

CITY OF PALM DESERT STAFF REPORT

MEETING DATE: October 23, 2025

PREPARED BY: Michelle Loreda, Senior Administrative Assistant
Veronica Chavez, Director of Finance

SUBJECT: RESOLUTION AUTHORIZING THE 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 OBSOLETE RECORDS LOCATED IN THE FINANCE DEPARTMENT INDICATED ON THE RECORDS RETENTION SCHEDULE (ADOPTED JUNE 12, 2025). RECORDS FROM 1975 THROUGH 2020 (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 June 12, 2025, by Resolution No. 2025-035, 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.

Legal Review:

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

FINANCIAL IMPACT:

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

ATTACHMENTS:

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