2004
Central Files	Chronological Correspondence Files Brad Miller, City Engineer	12/2003 – 12/2004

Citation: California Government Code, Section 34090

Consent to Destruction: 
Yugal Lall
City Engineer/Public Works Director

Location	Description of Record	Dates
Storage	Chronological Correspondence Files Carol Ghens, Senior Center Coordinator	1/1996 – 12/1997

Citation: California Government Code, Section 34090

Consent to Destruction: 
Mary Lindley
Parks, Recreation & Community Services Director

Consent to Destruction: 
Joseph M. Montes
City Attorney

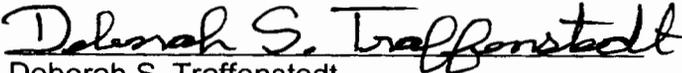

Deborah S. Traffenstedt
City Clerk

EXHIBIT "A"
RECORDS DESTRUCTION CONSENT

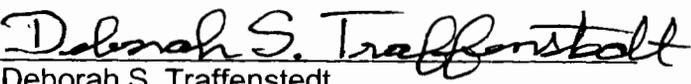
Location	Description of Record	Dates
Storage	Chronological Correspondence Files Jaime Aguilera, Community Development Director	1995 - 1996
Storage	Chronological Correspondence Files Nelson Miller, Community Development Director	5/1996 – 2/1999
Central Files	Chronological Correspondence Files Laura Stringer, Administrative Services Manager	4/2001 -12/2004
Storage	Chronological Correspondence Files Wayne Loftus, Planning Manager / Director	12/1997 – 10/2001
Storage	Chronological Correspondence Files John Libiez, Principal Planner	5/1998 – 10/2001
Storage	Chronological Correspondence Files Shannon Magaña, Code Enforcement Intern	5/1996 – 10/1997
Storage	Chronological Correspondence Files Sandra Messa-Lavitt, Independent Contractor	2/1997 – 4/1997

Citation: California Government Code, Section 34090

Consent to Destruction: 
Barry Hogan
Community Development Director

Consent to Destruction:


Joseph M. Montes
City Attorney


Deborah S. Traffenstedt
City Clerk