




AGENDA REPORT
SAN CLEMENTE CITY COUNCIL MEETING
Meeting Date: May 16, 2017

Agenda Item 6I


Approvals:

City Manager 

Dept. Head 

Attorney 

Finance 

Department: City Clerk
Prepared By: Joanne Baade, City Clerk/Legislative Administrator 

Subject: RECORDS DESTRUCTION

Fiscal Impact: None

Summary: Staff is requesting authorization to destroy certain City records that have surpassed the City's established retention requirements.

**Background/
Discussion:** In accordance with State law, the City of San Clemente previously established a Records Retention Schedule that is consistent with State statutory requirements. Staff has determined that the records identified in the attached draft resolution have surpassed the City's established retention requirements. Moreover, the City Attorney has determined that none of the records are needed for legal or operational purposes. Consequently, Staff is recommending that Council authorize the destruction of the City records identified in the proposed resolution.

**Recommended
Action:** STAFF RECOMMENDS THAT the City Council adopt a resolution entitled A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN CLEMENTE, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF CERTAIN CITY RECORDS AS PROVIDED BY SECTION 34090 OF THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA.

Attachments: Resolution with Exhibits A and B

Notification: None

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN CLEMENTE, CALIFORNIA, AUTHORIZING THE
DESTRUCTION OF CERTAIN CITY RECORDS AS
PROVIDED BY SECTION 34090 OF THE GOVERNMENT
CODE OF THE STATE OF CALIFORNIA.

WHEREAS, maintaining certain records is unnecessary after a certain period of time for the effective and efficient operation of the government of the City of San Clemente; and

WHEREAS, Section 34090 of the Government Code of the State of California provides a procedure whereby a City record which has served its purpose and is no longer required may be destroyed.

NOW, THEREFORE, the City Council of the City of San Clemente does hereby resolve as follows:

Section 1. The records of the City of San Clemente as set forth in Exhibits A and B attached hereto and incorporated herein by this reference are hereby authorized to be destroyed as provided by Section 17200 of the Elections Code and Section 34090 of the Government Code of the State of California.

Section 2. The provisions of Section 1 above do 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 (2) years old.
- (e) The minutes, ordinances, or resolutions of the City Council of the City of San Clemente or of any City Committee or Commission.

Section 3. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED AND ADOPTED this _____ day of _____,

ATTEST:

City Clerk of the City of
San Clemente, California

Mayor of the City of San
Clemente, California

STATE OF CALIFORNIA)
COUNTY OF ORANGE) §
CITY OF SAN CLEMENTE)

I, JOANNE BAADE, City Clerk of the City of San Clemente, California, do hereby certify that Resolution No. _____ was adopted at a regular meeting of the City Council of the City of San Clemente held on the _____ day of _____, _____, by the following vote:

AYES:

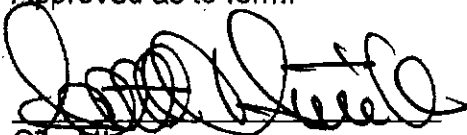
NOES:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Clemente, California, this _____ day of _____,

CITY CLERK of the City of
San Clemente, California

Approved as to form:


City Attorney

**CITY OF SAN CLEMENTE
RECORDS DESTRUCTION REQUEST**

DEPARTMENT: City Clerk

FILE	DESCRIPTION	DATE RANGE	RETENTION SCHEDULE	DATE DESTROY
	Audio Tapes – JPAT Meetings	1999-2007	1 year	2000-2008
406-3-2	Multi Hazard Emergency Plan	1999-2004	2 years	2001-2006
	Management Analysis of the Police Department	1991	2 years	1993
	Correspondence to City Council regarding city affairs	2006-2011	2 years	2008-2013
	Public Records Requests (see attachment for details)	2007-2014	2 years	2009-2016
	Citizen Complaints	2011	3 years	2014
	Subpoena for Records – Not City Litigation Cases	2011-2013	2 years	2013-2015
	Receipts for copies of Muni Code	2002-2011	5 years	2007-2016
	Interoffice Memorandums	1987-1995	2 years	1989-1997
	Audio Tapes – Administrative Hearings	1994-2011	2 years	1996-2013
	Audio Tapes – Nuisance Abatement Hearings	1992-2010	2 years	1994-2012
	Audio Tapes – SCPC – Marblehead	2007	2 years	2009
	Audio Tapes – Treasurer Committee Meeting	1995	2 years	1997
	Audio Tapes – Federal Voting Rights Act Presentation	2006	2 years	2008
	Audio Tapes – Investment Committee Meeting	1996	2 years	1998
	Audio Tapes – Traffic Task Force Meeting	2009	2 years	2011
	CD's – Administrative Hearings	2011-2013	2 years	2013-2015
	Audio Tapes – City Council meetings	2009	2 years	2011
	Audio Tapes – City Council meetings	2008	2 years	2010
505-2-19	Statement of Economic Interest Form 700 –Lori Donchak (Public Official)	2006-2009	4 years	2010-2013
505-7-34	Statement of Economic Interest Form 700 – Steven Streger (Public Official)	2008-2009	4 years	2012-2013
505-6-15	Statement of Economic Interest Form 700 – Nick Azzollini (Public Official)	1993-2009	4 years	1997-2013
505-5-50	Statement of Economic Interest Form 700 – Coastal Animal Services Authority Board Members	1996-2012	4 years	2000-2016
505-4-2	Statement of Economic Interest Form 700 – City Attorney	1987-2009	4 years	1991-2013

505-9-2	Statement of Economic Interest Form 700 – Mark Taylor (Public Official)	2003-2009	4 years	2007-2013
505-2-20	Statement of Economic Interest Form 700 – Bob Baker (Public Official)	2008-2010	4 years	2012-2014
505-5-83	Statement of Economic Interest Form 700 – Bennett Parker (Designated Employee)	2006-2009	7 years	2013-2016
505-5-85	Statement of Economic Interest Form 700 – Kenneth Knatz (Designated Employee)	2007-2009	7 years	2014-2016
505-5-41	Statement of Economic Interest Form 700 – Handan Cirit (Designated Employee)	1994-2009	7 years	2001-2016
505-5-63	Statement of Economic Interest Form 700 – William Humphreys	2001-2009	7 years	2008-2016
505-5-6	Statement of Economic Interest Form 700 – William Cameron (Designated Employee)	1986-2009	7 years	1993-2016
505-5-51	Statement of Economic Interest Form 700 – Steven Nelson (Designated Employee)	1998-2009	7 years	2005-2016
505-5-69	Statement of Economic Interest Form 700 – David Rebensdorf (Designated Employee)	2003-2009	7 years	2010-2016
505-5-66	Statement of Economic Interest Form 700 – Tom Rendina (Designated Employee)	2002-2009	7 years	2009-2016

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Department Head

Date

4-20-17

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City Clerk

Date

4-19-17

[Handwritten signature]

City Attorney


Date

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**CITY OF SAN CLEMENTE
RECORDS DESTRUCTION REQUEST**

DEPARTMENT:


FILE	DESCRIPTION	DATE RANGE	RETENTION SCHEDULE	DATE DESTROY
	Pool Sign-In Sheets	1997-2008	Resolved + 5 Yrs	2002-2013
	Pool Pass Sign-In Sheets	11/25/07-1/17/09	Resolved + 5 Yrs	2012-2014
	Infrequent Rental Applications	4/2/98-8/30/99	CY + 2 Yrs	2000-2001
	Ole Hanson Beach Club Cashiers Receipts	1991-2005	CY + 5 Yrs	1996-2010
	Ole Hanson Beach Club Vacuum Use Log	9/13/01-11/14/01	CL + 5 Yrs	2006-2006
	Ole Hanson Beach Club Janitorial Checklist	6/20/99-12/5/99	CL + 5 Yrs	2004-2004


Department Head

4/17/2017
Date


City Clerk

4-19-17
Date


City Attorney

4/18/17
Date