RESOLUTION NO. HA - _____

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)

WHEREAS, the Palm Desert Housing Authority in the City of Palm Desert, California has records that have met or exceeded the applicable retention period for the official files, records, exhibits, and other documents of said office pursuant to the Retention Schedule set forth on City Council Resolution 2022-98 (as adopted by the Palm Desert Housing Authority pursuant to Resolution No. HA 117); and

WHEREAS, said files are not the subject of any claim, litigation, investigation, or audit and are no longer required by the Palm Desert Housing Authority.

NOW, THEREFORE, BE IT RESOLVED by the Housing Authority Board as follows:

Section 1.   That the above recitations are true and correct and constitute the findings of the Housing Authority Board in this matter.

Section 2.   That it does hereby approve the destruction of all documents and records from files as set forth in Exhibit "A," attached hereto, which have met or exceeded their retention period.

Section 3.   That the documents mentioned on Exhibit "A" from the Palm Desert Housing Authority Records from 1988 to 2021 have exceeded their retention period and are no longer required. These paper records will be destroyed and are not electronically captured.

ADOPTED ON _____, 2023.

_____
KATHLEEN KELLY
CHAIRMAN

ATTEST:

_____
ANTHONY J. MEJIA
SECRETARY

RESOLUTION NO. HA 2023-

      I, Anthony J. Mejia, Secretary of the Palm Desert Housing Authority, hereby certify that Resolution No. HA-____ is a full, true, and correct copy, and was duly adopted at a regular meeting of the Authority Board on _____, 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:
RECUSED:

IN WITNESS WHEROF, I have hereunto set my hand and affixed the official seal of the Palm Desert Housing Authority, in the City of Palm Desert, California, on _____, 2023.

                            _____

                            ANTHONY J. MEJIA
                            SECRETARY