

CITY OF PALM DESERT STAFF REPORT

MEETING DATE: November 17, 2022

PREPARED BY: M. Gloria Sanchez, Records Coordinator

REQUEST: RESOLUTION TO AUTHORIZE DESTRUCTION OF OBSOLETE
RECORDS FROM THE BUILDING & SAFETY DIVISION

RECOMMENDATION:

Adopt a Resolution authorizing the destruction of obsolete records from the Building & Safety Division pursuant to the 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 of the City Council. The City's records retention program, adopted on October 29, 2020, by Resolution No. 2020-76, 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: | <i>Anthony J. Mejia</i> |
| City Attorney: | <i>Robert Hargreaves</i> |
| Finance Director: | <i>John Ramont</i> |
| Assistant City Manager: | <i>Chris Escobedo</i> |
| City Manager: | <i>Todd Hileman</i> |

ATTACHMENTS:

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

RESOLUTION NO. 2022-

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 BUILDING & SAFETY DIVISION, AS INDICATED ON THE RECORDS RETENTION SCHEDULE (ADOPTED OCTOBER 29, 2020). RECORDS FROM 1986 THROUGH 2019 (EXHIBIT "A")

WHEREAS, the Building & Safety Division 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. 2020-76; 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 audio cassette recordings for the Cultural Resources Preservation Committee (2007-2019) and Building Board of Appeals (1986-2007) have exceeded their retention period (Exhibit "A").

ADOPTED ON _____, 2022.

JAN C. HARNIK
MAYOR

ATTEST:

ANTHONY J. MEJIA
CITY CLERK

RESOLUTION NO. 2022-

I, Anthony J. Mejia, City Clerk of the City of Palm Desert, hereby certify that Resolution No. 2022-____ 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 _____, 2022, 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 _____, 2022.

ANTHONY J. MEJIA
CITY CLERK

Request to Destroy Obsolete Records

**CITY OF PALM DESERT
AUTHORITY TO DESTROY OBSOLETE RECORDS**

| Dept. | Retention No. | Description of Record | Years Covered | Retention Period | Shred or Discard |
|-------------------|----------------------|--|----------------------|-------------------------|-------------------------|
| Building & Safety | CW-012 | Cultural Resources Preservation Committee – Cassette recording | 2007 - 2019 | 2 years | Discard |
| Building & Safety | CW-012 | Building Boards of Appeals – Cassette recording | 1986 - 2007 | 2 years | Discard |
| | | | | | |
| | | | | | |
| | | | | | |

I consent to the destruction of these obsolete records according to accepted policies and procedures.

City Clerk Date

City Attorney Date

Approved by City Council: XX/XX/XXXX

Original: City Clerk's Office
Copy: Department