

REPORT TO CITY COUNCIL

DATE: SEPTEMBER 14, 2005

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER

BY: CRAIG STEELE, CITY ATTORNEY
KIMBERLY RODRIGUES, CITY CLERK

SUBJECT: ADOPT A RESOLUTION AUTHORIZING THE DESTRUCTION OF CITY RECORDS IN ACCORDANCE WITH THE CITY'S RECORDS RETENTION/DESTRUCTION SCHEDULE

The City of Agoura Hills conducts an annual destruction of City records in accordance with applicable State law and its official Records Retention/Destruction Schedule established by Resolution No. 96-1009 on October 16, 1996; amended by the adoption of Resolution No. 02-1241 on June 12, 2002; and further amended by the adoption of Resolution No. 03-1290 on June 25, 2003.

Attached are the lists of records being presented for destruction in 2005 from the files of the Administration (City Manager, Personnel, and Transportation), Building and Safety, City Clerk, Community Services, and Finance departments.

The *Records Destruction Request Forms* identify the appropriate sections of the California Government Code, California Health and Safety Code, and any relevant federal regulations that permit the destruction of records as outlined in the City's Records Retention/Destruction Schedule.

The attached *Records Destruction Request Forms* have been reviewed and approved for destruction by the relevant Department Head and the City Attorney.

RECOMMENDATION

Staff respectfully recommends the City Council adopt Resolution No. 05-1388, authorizing and directing the City Clerk to destroy the records and files as listed on the following Exhibits:

- Exhibit A-1 Administration (City Manager, Personnel, and Transportation)
- Exhibit A-2 Building and Safety
- Exhibit A-3 City Clerk
- Exhibit A-4 Community Services
- Exhibit A-5 Finance