

## REPORT TO CITY COUNCIL

**DATE:** AUGUST 22, 2007

**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

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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 2007, from the Administration (City Manager, Personnel, Risk Management), City Clerk, Community Services, Finance, and Planning Departments.

Each *Records Destruction Request Form* (Form) identifies the appropriate sections of the California Code of Civil Procedure, Elections Code, Government Code, Health and Safety Code, and Penal Code or the Code of Federal Regulations 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. 07-1461, 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	City Clerk
Exhibit A-3	Community Services
Exhibit A-4	Finance
Exhibit A-5	Planning