



CITY COUNCIL AGENDA REPORT



DEPARTMENT Administration

MEETING DATE November 18, 2008

PREPARED BY Linda B Proctor, MMC, City Clerk

AGENDA LOCATION CC-4

TITLE Destruction of Certain City Clerk, Police, and Public Works Department Records, Resolution No 2008-63

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, 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 2008-63 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 2008-63 and attached Exhibit "A."

Linda B Proctor, MMC, City Clerk

CC-4

RESOLUTION NO 2008-63

**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 18th day of November, 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
Resolution No 2008-63

Records Destruction Request

OFFICE OF THE CITY CLERK

RECORD SERIES TITLE	RETENTION	CITATION	CONTENTS/NOTES
<p>Purchases/Services Bids, RFPs, RFQs, if applicable Unsuccessful</p>	<p>CL + 2</p>	<p>GC 34090, CCP 337</p>	<p>One-Ton Gardening Truck, #03-02, Sopp Chevrolet, Don Kott, Auto Center, 01/04, Midsize Sports Utility Vehicle, 03-05, Downey Ford, Don Kott, Sopp Truck, 3/04, (Staff chose full size SUV) Full Size Sports Utility Vehicle, 03-06, Downey Ford, Sopp Truck, 3/04, 2003-04 Street Resurfacing Program, #C-2925, SPTL 5069(006), Kalban, Damon, Olivas Valdez, Silvia, Palp DBA Excel Paving, Griffith, Sully-Miller, 5/04, Traffic Signal Response Maintenance, 03-07, Republic Electric, Team Econolite, LA Signal, 5/04, RFP – Legal Advertising, Star News/The Star (San Gabriel Valley Newspaper Group), 6/04 RFP Computer Software System for Finance and Human Resources, Incode, H T E , Pentamation, New World Systems, Springbrook, GEMS, Eden Systems, Agresso, Cayenta, 6/04, Destruction of Well #1, C-2935, General Pump, Bakersfield Well & Pump, Layne Chnstensen (late bid), 9/04 Remedial Street & Sidewalk Program, #C-2931, CDBG #600614-03, Olivas Valdez, Silvia Construction, Gentry Brothers, Tyner Paving, All American Asphalt, Rancho, Kalban, 10/04, 2004-2005 Sewer Replacement Project, #C-2943, Grgo & Gordon Brbavac, Mladen Brbavac, Vasilj dba Invanko, Williams Pipeline, John T Malloy, Majich Bros, Tomovich, Gentry Bros , Andrew Papac & Sons, Clark Contracting, 11/04, Corporate Yard Emergency Generator Installation, #04-01, Y&M Construction, 12/04, Parking Lot #6, C-2952, C S Legacy, IAC Engineering, Gentry, 4-Con Engineering, Mega Way Enterprise, Los Angeles Engineering, Spiess Construction, TK Engineering, Amtec, Griffith Company, E C Construction Co , 2/05, Engineered Plumbing, Inc , Gentry Brothers, Inc R & L Sewer, John T Malloy, Inc , Garcia Juarez Construction, 6/05, C-2969 Water & Sewer Main Replacement Project, R & L Sewer, Nikola, 9/05, 05-06 Corporate Yard – (Scada Office Remodel), H C Olsen Construction Co , Neil Edwards Construction Co , Facility Operations Plus, 9/05,</p>

AC Active
CL Closed/Completed
E Election
S Superseded
AU Audit
CU Current Year
L Life
P Permanent

RECORD SERIES TITLE	RETENTION	CITATION	CONTENTS/NOTES
Purchases/Services Bids, RFPs, RFQs, if applicable Unsuccessful	CL + 2	GC 34090, CCP 337	Project 04-02, Well Field Security Gate, BBS Construction, 2/05, Procurement and Delivery of Irrigation Equipment, #01-05, Ewing Irrigation, 3/05. C-2963 Recreation Park Improvements, MJ Contractors, Facility Operations Plus, Caltec Corp, G Coast Construction, 4-Con Engineering, Inc, 8/05. C-2966 Rotary Fence Replacement, Rafael's Iron Works, Charles Fence, California Fence & Supply, Facility Operations Plus, United Fence Erectors, Alcorn Fence Co, DHMZ Construction, Guardian Fence Co, 8/05. RFP – Legal Advertising, Star News/The Star (San Gabriel Valley Newspaper Group), 6/05 C-2959, Recreation Park & Rotary Park Improvements, Hallmark Construction, Inc, Facility Operations Plus – (note job was rebid as 2 separate projects – see C-2966 & C-2963) C-2954 Parker Avenue/Chestnut Avenue Storm Sewer Project, Atlas Underground, Inc, 7/05. C-2960, 2004-2005 Water & Sewer Main Replacement Project, B R Day Construction, Inc, J De Sigio Construction, Inc, Engineered Plumbing, Inc, Gentry Brothers, Inc R & L Sewer, John T Malloy, Inc, Garcia Juarez Construction, 6/05. C-2969 Water & Sewer Main Replacement Project, R & L Sewer, Nikola, 9/05, 05-06 Corporate Yard – (Scada Office Remodel), H C Olsen Construction Co, Neil Edwards Construction Co, Facility Operations Plus, 9/05, Karl's Shoes, 1/83 Ed Anthony Meats, Inc 10/21/93 Arroyo Seco Enterprises, 2/14/94 Blaine A Morton, M D and Valene C Johnson-Morton, 1/9/98 Barry's Jewelers, Inc, dba The Ringmaker, 6/17/97 Ronald Alvin & Norma Irene Snyder, 6/98 Daniel Thomas and Victoria Meadors Thomas, 5/11/98 Stephen Lewis Taylor, 7/20/98 Margaret Ann Cochran Hervey, 7/20/98 Bud Weir Sales Company, 11/16/98 Sandra Jean Smith, 11/23/98 Michael Wang and Kesa Wang, 2/11/99
Bankruptcy Notices			

POLICE DEPARTMENT

RECORD SERIES TITLE	RETENTION	CITATION	CONTENTS/NOTES
Correspondence – Originating Department	CU + 2	GC 34090(d)	Correspondence – Administration, Records Correspondence, i e clearance letters, record check requests, miscellaneous requests with no corresponding case numbers – 2005 & prior

AC Active E Election AU Audit L Life
 CL Closed/Completed S Superseded CU Current Year P Permanent

RECORD SERIES TITLE	RETENTION	CITATION	CONTENTS/NOTES
Employee Time Sheets	AU + 6	GC 34090, 29 CFR 516 2, 29 CFR 516 6(1), IRS Reg 31 6001-1(e)(z), R&T 19530, LC 1174(d)	Payroll records 1998-2000 (department documentation of information forwarded to Finance -- employee timesheet, and time slips which were submitted)
Accounting/Cash Reconciliation	CU + 2	GC 34090	Department's copy of purchase orders -2004-2005
Reports, Activity	CU + 2	GC 34090, 34090 7	Copy of subpoena(w/copy of Check) for witness fees, bail receipts 2004 One (1) box - Counter receipts 2003 -- 2004
Pawn Slips/Tickets - duplicates	CU + 3	B&P 21628	Ride along waivers & Watch Logs, Misc transmittals to court, dup of lab receipts, subpoena logs 2004
Logs			2003-2004
Daily	CU + 2	GC 34090	Crime lab receipts(copies) 2004 one (1) box, in custody booking sheets for in/out booking 2005, PSR daily activity reports 2005
Property Control	CU + 2	GC 34090	Property tags -- 2000 & prior
Subpoena-resp to SDT-civil or no record	CU + 2	GC 34090	Subpoena logs for Officers -- 2004
Misdemeanors / Infractions	CL + 2	GC 34090	Crimes/Infraction reports which meet 2000 case requirements
Statistical (UCR) Uniform Crime Reports Mandatory to DOJ	CU + 2	GC 34090	Statistical (UCR) Uniform Crime Reports Mandatory to DOJ
Subpoenas (Duplicate)	CU + 2	GC 34090	2004
Cards -- Field Interview	CL + 2	GC 34090	2004 & prior (information is in the Records Management System)
California Vehicle Code Infractions (Duplicates)	CU + 90 days	GC 34090, 34090 7	2004 & prior years
Parking/Traffic, Duplicates	CU + 2	GC 34090, 34090 7	2004 & prior years
Transmittals	CU + 2	GC 34090	2004 & prior years
Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing	CU (See Description)	GC 34090	2004 & prior years (these are copies, date expired)

DEPARTMENT OF PUBLIC WORKS

RECORD SERIES TITLE	RETENTION	CITATION	CONTENTS/NOTES
General Correspondence	CU + 2	GC 34090(d)	Engineering, 1989-1992 Paul Smith, FY 93-95 John Reddick, 1989-1995 Ken Putnam, 1995 Bill Nakasone, FY 93-94 Bob Bammes, 1994-1995 Dennis Donahue, 1994-1995 Jerry Crabill, 1994-1995

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STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) §
CITY OF MONROVIA)

I, LINDA B PROCTOR, MMC, City Clerk of the City of Monrovia, California, do hereby certify that the foregoing Resolution No 2008-63 relating to destruction of certain records was duly adopted and passed at the regular meeting of the City Council on the 18th day of November, 2008 by the following vote

AYES
NOES
ABSTAIN
EXCUSED

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