



CITY COUNCIL AGENDA REPORT



DEPARTMENT: Administration

MEETING DATE: April 1, 2008

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

AGENDA LOCATION: CC-5

TITLE: Destruction of Certain Human Resources/Risk Management Department Records, Resolution No. 2008-15

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. 2008-05 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. 2008-15 and attached Exhibit "A."

Linda B. Proctor, MMC, City Clerk

CC-5

RESOLUTION NO. 2008-15

**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 1st day of April, 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 – Human Resources/Risk Management

April 1 2008

RECORD SERIES TITLE	RETENTION	CITATION	CONTENTS/NOTES
Personnel (by name)	CL + 7	GC 34090	Terminated Employees

NAME	DEPARTMENT	TERMINATION DATE	TERMINATION DATE	DEPARTMENT	TERMINATION DATE
Jarmillo, Michael	Public Works	4/11/1997		Services	8/21/2000
Yanez, Arnulfo	Public Works Community	2/26/1998		Library Community	9/26/2000
Flores, Gregoria	Services	1/22/2000		Services	10/4/2000
Mitchell, Nichelle	Human Resources	2/2/2000		Community	10/9/2000
Martinez, Ruben	Public Works	5/4/2000		Services	10/9/2000
Bershears, Dennis	Fire	5/16/2000		Community	10/9/2000
Lopez, Leticia	Community Services	6/6/2000		Services	10/9/2000
Phipps, Jennifer	Community Services	6/21/2000		Community	10/9/2000
Sanchez, Gary	Community Services	6/29/2000		Services	10/9/2000
Torres, Gloria	Community Services	7/2/2000		Community	10/9/2000
Fernandez, David	Community Services	7/17/2000		Services	10/9/2000
Villarreal, Peter	Community Services	7/17/2000		Services	10/13/2000
Lopez, Jose	Services	7/20/2000		Library	10/26/2000
Wright, Tamika	Library	7/28/2000		Public Works	10/31/2000
Wong, Kristie	Library	8/4/2000		Public Works	12/1/2000
Miller, Denise	Library	8/8/2000		Public Works	12/29/2000
Wysock, Wendolyn	Library Community	8/12/2000		Public Works	
Jackman, Christina	Services	8/14/2000			
Andrade, Marta	Library	8/16/2000			
Peterson, Mary	Library	8/17/2000			
Ohikuara, Benedict	Community	8/18/2000			
NAME	DEPARTMENT	TERMINATION DATE	TERMINATION DATE	DEPARTMENT	TERMINATION DATE
Edis, Cambria	Services			Services	8/21/2000
Yedalain, Sevag	Community			Library	9/26/2000
Mays, Amanda	Services			Community	10/4/2000
Searles, Justin	Community			Services	10/9/2000
Stella, Lisa	Services			Community	10/9/2000
Peterson, Elizabeth	Community			Services	10/9/2000
Johnson, Melissa	Services			Community	10/9/2000
Valerio, Linda	Community			Services	10/9/2000
Lee, Yasmine	Services			Community	10/9/2000
Gibbs, Bianca	Community			Services	10/9/2000
Hasson, Diane	Services			Community	10/13/2000
Hassinger, Robert	Public Works			Library	10/26/2000
Flores, Jose	Public Works			Public Works	10/31/2000
Cortez, Jose	Public Works			Public Works	12/1/2000
				Public Works	12/29/2000

Records Retention Schedule
Human Resources

L Life
P Permanent

AU Audit
CU Current Year

E Election
S Superseded

AC Active
CL Closed/Completed