

DATE SUBMITTED 05/15/2015
 SUBMITTED BY City Clerk
 DATE ACTION REQUIRED 05/20/2015

Agenda Item No F-6
 CITY COUNCIL ACTION (X)
 PUBLIC HEARING REQUIRED ()
 RESOLUTION (x)
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION: DESTRUCTION OF SPECIFIED CITY RECORDS.	
1. APPROVAL OF RESOLUTION AUTHORIZING DESTRUCTION OF SPECIFIED RECORDS.	
DEPARTMENT INVOLVED: City Attorney, City Clerk, Finance, and Police Department	
BACKGROUND/SUMMARY: The attached Resolution authorizes the destruction of certain obsolete Finance Department and Police Department records. It has been prepared in accordance with the Citywide Records Retention Schedule adopted by the City Council on March 20, 2013, and pursuant to Government Code Section 34090. As indicated on Exhibit "A" and Exhibit "B" attached, the City Clerk has certified and the City Attorney has concurred that these records are no longer required by the City and their destruction is in compliance with established retention requirements. Exhibit "C" identified and lists the records that are eligible for destruction.	
FISCAL IMPACT: Approximately \$400.00 to \$500.00 for Shred-It services.	
STAFF RECOMMENDATION: Staff recommends that City Council approve Resolution No. 2015-22, Authorizing Destruction of Specified Records.	
MANAGER'S RECOMMENDATION:	MANAGER'S INITIALS <u>MDB</u>
MOTION:	
SECONDED:	APPROVED () REJECTED ()
AYES:	DISAPPROVED () DEFERRED ()
NAYES:	
ABSENT:	REFERRED TO:

RESOLUTION NO. 2015-22

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IMPERIAL,
CALIFORNIA, APPROVING THE DESTRUCTION OF SPECIFIED CITY RECORDS**

WHEREAS, the City Council of the City of Imperial adopted a Citywide Records Retention Schedule on March 20, 2013; and

WHEREAS, the City Clerk has certified that the records listed are no longer required by the City and are eligible for destruction pursuant to Section 34090 of the California Government Code as indicated on "Destruction of Original Public Records" attached hereto as Exhibit "A" and Exhibit "B" and pursuant to the above Citywide Records Retention Schedule and the City Attorney has concurred in this certification; and

WHEREAS, the City Clerk has requested and authorized specified obsolete Finance Department and Police Department records listed on Exhibit "C" attached hereto be destroyed and the City Attorney has concurred in this authorization.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF IMPERIAL
DOES HEREBY RESOLVE AS FOLLOWS:**

SECTION 1. As authorized by California Government Code Section 34090 and the City of Imperial Citywide Records Retention Schedule adopted on March 20, 2013, the City Council hereby authorizes and approves the destruction of specified Finance Department and Police Department records as listed on Exhibit "C" attached hereto.

SECTION 2. The City Clerk shall certify to the adoption of this Resolution.

APPROVED AND ADOPTED this 20th day of May, 2015.

MARK T. GRAN, Mayor

ATTEST:

DEBRA JACKSON, City Clerk

DENNIS H. MORITA

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Attorney At Law

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May 13, 2015

City of Imperial
420 South Imperial Avenue
Imperial, California 92251

Attn: Laura Gutierrez, Finance Director

RE: Request to Purge Records

Dear Ms. Gutierrez:

Pursuant to your request, I have reviewed the documents proposed to be purged as set forth in your memo to the City Manager and Council Members dated May 13, 2015 and consisting of the following documents:

- Cash Receipts: FY's ending 08/09;
- Accounts Receivables: FY's ending 08/09;
- Accounts Payables: FY's ending 08/09;
- Utility Billing Monthly Activity Reports: FY's ending 02/03, 03/04, 04/05, 05/06, 06/07, 07/08, and 08/09;
- Utility Billing Daily Transaction Reports: FY's ending 02/03, 03/04, 04/05, 05/06, 06/07, 07/08 and 08/09;

Please consider this letter as memorializing the City Attorney's consent required by Government Code Section 34090.

Very truly yours,

DENNIS H. MORITA, APC



By: Dennis H. Morita

EXHIBIT C

AUTHORIZATION TO DESTROY ORIGINAL PUBLIC RECORDS

I hereby consent to the destruction of the records listed below:

Department Head

City Attorney

Department Head

FINANCE DEPARTMENT

- *Cash Receipts: FY's ending 08/09;
- *Accounts Receivables: FY's ending 08/09;
- *Accounts Payables: FY's ending 08/09;
- *Utility Billing Monthly Activity Reports: FY's ending 02/03, 03/04, 04/05, 05/06, 06/07, 07/08, and 08/09;
- *Utility Billing Daily Transaction Reports: FY's ending 02/03, 03/04, 04/05, 05/06, 06/07, 07/08, and 08/09.

POLICE DEPARTMENT

- *ABC Letters and Permits: 1/1/2009 – 12/31/2012
- *Accident Reports – with exceptions : 1/1/2009 – 12/31/2010
- *Animal Control generated reports, receipt books: 1/1/2009 – 12/31/2010
- *Bicycle Licenses: 1/1/2009 – 12/31/201
- *Budget Documents: 1/1/2009 – 12/31/2010
- *Citations: 1/1/2009 – 12/31/2012
- *CLETS Audits: 1/1/2009 – 12/31/2010
- *CLETS Validation Reports: 1/1/2009 – 12/31/2010
- *Copies of Clearance Letters: 1/1/2009 – 12/31/2012
- *Court Ordered Sealed Records: 1/1/2009 – 12/31/2009
- *CPS Investigative Reports: 1/1/2009 – 12/31/2012
- *Department Bulletins: 1/1/2009 – 12/31/2009
- *Detective Case Logs: 1/1/2009 – 12/31/2009
- *Field Interrogation Cards: 1/1/2009 – 12/31/2012
- *General Correspondence, Incoming/Outgoing: 1/1/2009 – 12/31/2012
- *Miscellaneous Reports: 1/1/2009 – 12/31/2012
- *Narcotic Registrant Files: 1/1/2009 – 12/31/2010
- *Police Reports – with exceptions: 1/1/2004 – 12/31/2007

- *Purchase Order Requisitions: 1/1/2009 – 12/31/2010
- *Reports of Violations of 11357 (b) H&S: 7/1/2011 – 5/15/2013
- *Ride-a-Long Forms: 1/1/2009 – 12/31/2010
- *Statistical Monthly UCR: 1/1/2009 – 12/31/2010
- *Time Sheets/Payroll: 1/1/2009 – 12/31/2010