

DATE SUBMITTED 01/08/2025  
 SUBMITTED BY Human Resources  
 DATE ACTION REQUIRED 01/15/2024

COUNCIL ACTION (X)  
 PUBLIC HEARING REQUIRED ( )  
 RESOLUTION ( )  
 ORDINANCE 1<sup>ST</sup> READING ( )  
 ORDINANCE 2<sup>ND</sup> READING ( )  
 CITY CLERK'S INITIALS ( )

**IMPERIAL CITY COUNCIL  
 AGENDA ITEM**

SUBJECT:                      DISCUSSION/ACTION: 1. Authorization to destroy personnel files (not including medical files) from 1948-2016 per record retention policy.	
DEPARTMENT INVOLVED: Human Resources	
BACKGROUND/SUMMARY: Human Resources is requesting authorization to destroy oaths, department employees list, and personnel files (not including medical files) from 1948-2016 as per the record retention policy.	
FISCAL IMPACT: NOT TO EXCEED There is no fiscal impact associated with this action.	FINANCE INITIALS <u>JMS</u>
STAFF RECOMMENDATION: Staff recommends approval to destroy oaths, department employee list, and personnel records (not including medical records) from 1948-2016.	DEPT. INITIALS <u>KWS</u>
MANAGER'S RECOMMENDATION: Approve Staff Recommendation	CITY MANAGER'S INITIALS <u>OHM</u>
MOTION:	
SECONDED: AYES: NAYES: ABSENT:	APPROVED ( )                      REJECTED ( ) DISAPPROVED ( )                      DEFERRED ( ) REFERRED TO:



## City of Imperial Record Destruction Authorization Form

**Date:** January 8, 2025  
**To:** Katherine Turner, City Attorney  
**Subject:** Legal Review and Authorization for HR Records Destruction  
**Requested By:** Kristen Smith, Human Resources Manager

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### Legal Basis for Destruction:

Records that have met the applicable retention periods as set forth in the City of Imperial's records retention schedule and are no longer required to be retained under any other applicable law or regulation. Under the California Public Records Act, Government Code § 34090, public agencies are authorized to destroy records after the retention period has expired, subject to approval by the City Attorney.

California Public Records Act (CPRA) Reference  
Government Code § 6250 et seq. – General provisions for the public's right to access records.  
Government Code § 34090 – Authorization to destroy records in accordance with applicable retention schedules.

### City Attorney Approval:

This memorandum serves as formal legal authorization for the destruction of the records as described above.

In accordance with Government Code § 34090, I have reviewed the records listed in Exhibit A and have determined that they are eligible for destruction. This action is consistent with the City's legal obligations and records retention policy.

Signatures:

A handwritten signature in blue ink that reads "Katherine Turner".

Katherine Turner, City Attorney

Date: 1/8/2025



# City of Imperial

## Record Destruction Authorization Form

### Exhibit A

#### Human Resources Records to be Destroyed:

- Oaths 1948-2016
- Department Employee List 1948-2016
- Personnel Records (not including medical) 1948-2016