

STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: GAYLA R. CHAPMAN, ADMINISTRATIVE SERVICES DIRECTOR
DATE: OCTOBER 1, 2012
SUBJECT: REQUEST TO DESTROY RECORDS IN ACCORDANCE WITH THE ESTABLISHED RECORDS RETENTION SCHEDULE



BACKGROUND

In compliance with the City-wide retention schedule adopted by the City Council in 1992, the Administrative Services Department would like to destroy the records listed on the attached Exhibit A.

DISCUSSION

As part of our records management program, the records listed in Exhibit A are those records that no longer need to be retained. The list has been reviewed and approved by the City Attorney.

RECOMMENDED ACTION

Staff recommends the City Council adopt the resolution authorizing the destruction of certain Administrative Services Department records.

FISCAL IMPACT

There would be a small cost of approximately \$250.00 for document shredding.

PUBLIC NOTIFICATION

This item was noticed in compliance with the Brown Act.

ATTACHMENTS

1. Resolution No. 12-xx with Exhibit A, List of Documents

APPROVED FOR FORWARDING



ROBERT PERRAULT
CITY MANAGER

Please Review for Possibility of a Potential Conflict of Interest:

- | | |
|--|-----------------------------------|
| <input checked="" type="checkbox"/> None Identified by Staff | <input type="checkbox"/> Bright |
| <input type="checkbox"/> Shoals | <input type="checkbox"/> Molnar |
| <input type="checkbox"/> Nicolls | <input type="checkbox"/> Peterson |

Meeting Date: October 1, 2012

Agenda Item No. 6

RESOLUTION NO. 12-

**RESOLUTION OF CITY COUNCIL OF THE CITY OF GROVER
BEACH, CALIFORNIA ACCEPTING THE ADMINISTRATIVE
SERVICES DEPARTMENT'S RECOMMENDATIONS
FOR RECORDS DESTRUCTION**

WHEREAS Government Code Section 34090 provides that the head of a City department may destroy certain city records, documents or instruments under his/her charge, without duplication, with the approval of the City Council by Resolution and with the written consent of the City Attorney; and

WHEREAS, in compliance with the City-wide retention schedule, it has been determined that certain records are no longer required for retention and accumulation of records has become unduly cumbersome.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Grover Beach **DOES HEREBY** authorize the destruction of those Administrative Services Department records specified in Exhibit A, which is attached hereto and incorporated herein as part of this document.

On motion by Council Member, seconded by Council Member, and on the following roll-call vote, to wit:

AYES: Council Members -
NOES: Council Members -
ABSENT: Council Members -
ABSTAIN: Council Members -

the foregoing Resolution was **PASSED, APPROVED, and ADOPTED** at a regular meeting by the City Council of the City of Grover Beach, California this 1st day of October 2012.

DRAFT

JOHN P. SHOAL, MAYOR

Attest:

DONNA L. MCMAHON, CITY CLERK

Exhibit A

Records requested to be destroyed:

- A. The following records shall be retained for **two (2) years** and may be subsequently destroyed. It is requested approval be given to destroy records in this category which are dated prior to June 30, 2010.

General/Miscellaneous/External & Internal Correspondence
Utility Billing Stubs

- B. The following records shall be retained for **five (5) years** and may be subsequently destroyed. It is requested approval be given to destroy records in this category which are dated prior to June 30, 2007.

Accounts Payable Invoices	Investment Records
Accounts Receivable	Time Sheets
Bank Statements & Reconciliations	Payroll Deduction Authorizations
Budget Working File	Transient Occupancy Tax
Business License	Utility Users Tax Records
Cancelled Checks	

- C. The following records shall be retained for **Seven (7) years** and may be subsequently destroyed. It is requested approval be given to destroy records in this category which are dated prior to June 30, 2005.

Treasurer's Reports

Utility Billing Registers

- D. The following records shall be retained for **ten (10) years** and may be subsequently destroyed. It is requested approval be given to destroy records in this category which are dated prior to June 30, 2002.

Accounts Payable Ledgers	CDBG Financial Records
Accounts Receivable Ledger	Detail Ledgers
General Ledger	Payroll Registers
Warrant Registers	

CITY ATTORNEY'S WRITTEN CONSENT


MARTIN D. KOOZANOWICZ
CITY ATTORNEY

09/18/12
DATE