

# CITY OF PALM DESERT STAFF REPORT

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MEETING DATE: April 25, 2024

PREPARED BY: M. Gloria Sanchez, Records Coordinator

REQUEST: RESOLUTION TO AUTHORIZE DESTRUCTION OF OBSOLETE  
RECORDS FROM THE CITY CLERK AND CITY MANAGER DIVISIONS

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## **RECOMMENDATION:**

Adopt a Resolution authorizing the destruction of obsolete records from the City Clerk and City Manager Divisions pursuant to the 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 of the City Council. The City's records retention program, adopted on December 15, 2022, by Resolution No. 2022-98, establishes retention periods for all City records and provides for the systematic destruction of obsolete records.

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.

## **FINANCIAL IMPACT:**

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

## **ATTACHMENTS:**

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