

REPORT TO CITY COUNCIL

DATE: SEPTEMBER 27, 2006

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER

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

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 *City of Agoura Hills Records Retention/Destruction Schedule* (Schedule), as amended by the adoption of Resolution No. 06-1426 on August 9, 2006.

Attached are the lists of records and files, presented for destruction in 2006, from the Administration, Building and Safety, City Clerk, Finance, and Public Works Departments.

Each *Records Destruction Request Form* (Form) identifies the appropriate sections of the California Government Code and California Health and Safety Code that permit the destruction of records as outlined in the Schedule. The Form also includes: the finding that all records are more than two years old and/or have been retained for the minimum retention period; the determination that the records no longer have any administrative, legal, evidential, fiscal or research and historical value; and, a description of the records sufficient for identification.

The attached Forms have been reviewed and approved for destruction by the relevant Department Head, the City Attorney, and the City Clerk.

RECOMMENDATION

Staff respectfully recommends the City Council adopt Resolution No. 06-1431, authorizing and directing the City Clerk to destroy the records and files as listed on the following Exhibits:

- Exhibit A-1 Administration
- Exhibit A-2 Building and Safety
- Exhibit A-3 City Clerk
- Exhibit A-4 Finance
- Exhibit A-5 Public Works