

# CITY OF PALM DESERT STAFF REPORT

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MEETING DATE: August 24, 2023

PREPARED BY: Sarah Castro, Administrative Assistant

REQUEST: RESOLUTION AUTHORIZING DESTRUCTION OF OBSOLETE  
RECORDS FROM THE FINANCE DEPARTMENT AND HUMAN  
RESOURCES DEPARTMENT

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## **RECOMMENDATION:**

Adopt a Resolution authorizing the destruction of obsolete records from the Finance Department and Human Resources Department pursuant to 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 by the City Council. The City's records retention program, adopted on December 15th, 2022, by Resolution No. 2022-98, established retention periods for all City records and provides for the systematic destruction of obsolete records.

In accordance with the Retention Program, 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 cost associated with offsite document storage and records management. These records were housed in Unit 106 at Parkview Office Complex for a number of years. Their removal provided space for a new tenant, generating revenue for the Enterprise Fund.

## **ATTACHMENTS:**

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