



## REPORT TO CITY COUNCIL

**DATE:** SEPTEMBER 22, 2010

**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 OF AGOURA HILLS 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. 10-1584 on June 9, 2010.

Attached are the lists of records and files, presented for destruction in 2010, from the Administration/City Manager, City Clerk, Community Development/Planning, Community Services/Parks/Recreation, Public Works/Building & Safety, and Public Works/Engineering Departments.

Each *Records Destruction Request Form* (Form) identifies the appropriate sections of the Code of Federal Regulations, and Health and Safety and Government Code of the State of California, that permit the destruction of records as outlined in the Schedule.

Each 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. 10-1600, authorizing and directing the City Clerk to destroy the records and files as listed on the following Exhibits:

Exhibit A-1	Administration/City Manager	Exhibit A-4	Community Services/Parks/Recreation
Exhibit A-2	City Clerk	Exhibit A-5	Public Works/Building & Safety
Exhibit A-3	Community Development/Planning	Exhibit A-6	Public Works/Engineering

**RESOLUTION NO. 10-1600**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, AUTHORIZING AND DIRECTING THE CITY CLERK TO DESTROY CERTAIN CITY RECORDS AND DOCUMENTS PURSUANT TO THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA (ADMINISTRATION/CITY MANAGER, CITY CLERK, COMMUNITY DEVELOPMENT/PLANNING, COMMUNITY SERVICES/PARKS/RECREATION, PUBLIC WORKS/BUILDING & SAFETY AND PUBLIC WORKS/ENGINEERING)**

**WHEREAS**, Section 34090 of the Government Code of the State of California provides for the destruction of certain records and documents, with the approval of the legislative body, by Resolution and the written consent of the City Attorney; and

**WHEREAS**, The departments listed in the title above have prepared lists of City records and documents recommended for destruction (attached hereto as Exhibits A-1 through A-6); and, in the opinion of the Department Heads concerned, City Attorney, and City Clerk, said City records and documents are no longer required; and

**WHEREAS**, The City Attorney has consented to the destruction of said City records and documents.

**NOW, THEREFORE**, the City Council of the City of Agoura Hills does hereby resolve as follows:

- Section 1. The City Clerk is authorized and directed to destroy those items listed in Exhibits A-1 through A-6 attached, pursuant to the Code of Federal Regulations (26 CFR 31.6001-1 and 29 CFR 516.2-516.6); and the Health and Safety Code (19850); and Government Code (Section 34090) of the State of California; in accordance with the provisions of the City of Agoura Hills Records Retention/Destruction Schedule (Seventh Edition).
  
- Section 2. The City Clerk shall certify to the adoption of this Resolution and shall cause this Resolution and her certification to be entered in the Book of Resolutions of the City Council of the City of Agoura Hills.

Resolution No. 10-1600

**PASSED, APPROVED, and ADOPTED** this 22<sup>nd</sup> day of September, 2010, by the following vote, to wit:

AYES: (0)  
NOES: (0)  
ABSENT: (0)  
ABSTAIN: (0)

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William D. Koehler, Mayor

ATTEST:

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Kimberly M. Rodrigues, MMC  
City Clerk

