

PALM DESERT HOUSING AUTHORITY STAFF REPORT

MEETING DATE: December 14, 2023

PREPARED BY: Celina Cabrera, Management Analyst

REQUEST: RESOLUTION TO AUTHORIZE THE DESTRUCTION OF OBOSOLETE RECORDS OF THE HOUSING AUTHORITY

RECOMMENDATION:

Adopt a resolution entitled, "A RESOLUTION OF THE PALM DESERT HOUSING AUTHORITY SETTING FORTH ITS FINDINGS AND AUTHORIZING THE DESTRUCTION OF RECORDS OF THE PALM DESERT HOUSING AUTHORITY FROM 1988-2021 (AS IDENTIFIED ON EXHIBIT "A"), AS INDICATED ON THE RECORDS RETENTION SCHEDULE (ADOPTED BY THE PALM DESERT HOUSING AUTHORITY ON JULY 13, 2023)."

BACKGROUND/ANALYSIS:

The Authority adopted on July 13, 2023, by Resolution No. HA-117, the City of Palm Desert's ("City") records retention program, which was adopted by the City on December 15, 2022, by Resolution No. 2022-98 (the "Retention Program"). The Retention Program established retention periods for all records and provides for the systematic destruction of obsolete records. The Retention Program permits the destruction of Authority records with the written consent of the Authority Attorney and approval by the Authority Board.

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 Authority Attorney as well as the Secretary prior to the destruction of all records.

Legal Review:

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

Appointed Body Recommendation:

The Housing Commission will review this recommendation at its regular meeting on December 13, 2023. Upon request, a verbal report will be provided at the Authority's regular meeting on December 14, 2023

FINANCIAL IMPACT:

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

ATTACHMENTS:

1. Housing Authority Resolution
2. Exhibit "A"- Records Destruction Certificate

(Replace with a brief description of the staff report)
