

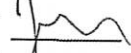





AGENDA REPORT

SAN CLEMENTE CITY COUNCIL MEETING
Meeting Date: February 5, 2019

Agenda Item CEL

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 Exhibit A

Notification: None

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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 Exhibit A, attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by 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 (except with regard to referendum petitions, which the Elections Code provides may be destroyed eight months after the election.)
- (e) The minutes, ordinances, or resolutions of the City Council of the City of San Clemente or of any City Commission or Committee.

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

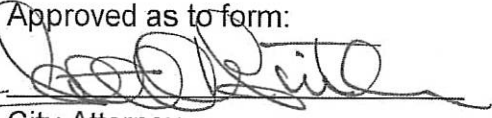
STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF SAN CLEMENTE)

I, JOANNE M. 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: Planning / Housing

FILE	DESCRIPTION	DATE RANGE	RETENTION SCHEDULE	DATE DESTROY
	Release and Termination of Housing Rehab Agreement and Deed of Trust – Ainlay 118 E. Canada	Released 08-2010	5 years	08-2015
	Release and Termination of Housing Rehab Agreement – Adams 3109 S. el Camino Real	Released 04-1998	5 Years	04-2003
	Release and Termination of Housing Rehab Agreement and Deed of Trust – Ames 315 Paseo De Cristobal	Released 03-2009	5 years	03-2014
	Release and Termination of Housing Rehabilitation Agreement – Anson 111 Shell Dr	Released 06-1994	5 years	06-1999
	Release and Termination of Housing Rehab Agreement and Deed of Trust – Apathy 120 Ave. Sierra	Released 02-2004	5 years	02-2009
	Release and Termination of Housing Rehab Agreement and Deed of Trust – Ascher – 109 E San Gabriel	Released 01-2013	5 years	01-2018
	Release and Termination of Housing Rehab Agreement – Bon 137 Ave. Palizada	Released 03-1997	5 Years	03-2002
	Release and Termination of Housing Rehab Agreement – Brundage 134 W Canada	Released 10-1996	5 years	10-2001
	Release and Termination of Housing Rehab Agreement and Deed of Trust – Buescher 21 Burriana	Released 04-2008	5 years	04-2013
	Release and Termination of Housing Rehab Agreement and Deed of Trust - Cassano – 606 Avenida Victoria	Released 06-2013	5 years	06-2018
	Release and Termination of Housing Rehab Agreement and Deed of Trust – Cattaneo 104 Surf Drive	Released 02-2009	5 years	02-2014
	Release and Termination of Housing Rehab Agreement – Centeno 156 W. Escalones	Released 05-1998	5 Years	05-2003
	Release and Termination of Housing Rehab Agreement – Chu 308 Ave. Monterey	Released 10-1996	5 years	10-2001
	Release and Termination of Housing Rehab Agreement and Deed of Trust – Cleary 122 Mira Adelante	Released 09-2009	5 years	09-2014
	Release and Termination of Housing Rehab Agreement and Deed of Trust – Contorelli 107 La Ronda	Released 12-2008	5 years	12-2013

	Release and Termination of Housing Rehabilitation application – Darakjian – 116 Ave. Santa Inez	Released 03-2006	5 years	03-2011
	Release and Termination of Housing Rehab Application – Davis 135 Avenida Princesa	Released 12-2005	5 years	12-2010
	Release and Termination of Housing Rehab Agreement – Dibley 124 W. Canada	Released 06-1996	5 years	06-2001
	Release and Termination of Housing Rehab Agreement and Deed of Trust – Dieling 175 Mira De Oeste	Released 05-2009	5 Years	05-2014
	Release and Termination of Housing Rehab Agreement and Deed of Trust – DMAR 301 Ave. Del mar	Released 11-2012	5 years	11-2017
	Release and Termination of Housing Rehabilitation App – Eicherly 106 Sandy Dune	Released 02- 2006	5 years	02-2011
	Release and Termination of Housing Rehab Agreement Ellis 123 W. Canada	Released 05-1996	5 Years	05-2001
	Release and Termination of Housing Rehab Agreement and Deed of Trust – Frances 117 W Escalones	Released 06-2011	5 years	06-2016
	Release and Termination of Housing Rehab Agreement and Deed of Trust – Garrett – 255 Avenida Victoria	Released 01-2011	5 years	01-2016
	Release and Termination of Housing Rehab Agreement – Gauthier 309 Ave. Santa Barbara	Released 06-1997	5 Years	06-2002
	Release and Termination of Housing Rehab Agreement and Deed of Trust – Goldberg – 134 W Marquita	Released 02-2012	5 years	02-2017
	Release and Termination of Housing Rehab Agreement and Deed of Trust – Green – 136 Avenida Algodon	Released 11-2012	5 years	11-2017
	Release and Termination of Housing Rehab Agreement – Gribble 145 W. Escalones	Released 02-1998	5 Years	02-2003
	Release and Termination of Housing Rehab Application - Iseyama 413 Avenida Montego	Released 04-2005	5 years	04-2010
	Release and Termination of Housing Rehab Agreement – Karaoglu 4005 Calle Abril	Released 06-2008	5 years	06-2013
	Release and Termination of Housing Rehab Agreement and Deed of Trust – King – 309 Avenida Monterey	Released 09-2011	5 years	09-2016
	Release and Termination of Housing Rehab Agreement - Krall – 2613 S. El Camino Real	Released 04-1999	5 years	04-2004

	Release and Termination of Housing Rehab Agreement and Deed of Trust – Langley – 134 Ave Pelayo	Released 03-2012	5 years	03-2017
	Release and Termination of Housing Rehab Application – Leftwich 410 Calle Vista Torito	Released 11-2007	5 years	11-2012
	Release and Termination of Housing Rehab Agreement and Deed of Trust – Leftwich 410 Calle Vista Torito	Released 09-2013	5 years	09-2018
	Release and Termination of Housing Rehab Agreement and Deed of Trust- Margel 120 W Escalones	Released 11-2007	5 years	11-2012
	Release and Termination of Housing Rehab Agreement and Deed of Trust McCue 231 W El Portal	Released 06-2009	5 years	06-2014
	Release and Termination of Housing Rehab Agreement and Deed of Trust – McRoberts – 515 Avenida Victoria	Released 01-2012	5 years	01-2017
	Release and Termination of Housing Rehab Agreement and Deed of Trust – Mary Erickson 150 W Escalones	Released 07-2008	5 years	07-2013
	Release and Termination of Housing Rehab Agreement and Deed of Trust – Mary Erickson 133-135 W Canada	Released 07-2002	5 years	07-2007
	Release and Termination of Housing Rehab Agreement and Deed of Trust – Mary Erickson – 133-135 W Canada	Released 03-2005	5 years	03-2010
	Release and Termination of Housing Rehab Agreement – Mason 125 W. Canada	Released 08-1997	5 Years	08-2002
	Release and Termination of Housing Rehab Agreement –Norris 128 W. Canada	Released 11-1996	5 Years	11-2001
	Release and Termination of Housing Rehabilitation Agreement Paul – 244 Ave. Monterey	Released 12-2005	5 years	12-2010
	Release and Termination of Housing Rehab Application – Rush – 136 Ave. Pelayo	Released 08-2006	5 years	08-2011
	Release and Termination of Housing Rehab Application- Rockefeller – 254 Ave. Monterey	Released 02-2007	5 years	02-2012
	Release and Termination of Housing Rehab Agreement –Rothstein 238 Ave. Santa Barbara	Released 02-1997	5 Years	02-2002
	Release and Termination of Housing Rehab Agreement and Deed of Trust – Sayed 107 Avenida Salvador	Released 09-2010	5 years	09-2015

	Release and Termination of Housing Rehab Agreement – Santoro 144 Ave. Pelayo	Released 04-1997	5 Years	04-2002
	Release and Termination of Housing Rehab Agreement and Deed of Trust – Sayed – Avenida Salvador	Released 07-2007	5 years	07-2012
	Release and Termination of Housing Rehab Agreement – Seligsohn 223-25 Ave. Santa Barbara	Released 04-1997	5 Years	04-2002
	Release and Termination of Housing Rehab Agreement – Seligsohn 305 Ave. Santa Barbara	Released 06-1997	5 Years	06-2002
	Release and Termination of Housing Rehab Agreement – Sherer 439 Calle Empalme	Released 01-2014	5 years	01-2019
	Release and Termination of Housing Rehab Agreement – Smith 145 Ave. Pelayo	Released 10-1999	5 years	10-2004
	Release and Termination of Housing Rehabilitation application – Swenson – 140 Ave. Santa margarita	Released 02-2006	5 years	02-2011
	Release and Termination of Housing Rehab Agreement Tyck 216 Ave. Pelayo	Released 06-1997	5 Years	06-2002
	Release and Termination of Housing Rehab Application – Towles-Brown – 125 Ave. Sierra	Released 09-2004	5 years	09-2009
	Release and Termination of Housing Rehab Agreement and Deed of Trust – Van Der Muelen	Released 08-2011	5 years	08-2016
	Release and Termination of Housing Rehab Application – Verbicky 221 E El Portal	Released 09-2009	5 years	09-2014
	Release and Termination of Housing Rehab Agreement – Vick 108 Chiquita	Released 04-2000	5 years	04-2005
	Release and Termination of Housing Rehab Agreement and Deed of Trust – Wade – 136 West Canada	Released 11-2012	5 years	11-2017
	Release and Termination of Housing Rehab Agreement – Whisenand 142 W. Canada	Released 05-1996	5 Years	05-2001

 Department Head

Date

 City Clerk

Date

 City Attorney

Date

City of San Clemente
Records Destruction Request

Department: City Clerk

File	Description	Date Range	Retention Schedule	Date Destroy
	Settlement Agreement and Release - Robert and Carol Beasley	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - John and Elizabeth Black	3-13-1988	7 Years	3-1995
	Settlement Agreement and Release - the Estate of Helen Mable Aalbersberg	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - Rodney and Betty Atnip	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - Charles and Linda Bender	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - Sam and Ida Belle Bramy	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - Joseph and Lorraine Cacia	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - Suzanne Case	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - Stephen and Patricia Chisam	3-13-1988	7 Years	3-1995
	Settlement Agreement and Release - Brian and Linda Day	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - Edwin and Ethel Dow	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - Ellen and Keith Endersby	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - Reinaldo and Mary Garcia	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - Jo Ann Gately	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - James and Verna Gesner	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - John and Jeanne Goldman	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - William and Mary Hall	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - Dale and Laurie Harcourt	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - Alex and Carolyn Haynes	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - Joseph and Anna Hsi	9-26-1988	7 Years	9-1995

	Settlement Agreement and Release - Richard and Diane Johnson	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - Karl and Nicki Kramer	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - Alvin and Catherine Krupsaw	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - James and Pauline Jordan	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - James and Marjorie Lusk	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - Charlie and Jeri Mann	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - Thomas and Gladys McFarlane	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - William and Martha Miller	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - Melvin and Rachael Mitchell	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - Bill and Eunice Mounce	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - Manuel And Elise Munoz	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - Barbara Neff	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - Stuart and Judith Phillips	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - Frank and Patricia Pica	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - Brian and Karen Pepper	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - Ethel Ratley	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - Norman and Eileen Ream	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - Forrest and Jean Reynard	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - Robert and Renee Strong	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - Kate Teskey	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - Ella Tippet	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - Yujiro and Fien Yamamoto	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - Marie Todorov	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - Dale and Helen Wilson	9-26-1988	7 Years	9-1995
	Settlement Agreement and Release - Joan and Lewis Walton	9-26-1988	7 Years	9-1995

**CITY OF SAN CLEMENTE
RECORDS DESTRUCTION REQUEST**

Exhibit

DEPARTMENT: Human Resources

FILE	DESCRIPTION	DATE RANGE	RETENTION SCHEDULE	DATE DESTROY
606-001-091	Training Logs	2010-2011	CL + 3 years	2013-2014
606-001-088	Training Logs	2008-2009	CL + 3 years	2011-2012
602-006-068	PERS Health Payments	2007	Act + 6 Years	2013
602-006-064	CASA Pers Health Payments	2006	Act + 6 Years	2012
602-006-063	PERS Health Payments	2006	Act + 6 Years	2012
602-006-083	PERS Health Payments	2011	Act + 6 Years	2017
602-006-082	PERS Health Payments	2011	Act + 6 Years	2017
602-006-077	PERS Health Payments	2010	Act + 6 Years	2016
602-006-061	PERS Health Payments	2005	Act + 6 Years	2011
603-002-022	Salary Schedule	1996-2008	Act + 3 Years	1999-2011
601-001-019	ICMA Financial Reports	2006	Act + 6 Years	2012
	EEOC Claim	2009	CL + 3 YRS.	2012
	Volunteer Applicant Tracking	2006-2009	CY + 2 YRS	2008-2011

Department Head

[Signature]
1/8/19
Date

City Clerk

Date

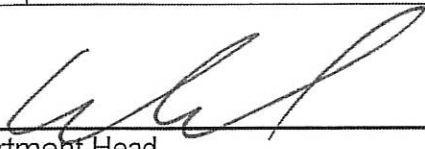
City Attorney

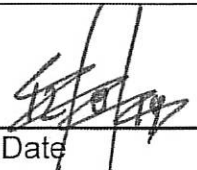
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1/10/19
Date

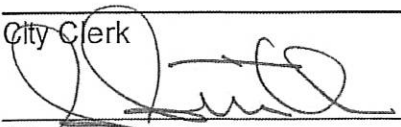
**CITY OF SAN CLEMENTE
RECORDS DESTRUCTION REQUEST**


DEPARTMENT: Finance & Administrative Services: Human Resources Division

BOX	DESCRIPTION	DATE RANGE	RETENTION SCHEDULE	DATE DESTROY
1	Liability Claim Files	2011-2012	5 Years + Closed	December 2017
2	Liability Claim Files	2012-2013	5 Years + Closed	October 2018



 1/8/19
 Date

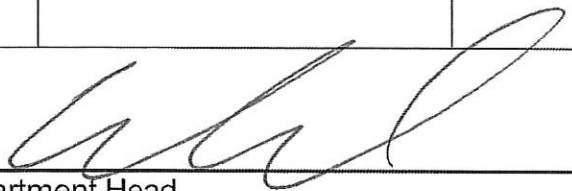
City Clerk 
Date

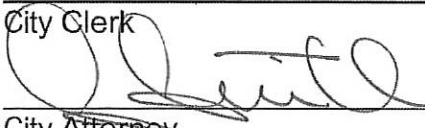
City Attorney 
Date

**CITY OF SAN CLEMENTE
RECORDS DESTRUCTION REQUEST**

DEPARTMENT: Finance & Administrative Services: Human Resources Division

BOX	DESCRIPTION	DATE RANGE	RETENTION SCHEDULE	DATE DESTROY
1	Inactive RSVP Volunteer Files	1985-2015	3 Years	October 2018
2	Inactive RSVP Volunteer Files	1985-2015	3 Years	October 2018


 Department Head _____ Date 1/20/19

City Clerk _____ Date _____

 City Attorney _____ Date 1/10/19