

STAFF REPORT
COUNCIL MEETING DATE:
July 9, 2012

ITEM FOR COUNCIL CONSIDERATION:

DESTRUCTION OF CERTAIN ACCOUNTS PAYABLE, PAYROLL, CASH RECEIPTS, AND BUSINESS LICENSE RECORDS.

Report prepared by: **John Thornberry, Administrative Services Director**

Department: **Administrative Services**

Reviewed by:

City Manager


Signature


Signature

STAFF RECOMMENDATION:

Adopt the attached Resolution No. 5400 authorizing the destruction of certain accounts payable, payroll, cash receipts, State Controller's reports and business license records as specified in Exhibit A.

I. BACKGROUND:

In a continuing effort to purge files that are no longer needed and in accordance with historical practice, the Administrative Services Department wishes to destroy certain accounts payable, payroll, cash receipts and business license documents from fiscal year 2005-06.

II. POLICY:

The practice of the finance department has been to retain records for seven years plus the current year. All other non-duplicate departmental records, such as General Ledgers, are retained permanently. These retention periods meet or exceed levels required by law and by City Council Resolution 4873, adopted April 12, 2004, concerning Rules and Regulations Governing the Policy and Procedure for the Retention and Disposition of Records for the City.

III. FINANCIAL CONSIDERATIONS:

Retention of records beyond the historical practice will result in additional storage costs.

IV. LEGAL ISSUES:

The City Attorney has reviewed and approved the list of documents to be destroyed, shown as Exhibit A, attached to the resolution.

V. ALTERNATIVE :

Continue to retain the records for a longer period of time or indefinitely.

VI. PRINCIPAL PARTIES EXPECTED AT MEETING:

None

VII. ATTACHMENTS:

Resolution No. 5400
Exhibit A, Records List

RESOLUTION NO. 5400

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF CARPINTERIA
AUTHORIZING DESTRUCTION OF CERTAIN RECORDS
(July 2012)**

WHEREAS, California Government Code Section 34090 permits the destruction of certain records subject to certain conditions; and

WHEREAS, the Administrative Services Department has recommended that certain records in the department be destroyed and the City Manager has approved said recommendation; and

WHEREAS, said records have now been retained for periods of time that meet or exceed levels required by law and by City Council Resolution 4873 adopted April 12, 2004 concerning Rules and Regulations Governing the Policy and Procedure for the Retention and Disposition of Records for the City; and

WHEREAS, the City Attorney has issued his consent in writing to said recommendation and approval; and

WHEREAS, a list of records to be destroyed is attached hereto as Exhibit "A" consisting of one page.

NOW, THEREFORE, THE CARPINTERIA CITY COUNCIL HEREBY RESOLVES that those records identified in Exhibit A: attached hereto are approved for destruction as recommended.

PASSED, APPROVED AND ADOPTED this 9th day of July, 2012, by the following called vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCILMEMBERS:

Mayor, City of Carpinteria

ATTEST:

City Clerk, City of Carpinteria

I hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of Carpinteria held this 9th day of July, 2012.

City Clerk, City of Carpinteria

APPROVED AS TO FORM:

City Attorney

I hereby certify that:

- The record(s) are under the management or control of the Department head.
- To the best of his/her knowledge, the descriptive titles, information, and classifications contained in the request form are true and accurate.
- The minimum retention time periods required by City Resolution No. 4873 Retention Schedule) have been satisfied for all records included in the request form.
- Retention of the record is no longer required for operation of the department, or to satisfy a city council policy adopted by resolution, or a city Council request, or by the city for administrative, historical, research, fiscal, legal, or cultural purposes.
- The destruction or other disposition of the record will not violate state law, these Rules, or other applicable law.
- Destruction of the record(s) is hereby recommended.

Date: July 9, 2012

Job Title: Administrative Services Director


Signature of Department Head or
authorized Designee, requesting destruction
of records

Approved for Destruction:

City Attorney

Date: _____

Approved for destruction at City Council meeting held July 9, 2012.

Exhibit A