



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and City Council **DATE:** June 4, 2018
FROM: Matthew Bronson, City Manager
PREPARED BY: Heidi Stockert, Accountant
SUBJECT: Records Destruction Authorization

RECOMMENDATION

Adopt the Resolution authorizing the destruction of certain Administrative Services, Community Development, and Public Works Department records.

BACKGROUND

In compliance with the city-wide records retention schedule adopted by the City Council in 1992, the Administrative Services, Community Development, and Public Works Departments request approval to destroy the records listed on the Exhibits A and B. 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.

DISCUSSION

As part of our records management program, the records listed in Exhibit A and Exhibit B are those records that no longer need to be retained. The list has been reviewed and approved by the City Attorney.

FISCAL IMPACT

The cost of shredding the documents is included in the City's operating budget.

ALTERNATIVES

The City Council has the following alternatives to consider:

1. Adopt the Resolution authorizing the destruction of certain Administrative Services, Community Development, and Public Works Departmental records; or
2. Provide direction to staff.

PUBLIC NOTIFICATION

The agenda was posted in accordance with the Brown Act.

ATTACHMENTS

1. Resolution No. 18-___; Exhibit "A" and Exhibit "B"
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RESOLUTION NO. 18 -

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GROVER BEACH, CALIFORNIA, ACCEPTING THE RECOMMENDATIONS FOR RECORDS DESTRUCTION FOR THE ADMINISTRATIVE SERVICES, COMMUNITY DEVELOPMENT, AND PUBLIC WORKS DEPARTMENTS

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, BE IT RESOLVED that the City Council of the City of Grover Beach **DOES HEREBY** authorize the destruction of department records for Administrative Services, Community Development, and Public Works Departments as specified in Exhibit "A" and Exhibit "B", which is attached hereto and incorporated herein as part of this resolution.

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 –

the foregoing Resolution was **PASSED, APPROVED, and ADOPTED** at a regular meeting by the City Council of the City of Grover Beach, California, this 4th day of June, 2018.

**** D R A F T ****

JOHN P. SHOALS, MAYOR

Attest:

DONNA L. MCMAHON, 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, 2015.
 - 1. External & Internal Correspondence (excluding legal matters)
 - 2. Utility Billing Stubs

- 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, 2014.
 - 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, 2012.
 - 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

- 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, 2011.
 - 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, 2010.
 - 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, 2007.

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. HALEY
CITY ATTORNEY



DATE

Exhibit B

The Community Development and Public Works Departments are 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 January 1, 2016.
 - 1. USA Notices
 - 2. General/Miscellaneous/Interoffice Correspondence
 - 3. Department Budget Working Documents

- 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 January 1, 2015.
 - 1. Public Works Encroachment Permits
 - 2. Contractor's Insurance Certificates

- 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 January 1, 2013.
 - 1. Log of Issued Building Permits
 - 2. Monthly Building Reports
 - 3. Building Inspection Schedule/Log
 - 4. Studies
 - 5. Subject/Project Work Files
 - 6. General Plan Update Working Files
 - 7. Ordinance Working Files

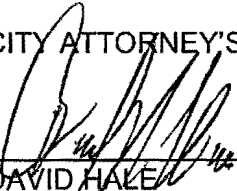
- D. The following records shall be retained for **ten (10) years** and may be subsequently destroyed. It is requested approval be given to destroy records in this category which are dated prior to January 1, 2008.
 - 1. Census Report of Building Permits
 - 2. CDBG Files
 - 3. Demographic/Statistical Data
 - 4. Deposit Account Transactions
 - 5. Annual Water Reports
 - 6. Water Analysis Reports

- E. The following records shall be retained for **180 days after project completion** and may be subsequently destroyed. It is requested approval be given to destroy records in this category with building permit final dates dated prior to June 30, 2017.
 - 1. Building Plans for single or multiple family residential dwellings not more than two stories and basement in height.
 - 2. Building Plans for accessory structures to single or multiple family residential dwellings.

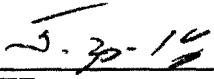
Building Plans for any single story structure where the span between bearing walls does not exceed 25 feet

Building Plans for any structure that has been demolished.

CITY ATTORNEY'S WRITTEN CONSENT



DAVID HALE
CITY ATTORNEY



DATE