

CITY OF PALM DESERT STAFF REPORT

MEETING DATE: August 28, 2025

PREPARED BY: Ivan Tenorio, Homeless and Supportive Services Manager

SUBJECT: RESOLUTION AUTHORIZING THE DESTRUCTION OF OBSOLETE RECORDS FROM THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

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 RECORDS FROM THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM."

BACKGROUND/ANALYSIS:

Government Code Section 34090 authorizes the destruction of City records that have satisfied all applicable retention requirements, with the written consent of the City Attorney and approval of the City Council. The City's records retention schedule, adopted on June 12, 2025, by Resolution No. 2025-035, establishes retention periods for all City records and provides for the systematic disposal of obsolete materials.

Under category FN-009, records related to Community Development Block Grant (CDBG) projects and subrecipient grants must be retained for a minimum of five years after any required funding agency audit, in compliance with federal regulations including 2 CFR § 200.333 and 24 CFR § 570.490. Federal law generally requires retention for at least three years following final expenditure reporting or grant closeout, with longer periods if records are subject to unresolved audit or monitoring. The City's five-year requirement exceeds this federal minimum.

Staff have identified CDBG records from Fiscal Years 1992-93 through 2017-18 that meet or exceed all applicable retention requirements and pertain solely to closed and completed projects.

These records exist in both paper and digital formats. While digital records for projects beginning in the early 2000s remain accessible in HUD's Integrated Disbursement and Information System (IDIS), the corresponding physical files remain in City storage and are now eligible for destruction under Government Code Section 34090 and the City's adopted retention policy.

FINANCIAL IMPACT:

The cost for record destruction has been included in the FY 2025-26 Annual Budget.

ATTACHMENTS:

1. Resolution
2. Records Destruction Certificate – Exhibit A