



# CITY COUNCIL AGENDA REPORT



**DEPARTMENT:** Administration

**MEETING DATE:** November 6, 2012

**PREPARED BY:** Alice D. Atkins, City Clerk

**AGENDA LOCATION:** CC-7

---

**TITLE:** Destruction of Certain Departmental Records; Resolution No. 2012-51

**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, subsequently amended on October 7, 2008, and March 16, 2010, 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 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.

**ENVIRONMENTAL IMPACT:** This project supports the Monrovia Environmental Accords goal of waste diversion as the paper is recycled once shredded.

**FISCAL IMPACT:** There is no fiscal impact associated with this action. The City contracts with a shredding company and the destruction will be coordinated with the normal cycle of service.

**RECOMMENDATION:** Staff recommends that the City Council adopt Resolution 2012-51 relating to the destruction of certain 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. 2012-51.

**CC-7**

**RESOLUTION NO. 2012-51**

**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 November, 2012.

BY:

---

Mary Ann Lutz, Mayor  
City of Monrovia

ATTEST:

APPROVED AS TO FORM:

---

Alice D. Atkins, CMC, City Clerk  
City of Monrovia

---

Craig A. Steele, City Attorney  
City of Monrovia