



Agenda Item 105

Approvals:

City Manager ES

Dept. Head _____

Attorney _____

Finance JR

AGENDA REPORT

SAN CLEMENTE CITY COUNCIL MEETING
Meeting Date: December 15, 2020

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

p:\my documents\my word\adminreport-recordsdestruction.docx

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.
- (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: Marine Safety

| File | Description | Date Range | Retention Schedule | Date Destroy |
|------|--|------------|--------------------|-----------------------|
| 1801 | Medical Aid Blue Cards | 2002-2003 | 2 years | Upon Council decision |
| 1801 | Yellow Activity Cards | 05-06 | 2 years | Upon Council decision |
| 1801 | Yellow Activity Cards | 07-08 | 2 years | Upon Council decision |
| 1801 | Yellow Activity Cards | 2009 | 2 years | Upon Council decision |
| 1801 | Blue medical aids, yellow activity cards & pink patient assessment cards | 2010 | 2 years | Upon Council decision |
| 1801 | Blue medical aids, yellow activity cards & pink patient assessment cards | 2011 | 2 years | Upon Council decision |
| 1801 | Yellow activity Cards | 2012 | 2 years | Upon Council decision |

Department Head

Date

City Clerk

Date

City Attorney

Date

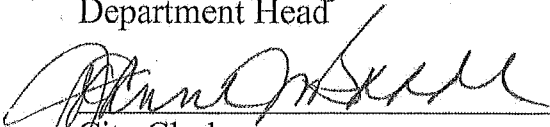
**CITY OF SAN CLEMENTE
RECORDS DESTRUCTION REQUEST**

DEPARTMENT: Beaches, Parks and Recreation

| FILE | DESCRIPTION | DATE RANGE | RETENTION SCHEDULE | DATE DESTROY |
|------|---|-----------------|--------------------|-----------------|
| | 2012-2015 Military Grants and Scholarships | 2012-2015 | CL + 2 Years | 2014-2017 |
| | Beaches, Parks and Recreation Commission Meeting Audio Tapes 2010-2012 | 2010-2012 | 2 Years | 2012-2014 |
| | Beaches, Parks and Recreation Commission Meeting Audio Digital Recordings 2012-2017 | 2012-2017 | 2 Years | 2014-2019 |
| | Pool Sign-In Sheets | 1991, 2008-2014 | Resolved + 5 Years | 1996, 2013-2019 |
| | Registration Forms | 2015-2018 | CL + 2 Years | 2017-2020 |
| | Rental Applications/Permits | 2010, 2015-2017 | Event + 2 Years | 2012, 2017-2019 |
| | Fun on the Run Attendance & Permission Slips | 2007-2013 | CL + 2 Years | 2009-2015 |
| | Pool Maintenance Logs | 1991, 2009 | CY + 5 Years | 1996, 2014 |
| | Pool Opening Procedures | 2014 | CY + 5 Years | 2019 |
| | SCAC Opening/Closing Checklists | 2015 | CY + 5 Years | 2020 |
| | Pool Closure Logs | 2014 | CY + 5 Years | 2019 |
| | Swim Clinic Sign-In Sheets | 2011 | Resolved + 5 Years | 2016 |
| | OHBC Facility Attendance Logs | 2010 | CL + 2 Years | 2012 |
| | SCAC Pool Chemical Logs | 2012-2014 | CY + 5 Years | 2017-2019 |
| | SCAC Water Quality Logs | 2012-2014 | CY + 5 Years | 2017-2019 |
| | OHBC Pool Chemical Logs | 2008-2009 | CY + 5 Years | 2013-2014 |
| | Pool Rental Applications | 1991-1992 | CY + 2 Years | 1993-1994 |
| | Daily Cash Balance Reports | 2010 | CY + 5 Years | 2015 |
| | Refund Reports | 2010 | CY + 5 Years | 2015 |
| | Conditions Of Facility | 2013-2014 | CL + 5 Years | 2018-2019 |
| | Timesheets | 2013-2014 | CY + 5 Years | 2018-2019 |
| | Receipts | 2012-2014 | CL + 5 Years | 2017-2019 |


Department Head

10/7/2020
Date


City Clerk

11-24-20
Date

City Attorney

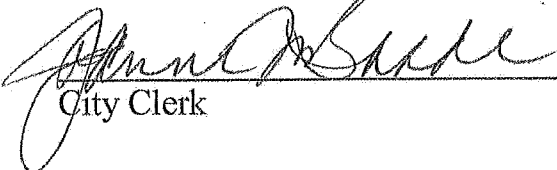
Date

**CITY OF SAN CLEMENTE
RECORDS DESTRUCTION REQUEST**

DEPARTMENT:

| FILE | DESCRIPTION | DATE RANGE | RETENTION SCHEDULE | DATE DESTROY |
|------|--|------------|--------------------|--------------|
| 1801 | Yellow Rescue Cards (Marine Safety) | 2017 | 2 years | 2019 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

 _____
Department Head Date 4/15/20

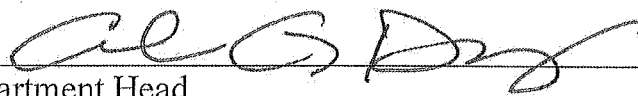
 _____
City Clerk Date 11-24-20

City Attorney Date


**CITY OF SAN CLEMENTE
RECORDS DESTRUCTION REQUEST**

DEPARTMENT: Planning / Housing

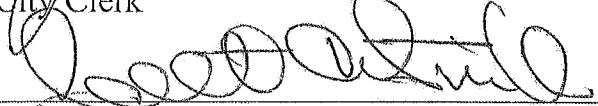
| FILE | DESCRIPTION | DATE RANGE | RETENTION SCHEDULE | DATE DESTROY |
|------|---|---------------|--------------------|--------------|
| | Release and Termination of Housing Rehabilitation Agreement and Deed of Trust – Mary Erickson | Released 2015 | 5 years | 2020 |
| | Housing Rehabilitation Agreement and Deed of Trust – Parker | Released 2015 | 5 years | 2020 |
| | Housing Rehabilitation Agreement and Deed of Trust – Bemoll | Released 2014 | 5 years | 2019 |
| | Housing Rehabilitation Agreement and Deed of Trust – Chakran | Released 2014 | 5 years | 2019 |
| | Housing Rehabilitation Agreement /Grant- Daignault | Released 2014 | 5 years | 2019 |
| | Housing Rehabilitation Application– Spinelli | Released 2013 | 5 years | 2019 |
| | Housing Rehabilitation Application/Grant - Spracklin | Released 2014 | 5 years | 2019 |
| | Housing Rehabilitation Grant – Lynn, Sean | Released 2015 | 5 years | 2020 |
| | Housing Rehabilitation Agreement – Van Hove | Released 2015 | 5 years | 2020 |
| | Housing Rehabilitation Agreement and Deed of Trust - Dallman | Released 2015 | 5 years | 2020 |
| | Housing Rehabilitation Agreement - Weadon | Released 2015 | 5 years | 2020 |
| | Housing Rehabilitation Application - Margel | Released 2015 | 5 years | 2020 |



 Department Head 11/9/20
Date



 City Clerk 11-24-20
Date



 City Attorney 12/1/20
Date

City of San Clemente
Records Destruction Request


Department:

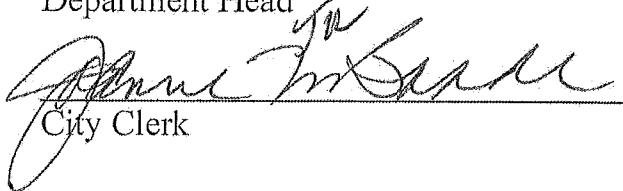
| File | Description | Date Range | Retention Schedule | Date Destroy |
|--------------------------------|--|------------------|--------------------|--------------|
| PAYROLL: | | | | |
| | Tax Returns/Insurance Reports | FY 07/08 – 2009 | CY +5 Years | 2014 |
| | Ben-Ded Reports / GL Acct Posting Lists | FY 07/08 | CY +5 Years | 2013 |
| | Ben-Ded Reports / Project Acct Reports | FY 08/09 | CY +5 Years | 2014 |
| | Posting Reports, Check Posting Reports | FY 08/09 | CY +5 Years | 2014 |
| | Check Posting List, CASA Invoice Posting List – A/P, P/A Exp Trans Reports | FY 07/08 | CY +5 Years | 2013 |
| | Payroll Tax Rpts – City 2011 PR Tax Rpts & Ins Rpts – CASA 10/11 | FY 10/11 | CY +5 Years | 2016 |
| | City & CASA Payroll Reports & Ins Rpts | 2012 | CY +5 Years | 2017 |
| UTILITY BILLING: | | | | |
| | UB Payments: 1/5/10 – 7/26/10 | FY 10/11 | CY +6 Years | 2017 |
| CASH RECEIPT ENVELOPES: | | | | |
| | 7/1/2009 – 6/30/2010 | FY 09/10 | CY +5 Years | 2015 |
| | 7/1/2010 – 6/30/2011 | FY 10/11 | CY +5 Years | 2016 |
| | 7/1/2011 – 6/30/2012 | FY 11/12 | CY +5 Years | 2017 |
| BANK RECONCILIATIONS: | | | | |
| | City & Animal Shelter 7/10 – 6/11 | FY 10/11 | CY +6 Years | 2017 |
| | Merchant Bank Card City & Animal Shelter | FY 10/11 | CY +6 Years | 2017 |
| | Merchant Bank Card City & Animal Shelter | FY 11/12 | CY +6 Years | 2018 |
| | Project Accounting | FY 09/10 | CY +6 Years | 2016 |
| ACCOUNTS RECEIVABLE: | | | | |
| | Invoice & Receipt Postings | FY 10/11 | CY +6 Years | 2017 |
| | Invoice & Receipt Postings | FY 11/12 | CY +6 Years | 2018 |
| | Invoices 7/1/10 – 6/30/11 | FY 10/11 | CY +6 Years | 2017 |
| | Invoices 7/1/11 – 6/30/12 | FY 11/12 | CY +6 Years | 2018 |
| | Alarm Permit Renewals & Applications | FY 11/12 | CY +5 Years | 2017 |
| | Misc Adj / NSF Checks 7/1/07 – 6/30/10 | FY 07/08 – 09/10 | CY +5 Years | 2015 |
| | Golf Receipt Tapes | FY 10/11 | CY +5 Years | 2016 |
| | A/R Reconciliation | FY 10/11 – 11/12 | CY +6 Years | 2018 |
| MISC ACCOUNTING: | | | | |
| | Suncal Bankruptcy | 2011 | CY +5 Years | 2016 |
| | Accountant Files | FY 10/11 – 11/12 | CY +5 Years | 2017 |
| | Journal Entries | FY 10/11 – 11/12 | CY +5 Years | 2017 |

City of San Clemente
Records Destruction Request

Department:

| File | Description | Date Range | Retention Schedule | Date Destroy |
|------------------------------------|---|------------------|--------------------|--------------|
| ACCOUNTS PAYABLE: | | | | |
| | Invoice Posting Lists | FY 10/11 – 11/12 | CY +6 Years | 2018 |
| | Check Posting List, EFT, Void Chk Posting List, Positive Pay | FY 10/11 | CY +6 Years | 2017 |
| | EFT, Positive Pay, Check Posting | FY 11/12 | CY +6 Years | 2018 |
| | Animal Shelter: A/P Check Posting List & Invoice Posting List | FY 11/12 | CY +6 Years | 2018 |
| | Deposit Accounts Reconciliation | FY 11/12 | CY +6 Years | 2018 |
| ANIMAL SHELTER: | | | | |
| | Cash Receipts Envelopes | FY 09/10 – 10/11 | CY +5 Years | 2016 |
| | Cashier's Receipts 01/09 – 09/10 | FY 10/11 | CY +5 Years | 2016 |
| | City Proj Acct O/H Posting & Exp Trans | FY 10/11 | CY +5 Years | 2016 |
| DEVELOPER DEPOSIT ACCOUNTS: | | | | |
| | Reconciliations | FY 2006 – 2011 | CY +5 Years | 2016 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |


 Department Head 2/18/20
 Date


 City Clerk 11-24-20
 Date

City Attorney Date

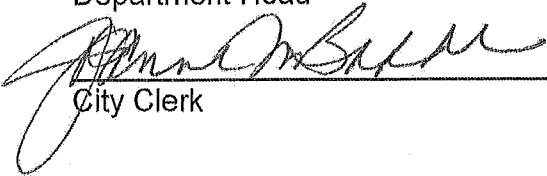
**CITY OF SAN CLEMENTE
RECORDS DESTRUCTION REQUEST**

DEPARTMENT: Finance & Administrative Services: Human Resources Division

| BOX | DESCRIPTION | DATE RANGE | RETENTION SCHEDULE | DATE DESTROY |
|-----|-----------------------|------------|--------------------|---------------|
| 1 | Liability Claim Files | 2014-2015 | 5 Years + Closed | December 2020 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Department Head

Date



11-24-20

City Clerk

Date

City Attorney

Date