

CITY OF PALM DESERT STAFF REPORT

MEETING DATE: April 24, 2025

PREPARED BY: Michelle Loreda, Senior Administrative Assistant

SUBJECT: RESOLUTION TO AUTHORIZE DESTRUCTION OF OBSOLETE RECORDS FROM THE FINANCE DEPARTMENT

RECOMMENDATION:

Adopt a Resolution entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM DESERT, CALIFORNIA, SETTING FORTH ITS FINDINGS AND AUTHORIZING THE DESTRUCTION OF PAPER RECORDS FROM THE FINANCE DEPARTMENT INDICATED ON THE RECORDS RETENTION SCHEDULE (ADOPTED DECEMBER 15, 2022). RECORDS FROM 1974 THROUGH 2019 (EXHIBIT A)."

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.

REVIEWED BY:

Department Director: Veronica Chavez

City Attorney: Isra Shah

ATTACHMENTS:

1. Resolution to Destroy Obsolete Records
2. Records Destruction Certificate – Exhibit "A"