



STAFF REPORT

DATE: 05/21/2025
TO: Honorable Mayor and City Council Members
FROM: City Manager's Office – City Clerk

2025-171

REQUEST FOR CITY COUNCIL ACTION

SUBJECT:

RESOLUTION NO. 2025-037, AUTHORIZING THE ANNUAL DESTRUCTION OF CERTAIN OBSOLETE CITY RECORDS

EXECUTIVE SUMMARY:

This staff report asks the City Council to authorize the annual destruction and disposal of certain City records. The records proposed for destruction are obsolete and past the obligatory retention period and are no longer required. Therefore, staff recommends that the City Council approve the destruction of the records.

RECOMMENDED ACTION:

That the City Council adopt Resolution No. 2025-037, authorizing the annual destruction and disposal of certain City records.

BACKGROUND & HISTORY:

The California Government Code section 34090 authorizes the destruction of certain City records upon approval of the City's legislative body and the written consent of the City Attorney, provided that said records do not fall within certain specified categories.

On August 21, 2024, the City Council adopted Resolution No. 2024-072, approving the city-wide records retention schedule. The retention schedules were collaboratively developed with active participation from representatives of all Departments.

ANALYSIS:

Each year, each City department compiles an inventory of obsolete records, then submits it to the City Clerk for review. The City Clerk then forwards the list to the City Attorney for final review and approval. Once the list has completed the approval process, staff presents the inventory of records to the City Council for final destruction authorization. The following Departments have records that are proposed for destruction:

1. Community Services
2. Finance
3. Fire
4. Human Resources
5. Legal and Risk Management
6. Office of the City Clerk
7. Police
8. Public Works

The specific records proposed for destruction are listed in Exhibit 2.

FINANCIAL IMPACT:

There is no financial impact associated with this request.

ENVIRONMENTAL ANALYSIS:

This action is exempt pursuant to Section 15061(b)(3) of the Guidelines for the California Environmental Quality Act (CEQA), which states that a project is exempt from CEQA if the activity is covered by the commonsense exemption that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen certainly that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This action is for the annual destruction of obsolete City records, and there is no possibility that approving the recommended action will have a significant effect on the environment. Therefore, no environmental analysis is required.

PREPARED BY: SYLVIA EDWARDS, CITY CLERK

REVIEWED BY: JUSTIN TUCKER, ASSISTANT CITY MANAGER

ATTACHMENTS:

1. Exhibit 1 – Resolution No. 2025-037
2. Exhibit 2 – Records Destruction Certificates