



AGENDA REPORT
SAN CLEMENTE CITY COUNCIL MEETING
Meeting Date: August 15, 2017

Agenda Item CN
Approvals:
City Manager JM
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**

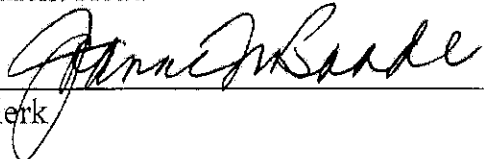
FILE	DESCRIPTION	DATE RANGE	RETENTION SCHEDULE	DATE DESTROY
	Public Records Requests	01/15 – 08/15	2 years	01/17 – 08/17
	PERS Part Time Staff Ballot Votes	2014	2 years	2016
101-1-33	Planning Commission Appointments/Resignations/Oaths	2005 – 08/09	8	2013 – 08/17
101-4-15	Beaches, Parks and Recreation Commission Appointments/Resignations/Oaths	2006 – 2007	8	2014 - 2015
101-19-5	Investment Advisory Committee Appointments/Resignations/Oaths	2006 – 2009	8	2014 - 2017
101-2-9	Golf Course Committee Appointments/Resignations/Oaths	2006 – 2009	8	2014 - 2017



Department Head

8/8/17

Date



City Clerk

8-7-17

Date

City Attorney

Date

**CITY OF SAN CLEMENTE
RECORDS DESTRUCTION REQUEST**

DEPARTMENT: Finance

FILE	DESCRIPTION	DATE RANGE	RETENTION SCHEDULE	DATE DESTROY
	Tax Returns/Insurance Reports	2004	6 years	2010
	Year End Audit Information	2006-2008	7 years	2013-2015
	A/R Cash Receipt Envelopes	2006-2008	6 years	2012-2014
	Bank Reconciliations (City & Animal Shelter)	2006-2008	7 years	2013-2015
	Merchant Bank Card (City & Animal Shelter)	2006-2008	7 years	2013-2015
	Deposit Accounts	2005-2006	6 years	2011-2012
	Wittman Account Reconciliation	2004-2007	7 years	2011-2014
	Investment Sales, Maturities & Calls	2007-2008	7 years	2014-2015
	Accounts Receivable Reconciliation	2006-2007	7 years	2013-2014
	Accounts Receivable Invoice & Receipt Posting	2006-2008	7 years	2013-2015
	Accounts Receivable Invoices	2006-2008	7 years	2013-2015
	Alarm Permit Renewals & Applications	2005-2008	6 years	2011-2014
	Closed Site Leases	2001-2006	7 years	2008-2013
	Rancho San Clemente Financial Reports, A/P & A/R	2002-2005	7 years	2009-2012
	OCTA Abandoned Vehicles	2008	7 years	2015
	Investments, Bank & Bond Statements	2006-2008	7 years	2013-2015
	Transportation Corridor	2005-2008	7 years	2012-2015
	Animal Shelter – Cash Receipts Envelopes	2006-2007	6 years	2012-2013
	Animal Shelter – Cashiers Receipts	2006-2008	6 years	2012-2014
	Project A/C List	2006-2007	7 years	2013-2014
	Journal Entries	2006-2008	6 years	2012-2014

<u> <i>Judith A. Vincent</i> </u>	<u> 4/24/2017 </u>
Department Head	Date
<u> <i>Ann C. Beale</i> </u>	<u> 8-7-17 </u>
City Clerk	Date
<u> </u>	<u> </u>
City Attorney	Date

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