

RESOLUTION NO. 2023-

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 AND HUMAN RESOURCES, AS INDICATED ON THE RECORDS RETENTION SCHEDULE (ADOPTED DECEMBER 15, 2022). RECORDS FROM 1975-2017 AND 1994-2007, RESPECTIVELY (EXHIBIT A)

WHEREAS, the Finance Department and Human Resources of the City of Palm Desert, California, has records that have met or exceeded the retention period caused by the official files, records, exhibits, and other documents of said office pursuant to the Retention Schedule set forth on City Council Resolution No. 2022-98; and

WHEREAS, said files are not the subject of any claim, litigation, investigation, or audit.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Palm Desert, California, as follows:

Section 1. That the above recitations are true and correct and constitute the findings of the City Council in this matter.

Section 2. That it does hereby approve the destruction of all documents and records from files as set forth in Exhibit "A," attached hereto, which have met or exceeded their retention period.

Section 3. That the reports mentioned on Exhibit "A" for the Finance Department from 1980 to 2017 and Human Resources from 1994 to 2007 have exceeded their retention period. Both paper and digital records will be destroyed.

ADOPTED ON _____, 2023.

KATHLEEN KELLY
MAYOR

ATTEST:

ANTHONY J. MEJIA
CITY CLERK

RESOLUTION NO. 2023-

I, Anthony J. Mejia, City Clerk of the City of Palm Desert, hereby certify that Resolution No. 2023-___ is a full, true, and correct copy, and was duly adopted at a regular meeting of the City Council of the City of Palm Desert on _____, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RECUSED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Palm Desert, California, on _____, 2023.

ANTHONY J. MEJIA
CITY CLERK