

CITY OF PALM DESERT STAFF REPORT

MEETING DATE: March 28, 2024

PREPARED BY: Sarah Castro, Finance Administrative Assistant

REQUEST: RESOLUTION AUTHORIZING DESTRUCTION OF OBSOLETE
RECORDS FROM THE FINANCE DEPARTMENT

RECOMMENDATION:

Adopt a Resolution authorizing the destruction of obsolete records from the Finance Department pursuant to California Government Code Section 34090.

BACKGROUND/ANALYSIS:

Government Code Section 34090 permits the destruction of City records with the written consent of the City Attorney and approval by the City Council. The City's records retention program, adopted on December 15th, 2022, by Resolution No. 2022-98, established retention periods for all City records and provides for the systematic destruction of obsolete records.

In accordance with the Retention Program, attached is Exhibit "A" the Records Destruction Certificate, which lists the records submitted for destruction. The Certificate will be reviewed and signed by the City Attorney as well as the City Clerk prior to destruction of all records.

Legal Review:

This report has been reviewed by the City Attorney's office.

FINANCIAL IMPACT:

Destroying obsolete records reduces the cost associated with offsite document storage and records management.

ATTACHMENTS:

1. Resolution
2. Records Destruction Certificate – Exhibit "A"