



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and City Council **DATE:** October 25, 2021
FROM: Matthew Bronson, City Manager
PREPARED BY: Annette Muñoz, Finance Manager
SUBJECT: Records Destruction Authorization

RECOMMENDATION

Adopt a Resolution authorizing the destruction of certain City records in the Administrative Services Department

BACKGROUND

The City has an adopted citywide Records Retention Schedule which establishes specified time periods to retain public records. Periodically each department reviews their respective department files and prepares a list of those records that are no longer needed in the normal course of business and may legally be destroyed. The Administrative Services Department is requesting authorization for destruction of outdated documents as identified in Attachment 1.

FISCAL IMPACT

There is no fiscal impact anticipated from this action as the City's operating budget provides funding for the cost of professional document shredding firm.

ALTERNATIVES

The Council has the following alternatives to consider:

1. Adopt the Resolution authorizing the destruction of certain City records; or
2. Provide direction to staff

PUBLIC NOTIFICATION

The agenda was posted in accordance with the Brown Act.

Attachments

1. Resolution No. 21-; Exhibit A – Administrative Services Department

RESOLUTION NO. 21-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GROVER BEACH, CALIFORNIA, ACCEPTING THE ADMINISTRATIVE SERVICES DEPARTMENT RECOMMENDATION FOR RECORDS DESTRUCTION

WHEREAS, Government Code Section 34090 provides that the head of a City department may destroy certain city records, documents or instruments under his/her charge, without duplication, with the approval of the City Council by Resolution and with the written consent of the City Attorney; and

WHEREAS, in compliance with the City-wide retention schedule, it has been determined that certain records are no longer required for retention and accumulation of records has become unduly cumbersome.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GROVER BEACH, CALIFORNIA, DOES DECLARE, DETERMINE, AND ORDER AS FOLLOWS: the destruction of those Administrative Services Department records specified in Exhibit "A" which is attached hereto and incorporated herein as part of this document.

On motion by Council Member _____, seconded by Council Member _____, and on the following roll-call vote, to wit:

AYES: Council Members –
NOES: Council Members –
ABSENT: Council Members –
ABSTAIN: Council Members –
RECUSED: Council Members –

the foregoing Resolution was PASSED, APPROVED, and ADOPTED at a regular meeting of the City Council of the City of Grover Beach, California this 25th day of October 2021.

****DRAFT****

JEFF LEE, MAYOR

Attest:

WENDI B. SIMS, CITY CLERK

Exhibit A

The Administrative Services Department is requesting the destruction of the following documents:

- A. The following records shall be retained for two (2) years and may be subsequently destroyed. It is requested approval be given to destroy records in this category which are dated prior to June 30, 2019.
 1. External & Internal Correspondence (excluding legal matters)
 2. Utility Billing Stubs (Payments)
 3. Work Orders (GC34090)

- B. The following records shall be retained for three (3) years and may be subsequently destroyed. It is requested approval be given to destroy records in this category which are dated prior to June 30, 2018.
 1. Subject Work Files

- C. The following records shall be retained for five (5) years and may be subsequently destroyed. It is requested approval be given to destroy records in this category which are dated prior to June 30, 2016.
 1. Accounts Payable Invoices
 2. Accounts Receivables
 3. Bank Statements & Reconciliations
 4. Budget Working Files
 5. Business Tax Certificates
 6. Cancelled Checks
 7. Time Sheets
 8. Payroll Deduction Authorizations
 9. Transient Occupancy Tax Records
 10. Utility Users Tax Records
 11. Cash Receipt Reports

- D. The following records shall be retained for six (6) years and may be subsequently destroyed. It is requested approval be given to destroy records in this category which are dated prior to June 30, 2015.
 1. Investment Records

- E. The following records shall be retained for Seven (7) years and may be subsequently destroyed. It is requested approval be given to destroy records in this category which are dated prior to June 30, 2014.
 1. Treasurer's Reports
 2. Utility Billing Registers

F. The following records shall be retained for **ten (10) years** and may be subsequently destroyed. It is requested approval be given to destroy records in this category which are dated prior to June 30, 2011.

1. Accounts Payable Ledgers
2. Accounts Receivable Ledgers
3. CDBG Financial Records
4. Detail Ledgers
5. General Ledgers
6. Payroll Ledgers
7. Warrant Registers

CITY ATTORNEY'S WRITTEN CONSENT

DAVID P. HALE
CITY ATTORNEY

DATE