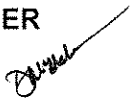


STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: MATTHEW BRONSON, CITY MANAGER
DONNA L. McMAHON, CITY CLERK 

SUBJECT: RECORDS DESTRUCTION AUTHORIZATION FOR CITY MANAGER'S DEPARTMENT RECORDS

BACKGROUND

The City has an adopted City-wide Records Retention Schedule which establishes specified time periods to retain public records. Periodically each department reviews their respective records and prepares a list of those that may legally be destroyed in accordance with the adopted Records Retention Schedule. A request to destroy records from the City Manager's Office (which includes City Clerk files) has not been submitted since 2003. Some of the records being presented for destruction at this time (e.g., City Council agenda packets) have been electronically scanned for reference purposes, but retaining the original paper copy format is no longer required and has become cumbersome, given the space constraints of employee work spaces at City Hall.

Staff will be making a concerted effort to further identify records being maintained in the City Manager's Office which may be marked for destruction at a future date.

DISCUSSION

The City Manager's Office is requesting that certain records be destroyed as listed in Exhibit A of the attached Resolution (Attachment 1). The list of records has been reviewed by the City Attorney and determined to be in accordance with the adopted Records Retention Schedule.

ALTERNATIVES

The Council has the following alternatives to consider:

1. Adopt the Resolution authorizing the City Manager's Office to destroy records in accordance with the City's Records Retention Schedule; or
2. Provide staff with alternative direction.

APPROVED FOR FORWARDING



**MATTHEW BRONSON
CITY MANAGER**

Please Review for the Possibility of a Potential Conflict of Interest:

- | | |
|--|----------------------------------|
| <input checked="" type="checkbox"/> None Identified by Staff | <input type="checkbox"/> Bright |
| <input type="checkbox"/> Shoals | <input type="checkbox"/> Nicolls |
| <input type="checkbox"/> Lee | <input type="checkbox"/> Shah |

Meeting Date: August 15, 2016

Agenda Item No. 7

RECOMMENDED ACTION

It is recommended that the City Council adopt the Resolution authorizing the City Manager's Office to destroy records in accordance with the City's Records Retention Schedule.

FISCAL IMPACT

There is no significant fiscal impact anticipated from the Council taking action on this item.

PUBLIC NOTIFICATION

The agenda was posted in accordance with the Brown Act.

Attachment

1. Draft Resolution and Exhibit A

RESOLUTION NO. 16-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GROVER BEACH, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF CERTAIN CITY MANAGER'S OFFICE RECORDS

WHEREAS, on February 3, 1992, the City Council of the City of Grover Beach adopted a City-wide Records Retention Schedule; and

WHEREAS, each department periodically reviews records and prepares a list of those records that may be legally destroyed in accordance with the approved Records Retention Schedule; and

WHEREAS, the City Manager's Office has prepared a list of City Manager and City Clerk files that meet the requirement for destruction; and

WHEREAS, the list has been submitted to the City Attorney for approval.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Grover Beach does hereby authorize the destruction of those City Management Department records specified in Exhibit A, which is attached hereto and incorporated as part of this Resolution.

On motion by _____, 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 -

the foregoing Resolution was **PASSED, APPROVED**, and **ADOPTED** at a regular meeting of the City Council of the City of Grover Beach, California, this 15th day of August, 2016.

JOHN P. SHOLTS, MAYOR

Attest:

DONNA L. McMAHON, CITY CLERK

DRAFT

Resolution No. 16-__
Exhibit A

Council and Improvement Agency Meeting - Audio Tape Cassettes *(Retention = 2 years)*

January 2001 – February 4, 2013

Council and Improvement Agency Meeting - VHS Tapes *(Retention = 2 years)*

February 2003 – December 2008

(Note: Video recording commenced with AGP Video in 2003 and was subsequently transitioned from VHS to DVD format)

City Council - Agenda Packets *(Retention = 5 years)*

January 1977 - December 1977

January 1978 – December 1978

January 1979 – December 1979

January 1980 – December 1980

January 1981 – December 1981

January 1982 – December 1982

January 1983 – December 1983

January 1984 – December 1984

January 1985 – December 1985

January 1986 – December 1986

January 1987 – December 1987

January 1988 – December 1988

January 1989 – December 1989

January 1990 – December 1990

January 1991 – December 1991

January 1992 – December 1992

January 1993 – December 1993

January 1994 – December 1994

January 1995 – December 1995

January 1996 – December 1996

January 1997 – December 1997

January 1998 – December 1998

January 1999 – December 1999

January 2000 – December 2000

January 2001 – December 2001

January 2002 – December 2002

January 2003 – December 2003

January 2004 – December 2004

January 2005 – December 2005

January 2006 – December 2006

January 2007 – December 2007

January 2008 – December 2008

January 2009 – December 2009

January 2010 – December 2010

City Council - Correspondence *(Retention = 2 years)*

1997: Council Correspondence Incoming
Council Correspondence Outgoing

1998: Council Correspondence Incoming
Council Correspondence Outgoing

1999: Council Correspondence Incoming
Council Correspondence Outgoing

2000: Council Correspondence Incoming
Council Correspondence Outgoing

2001: Council Correspondence Incoming
Council Correspondence Outgoing

2002: Council Correspondence Incoming
Council Correspondence Outgoing

2003: Council Correspondence Incoming
Council Correspondence Outgoing

2004: Council Correspondence Incoming
Council Correspondence Outgoing

2005: Council Correspondence Incoming
Council Correspondence Outgoing

2006: Council Correspondence Incoming
Council Correspondence Outgoing

2007: Council Correspondence Incoming
Council Correspondence Outgoing

2008: Council Correspondence Incoming
Council Correspondence Outgoing

2009: Council Correspondence Incoming
Council Correspondence Outgoing

2010: Council Correspondence Incoming
Council Correspondence Outgoing

City Manager's Office (Retention = 2 years)

City Managers Correspondence:

2001: Correspondence to Council
Interoffice Correspondence
Incoming Correspondence
Outgoing Correspondence

2006: Correspondence to Council
Interoffice Correspondence
Incoming Correspondence
Outgoing Correspondence

2002: Correspondence to Council
Interoffice Correspondence
Incoming Correspondence
Outgoing Correspondence

2007: Correspondence to Council
Interoffice Correspondence
Incoming Correspondence
Outgoing Correspondence

2003: Correspondence to Council
Interoffice Correspondence
Incoming Correspondence
Outgoing Correspondence

2008: Correspondence to Council
Interoffice Correspondence
Incoming Correspondence
Outgoing Correspondence

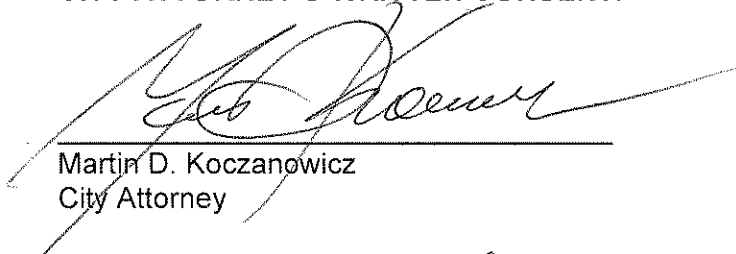
2004: Correspondence to Council
Interoffice Correspondence
Incoming Correspondence
Outgoing Correspondence

2009: Correspondence to Council
Interoffice Correspondence
Incoming Correspondence
Outgoing Correspondence

2005: Correspondence to Council
Interoffice Correspondence
Incoming Correspondence
Outgoing Correspondence

2010: Correspondence to Council
Interoffice Correspondence
Incoming Correspondence
Outgoing Correspondence

CITY ATTORNEY'S WRITTEN CONSENT:



Martin D. Koczanowicz
City Attorney

Date: _____

08.10.16