

**AGENDA
ITEM**

08



CITY COUNCIL AGENDA STAFF REPORT

DATE: November 28, 2018

TO: Mayor and City Council

APPROVED BY: David B. Dale, City Manager *MF for D.D.*

PREPARED BY: Gabriela T. Garcia, Deputy City Clerk *GTG*

SUBJECT: Authorize Destruction of Certain Departmental Records as per the City's Records Retention and Destruction Policy

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Recommendation

Staff recommends that the City Council authorize the destruction of Certain Departmental Records per the City's Records Retention and Destruction Policy.

Background:

On December 15, 2015, City Council approved the Resolution 2015-75 Adopting a Records Retention and Destruction Policy and Records Retention Schedule setting in place the regulations covering the retention and destruction of citywide records. Pursuant to this policy, staff has gathered the following records for destruction:

1. Audio Recordings of City Council and Redevelopment Agency Meetings from 1988-2006.

Recordings - audio (e.g., for preparation of meeting minutes) Pursuant GC 34090; 54935.5(b) will have a minimum retention of 30 days.

Discussion and Analysis

Destruction of records is determined upon the written request by the Department Director and the consent of the City Attorney. The City Clerk will assist with the destruction of those records that the City no longer deems necessary to be retained. The record of consent will be retained by the City Clerk's office as a permanent record.

Fiscal Impact:

There is no fiscal impact associated with this action. The City contracts with a shredding company and the destruction will be coordinated with the normal cycle of service.

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Coordinated With:

City Attorney's Office.

Attachments:

1. Request for Destruction of Obsolete Records with listing of meeting dates.

CITY OF CALEXICO



To: City Clerk
 From: David B. Dale
 Department Head
 Subject: Request for Destruction of Obsolete Records

I am requesting approval to destroy the obsolete records listed below.

 Department Head _____
 Date

DATE OF RECORD	DESCRIPTION OF RECORD
1988-2006	Audio Recordings of City Council and Redevelopment Agency Meetings (see attached detail listing of meeting dates)

(If additional space is needed to describe records, please attach additional pages)

APPROVED

 City Attorney _____
 Date

The obsolete records described above (and on any attached pages) were approved by the City Council for destruction on:

Date: _____ Resolution No. _____

The obsolete records described above (and on any attached pages) were destroyed under my supervision using the following method:

- Shredding Burning Other (specify method)

I certify that such destruction meets the requirements of the City's Records Retention and Destruction Policy and all applicable requirements of State and federal law.

 City Clerk _____
 Date of Records Destruction

COUNCIL AND RDA AUDIO TAPES LISTING

Date of Meeting	Description
08-09-1988	R D A Regular Meeting
08-09-1988	R D A Regular Meeting
06-26-1989	R D A Special Meeting
09-21-1989	R D A Regular Meeting
07-10-1990	R D A Regular Meeting
08-14-1990	R D A Regular Meeting
08-29-1990	Joint Meeting City R D A # 1
08-29-1990	Joint Meeting City R D A #2
09-11-1990	R D A Regular Meeting #1
09-11-1990	R D A Regular Meeting #2
10-09-1990	R D A Regular Meeting
11-10-1990	R D A Workshop # 1
11-10-1990	R D A Workshop # 2
11-13-1990	R D A Regular Meeting # 1
11-13-1990	R D A Regular Meeting # 2
12-11-1990	R D A Regular Meeting
01-15-1991	R D A Regular Meeting
02-19-1991	R D A Regular Meeting
04-16-1991	R D A Regular Meeting
05-14-1991	R D A Regular Meeting Side 'A'
05-14-1991	R D A Regular Meeting Side 'B'
06-11-1991	R D A Regular Meeting
08-13-1991	R D A Regular Meeting Side 'A'
08-13-1991	R D A Regular Meeting Side 'B'
09-12-1991	Special R D A/City Council Meeting Joint Session
09-25-1991	R D A Special Meeting 'A'
09-25-1991	R D A Special Meeting 'B'
11-14-1991	R D A Special Meeting 'A'
11-14-1991	R D A Special Meeting 'B'
12-10-1991	R D A Special Meeting 'A'

COUNCIL AND RDA AUDIO TAPES LISTING

12-10-1991	R D A Special Meeting 'B'
01-23-1992	R D A Regular Meeting
05-12-1992	R D A Regular Meeting
06-16-1992	R D A Regular Meeting
06-30-1992	City Council/RDA Joint Special Meeting
08-18-1992	R D A Meeting
09-01-1992	R D A Meeting
10-20-1992	R D A Special Meeting
06-11-1996	R D A Workshop Nov.3 rd 1993
04-21-1998	City Council Meeting
03-09-1999	R D A/City Council Special Meeting (Budget)
03-23-1999	City Council/R D A Special Meeting
04-13-1999	R D A Regular Meeting
05-11-1999	R D A Regular Meeting
06-29-1999	R D A Special Meeting # 1
06-29-1999	R D A Special Meeting # 2
07-13-1999	R D A Regular Meeting
07-22-1999	R D A CC Special Meeting
08-12-1999	R D A Special Meeting
11-09-1999	R D A Regular Meeting CC Special Meeting
12-14-1999	S P C C Regular Meeting
01-07-2000	Special Meeting
01-11-2000	R D A Regular Meeting
02-08-2000	R D A Regular Meeting Special CC Meeting # 1
02-08-2000	R D A Regular Meeting Special CC Meeting # 2
04-11-2000	R D A Regular Meeting
06-13-2000	R D A Regular Meeting
07-11-2000	R D A Regular Special C C #1
07-11-2000	R D A Regular Special C C # 2
08-08-2000	R D A Meeting Special C C Meeting
09-12-2000	R D A Meeting Special CC Meeting # 1
09-12-2000	R D A Meeting Special CC Meeting # 2
10-10-2000	R D A Meeting Special C C Meeting

COUNCIL AND RDA AUDIO TAPES LISTING

11-14-2000	R D A Regular Meeting
11-28-2000	Special R D A Work Shop
01-09-2001	R D A Meeting Special C.C. Meeting # 1
01-09-2001	R D A Meeting Special C.C. Meeting # 2
02-13-2001	R D A Regular Meeting
03-13-2001	R D A Regular Meeting # 1
03-13-2001	R D A Regular Meeting # 2
04-10-2001	R D A Regular Meeting
05-08-2001	R D A Regular Meeting
05-15-2001	City Council Meeting
06-05-2001	R D A City Council # 1
06-05-2001	R D A City Council # 2
06-05-2001	R D A City Council # 3
06-12-2001	R D A Regular Meeting # 1
06-12-2001	R D A Meeting # 2
07-10-2001	R D A Regular Meeting
08-14-2001	Sp. City Council R D A # 1
08-14-2001	Sp. City Council R D A # 2
08-14-2001	Sp. City Council R D A # 3
09-11-2001	R D A Meeting Special C.C.
10-19-2001	R D A Meeting Special C.C. # 1
10-19-2001	R D A Meeting Special C.C. # 2
11-13-2001	R D A Regular Meeting # 1
11-13-2001	R D A Regular Meeting # 2
12-11-2001	R D A Sp. City Council
01-08-2002	R D A Regular Meeting # 1
01-08-2002	R D A Meeting # 2
02-12-2002	R D A Regular Meeting # 1
02-12-2002	R D A Regular Meeting # 2
03-12-2002	R D A Regular Meeting # 1
03-12-2002	R D A Regular Meeting # 2
05-14-2002	R D A Regular Meeting # 1
05-14-2002	R D A Regular Meeting # 2

COUNCIL AND RDA AUDIO TAPES LISTING

05-29-2002	Sp. R D A Meeting
06-11-2002	R D A Meeting Special City Council
06-25-2002	Sp. R D A/ Sp. City Council
07-09-2002	R D A Reg./ C.C. Special # 1
07-09-2002	R D A Reg./ C.C. Special # 2
09-10-2002	R D A Meeting # 1Special City Council
09-10-2002	R D A Meeting # 2 Special City Council
09-24-2002	R D A Special Meeting
10-01-2002	C.C./ R D A Joint Meeting
10-01-2002	C.C./ R D A Joint Meeting
11-12-2002	R D A Meeting/Special City Council
01-14-2003	R D A Regular Meeting
03-11-2003	RDA Regular Meeting
03-02-2003	Adjourned C. C. Meeting
03-20-2003	FTHB Work Shop
04-08-2003	R D A/City Council Special Meeting
05-13-2003	Special C.C. /R D A # 1
05-13-2003	R D A Regular # 2
06-10-2003	Special C.C. /Regular R D A
07-08-2003	R D A Regular Meeting
07-29-2003	R D A Special # 1
07-29-2003	R D A Special # 2
10-14-2003	R D A Regular Meeting
12-09-2003	Special C.C. and Regular R D A Meetings
11-12-2003	R D A Regular Meeting # 1
11-12-2003	R D A and Special C.C. # 2
01-13-2004	R D A Regular Meeting # 1
04-13-2004	R D A Regular Meeting # 2
05-11-2004	R D A Regular Meeting # 1
05-11-2004	R D A Regular Meeting # 2
06-08-2004	Special C.C. and Regular R D A
07-13-2004	Special C.C. and Regular R D A
08-17-2004	R D A and C.C. # 1

COUNCIL AND RDA AUDIO TAPES LISTING

09-14-2004	Special C.C. and R D A Meeting
11-09-2004	Special C.C. and Regular R D A
12-14-2004	R D A Regular Meeting
04-11-2005	R D A Regular Meeting # 1
04-11-2005	R D A Regular Meeting # 2
07-05-2005	Regular City Council
09-14-2005	Work Shop # 2
02-15-2006	C.C./R D A Work Shop # 1
02-15-2006	C.C./R D A Work Shop # 2
03-07-2006	City Council/R D A Joint Meeting
02-14-1990	R D A Regular Meeting
04-11-1990	R D A Regular Meeting
10-14-2003	R D A Regular Meeting