



CITY COUNCIL AGENDA REPORT



DEPARTMENT: Administration

MEETING DATE: May 6, 2008

PREPARED BY: Linda B. Proctor, MMC, City Clerk

AGENDA LOCATION: CC-5

TITLE: Destruction of Certain City Clerk Department Records, Resolution No. 2008-22

OBJECTIVE: To authorize the destruction of records in accordance with the City's Citywide Records Retention/Destruction Schedule

BACKGROUND: Government Code §34090 provides a procedure whereby any city record which has served its purpose and is no longer required may be destroyed, as long as the destruction of said records will not interfere with the services and functions of the City. Records include documents, instruments, books, microfilm, images, or papers. The purpose of this procedure was to provide a rational and responsible way to maintain critical documents while purging and streamlining the agencies' files of non-essential paperwork.

On August 5, 2003, the City Council approved the Citywide Records Retention/Destruction Schedule, setting into place the regulations covering the retention and destruction of citywide records.

ANALYSIS: Destruction of records is determined upon the written request by the Department Director and with the consent of the City Attorney. The City Clerk will assist with the destruction of those records that the State no longer deems necessary to be retained. The record of consent will be retained by the City Clerk's office as a permanent record.

FISCAL IMPACT: There is no fiscal impact associated with this action.

RECOMMENDATION: Staff recommends that the City Council adopt Resolution No. 2008-22 relating to the destruction of certain departmental records listed on the attached Exhibit "A."

COUNCIL ACTION REQUIRED: If the City Council concurs, the appropriate action would be a motion to adopt Resolution No. 2008-22 and attached Exhibit "A."

Linda B. Proctor, MMC, City Clerk

CC-5

RESOLUTION NO. 2008-22

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MONROVIA, CALIFORNIA APPROVING THE DESTRUCTION
OF CERTAIN RECORDS**

WHEREAS, Section 34090 et seq. of the California Government Code authorizes the destruction of City records upon approval of the legislative body of the City and with the written consent of the City Attorney, provided that the records do not fall within certain specified categories and are not less than two years old; and

WHEREAS, City staff has presented a report to the City Council describing certain records, the destruction of which is authorized under California law, such records being described on the list attached hereto as Exhibit "A" and incorporated herein by this reference; and

WHEREAS, the records described on Exhibit "A" are more than two (2) years old and are not otherwise required to be kept by the City;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROVIA,
CALIFORNIA DOES RESOLVE AS FOLLOWS:**

- Section 1. The City Clerk or her designee is authorized to destroy the records described on Exhibit "A."
- Section 2. The City Attorney's signature on this Resolution shall evidence his written consent to the destruction of said records.
- Section 3. The City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Resolutions of the City of Monrovia.

PASSED, APPROVED and ADOPTED this 6th day of May, 2008 by the following vote:

**AYES:
NOES:
ABSTAIN:
EXCUSED:**

BY:

Rob Hammond, Mayor
City of Monrovia

ATTEST:

APPROVED AS TO FORM:

Linda B. Proctor, MMC, City Clerk
City of Monrovia

Craig A. Steele, City Attorney
City of Monrovia

Exhibit A
Records Destruction Request – Office of the City Clerk

May 6, 2008

Litigation, complaints and/or claims suspend normal retention periods. Retention begins upon resolution of the matter.

RECORD SERIES TITLE	RETENTION	CITATION	CONTENTS/NOTES
Statement of Economic Interest	CL + 7	GC 81009(e)	
Form 720, 721 & 730-1975-85			A. Anderson, R. Bailey, R. Beal, J. Bonholtzer, C. Brooks, B. Brown, G. Busse, W. Card, R. Castle, S. Cervantes, S. Crawford, G. Dalton, Monrovia's Against Gambling (Form 410/405), R. Ellis, J. Fazio, R. Ferguson, N. Finley, R. Glesby, H. Green, R. Gunn, R. Hawes, J. Harbicht, H. Herb, T. Hooks, N. Hudson, G. Kahl, R. Kropke, J. Lustig, P. Lippman, J. Mix, R. Ostrom, P. Ostrye, R. Mountjoy, M. Mulvehill, L. Petrie, R. Sandwick, P. Stuart, B. Tubbs, H. Ravitch, R. Rockwell, C. Robinson, A. Sereno, M. Serotko, L. Tirapelle, E. Zoolalian
Form 720, 721 & 730-1974 to 1984			H. Barbosa, R. Bartlett, L. Bernabo, G. Cox, E. Faith, B. Glennon, D. Hopper, J. Kennedy, H. Longballea, R. Morillo, J. Nobrega, G. Owens, J. Starbird, M. Wilcox
Form 721 & 730-1985			<u>721-R</u> . Bartlett, J. Nobrega, P. Stuart, M. Wilcox; E. Faith, M. Freedman, J. Garcia, P. Hauk, K. Helmuth, M. Mercy, G. Owens, E. Zoolalian; <u>730-L</u> . Bernabo, T. Clark, G. Cox, D. Hopper, J. Kennedy, H. Longballea, P. McCarville, R. Morillo, J. Starbird
Form 721 & 730-1986			<u>721-R</u> . Bartlett, J. Nobrega, M. Wilcox; E. Faith M. Freedman, K.Helmuth, M. Mercy, R. Morillo, G. Owens, J. Starbird;
Form 721 & 730-1987			<u>730-L</u> . Bernabo, G. Cox, M. Foote, D. Hopper, R. Kastenbaum, P. McCarville, J. Kennedy, H. Longballea;
Form 721 & 730-1988			<u>721-R</u> . Bartlett, J. Nobrega, M. Wilcox; E. Faith, M. Freedman, K. Helmuth, M. Mercy, R. Morillo, G. Owens, J. Starbird;
Form 721 & 730-1989			<u>730-R</u> . Bartlett, T. Clark, G. Cox, M. Foote, D. Hopper, R. Kastenbaum, J. Kennedy, H. Longballea;
Form 721 & 730-1990			<u>721-R</u> . Bartlett, L. Blakely, J. Nobrega, M. Wilcox, A. Hindoyan, D. Trowbridge; E. Faith, M. Freedman, K. Helmuth, D. Hough, M. Mercy, R. Morillo, G. Owens, J. Starbird;
Form 721 & 730-1991			<u>730-R</u> . Bartlett, L. Bernabo, T. Clark, G. Clark, M. Foote, D. Hopper, R. Kastenbaum, J. Kennedy, H. Longballea, P. McCarville;
			<u>721-R</u> . Bartlett, L. Bernabo, L. Blakely, J. Nobrega, M. Wilcox; T.Adams, E. Faith, M. Freeman, K. Helmuth, D. Hough, H. Longballea, M. Mercy, R. Morillo, G. Owens, J. Starbird, D. Theali;
			<u>730-E</u> . Brownell, G. Cox, M. Foote, D. Hopper, J. Kennedy, P. McCarville, J. Nobrega, J. Santoro
			<u>721-R</u> . Bartlett, L. Bernabo, L. Blakely, J. Nobrega, M. Wilcox, C. Adams; T. Adams, E. Faith, L. Flint, D. Hough, J. Kennedy, M. Mercy, R. Morillo, G. Owens, J. Starbird, D. Theali;
			<u>730-T</u> . Clark, G. Cox, M. Foote, D. Hopper, R. Kastenbaum, J. Kennedy, P. McCarville, E. Mitchell, J. Santoro
			<u>721-T</u> . Adams, S. Baker, R. Bartlett, L. Blakely, W. Card, P. McCarville, J. Nobrega, P. Ostrye, M. Wilcox; M. Bagnaris, E. Faith, R. Gould, P. Harmon, D. Hough, M. Mercy, G. Owens, K. Nordhoff, J. Stone, D. Theali;
			<u>730-R</u> . Bartlett, E. Brownell, T. Clark, G. Cox, D. Hopper, K. Jimno, R. Kastenbaum, J. Kennedy, P. McCarville, J. Nobrega, J. Santoro;

Litigation, complaints and/or claims suspend normal retention periods. Retention begins upon resolution of the matter.

RECORD SERIES TITLE	RETENTION	CITATION	CONTENTS/NOTES
Form 721 & 730-1992			<p><u>721</u>-T. Adams, R. Bartlett, L. Blakely, P. McCarville, J. Nobrega, P. Ostrye, M. Wilcox, S. Baker, G. Baker; M. Bagners, E. Faith, L. Flint, R. Gould, D. Hough, M. Mercy, K. Nordhoff, G. Owens, D. Theall;</p> <p><u>730</u>-R. Bartlett, T. Clark, G. Cox, D. Hopper, K. Jimno, R. Kastenbaum, E. Mitchell, T. Montgomery, J. Nobrega, K. Nordhoff, L. Proctor, R. Sandwick, J. Santoro, D. Vlasich;</p>
Form 721 & 730-1993			<p><u>721</u>-T. Adams, R. Bartlett, L. Blakely, J. Garcia, P. Hauk, V. Johnson-Morton, J. Kelly, P. McCarville, J. Nobrega, P. Ostrye, M. Wilcox; M. Aguirre, M. Bagners, E. Faith, L. Flint, R. Gould, D. Hough, M. Mercy, G. Owens, D. Theall;</p> <p><u>730</u>-R. Bammes, T. Clark, D. Hopper, G. Cox, R. Kastenbaum, R. Martinez, E. Mitchell, J. Nobrega, K. Nordhoff, L. Proctor, J. Santoro</p>
Form 721 & 730-1994			<p><u>721</u>-T. Adams, R. Bartlett, L. Blakely, J. Garcia, D. Marshall, P. McCarville, J. Nobrega, P. Ostrye, M. Wilcox; M. Aguirre, M. Bagners, E. Faith, R. Gould, D. Hough, M. Mercy, G. Owens, D. Theall;</p> <p><u>730</u>-R. Bammes, R. Bartlett, T. Clark, G. Cox, R. Kastenbaum, E. Mitchell, T. Montgomery, K. Nordhoff, L. Proctor, J. Santoro;</p>
Form 721 & 730-1995			<p><u>721</u>-T. Adams, R. Bartlett, L. Blakely, D. Hopper, P. McCarville, P. Ostrye, J. Nobrega, M. Wilcox; M. Aguirre, M. Bagners, E. Faith, J. Garcia, R. Gould, D. Hough, M. Mercy, G. Owens, D. Theall;</p> <p><u>730</u>-R. Bammes, R. Bartlett, T. Clark, G. Cox, D. Hopper, R. Kastenbaum, T. Montgomery, E. Mitchell, K. Nordhoff, L. Proctor, J. Santoro;</p>
Form 700-1996			<p>T. Adams, M. Aguirre, M. Alvarado, M. Bagners, R. Bammes, R. Bartlett, L. Blakely, T. Clark, Jr., G. Cox, J. Crabill, J. Garcia, E. Faith, A. Griselle, R. Hammond, D. Hendrix, D. Hopper, J. Hough, D. Iwata, R. Kastenbaum, P. McCarville, M. Mercy, E. Mitchell, T. Montgomery, K. Nordhoff, P. Ostrye, G. Owens, D. Pieper, L. Proctor, J. Santoro, A. Soash, D. Theall;</p>
Form 700-1997			<p>T. Adams, M. Aguirre, M. Alvarado, M. Bagners, R. Bartlett, L. Blakely, R. Castellano, G. Cheung, T. Clark, Jr., M. Cochran, G. Cox, J. Garcia, E. Faith, D. Fike, A. Griselle, R. Hammond, D. Hendrix, D. Hopper, J. Hough, D. Iwata, R. Kastenbaum, M. Mercy, E. Mitchell, Jr., T. Montgomery, K. O'Brien, S. Ochoa, P. Ostrye, G. Owens, L. Proctor, K. Putnam, J. Santoro, D. Shiflett, A. Soash, D. Theall, M. Tompkins; 1997 Candidates (Form 721)-R. Bartlett, J. Garcia, R. Hammond, P. Ostrye, L. Proctor, F. Reyero, M. Wilcox, K. Woodruff</p>
Form 700-1998			<p>T. Adams, M. Alvarado, M. Bagners, R. Bammes, R. Bartlett, L. Blakely, P. Bryan, R. Castellano, G. Cheung, T. Clark, M. Cochran, G. Cox, R. Diaz, E. Faith, D. Fike, J. Garcia, A. Griselle, M. Guerra, D. Hendrix, R. Hammond, D. Hopper, J. Hough, D. Iwata, R. Kasterbaum, M. Mercy, K. O'Brien, S. Ochoa, P. Ostrye, G. Owens, L. Proctor, K. Putnam, J. Santoro, D. Shiflett, A. Soash, T. St. Peter, D. Theall, M. Tompkins; 1999 Candidates-Bartlett, Adams, Blakely;</p>
Form 700-1999			<p>T. Adams, M. Alvarado, M. Bagners (leaving office), R. Bammes(leaving office), R. Bartlett, J. Biery, L. Blakely, P. Bryan, R. Castellano, G. Cheung, T. Clark, M. Cochran, M. Colantuono (assuming office), G. Cox, R. Diaz, E. Faith, D. Fike, J. Garcia, A. Griselle, M. Guerra, R. Hammond, D. Hendrix, D. Hopper, J. Hough, D. Iwata, R. Kastenbaum, M. Mercy, K. O'Brien, S. Ochoa, P. Ostrye, G. Owens, L. Proctor, K. Putnam, J. Santoro, D. Shiflett, A. Soash, T. St. Peter, D. Theall, M. Tompkins;</p>

AC Active
 CL Closed/Completed
 (Definitions under Table of Contents)

E Election
 S Superseded

AU Audit
 CU Current Year

L Life
 P Permanent

Records Retention Schedule
 City Clerk
 August 2003