


DATE SUBMITTED 05/26/2021
 SUBMITTED BY City Clerk
 DATE ACTION REQUIRED 06/02/2021

Agenda Item No E-3
 CITY COUNCIL ACTION (X)
 PUBLIC HEARING REQUIRED ()
 RESOLUTION ()
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS ()

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

| | | | |
|--|---|------------------------------|---|
| SUBJECT: | DISCUSSION/ACTION: DESTRUCTION OF SPECIFIED CITY RECORDS. | | |
| | 1. APPROVAL OF RESOLUTION AUTHORIZING DESTRUCTION OF SPECIFIED RECORDS. | | |
| DEPARTMENT INVOLVED: City Attorney, City Clerk, and Finance | | | |
| BACKGROUND/SUMMARY: The attached Resolution authorizes the destruction of certain obsolete Finance Department records. It has been prepared in accordance with the Citywide Records Retention Schedule adopted by the city Council on March 20, 2013 and pursuant to Government Code Section 34090. As indicated on the exhibits attached, the City Clerk has certified and the City Attorney has consented that these records are no longer required by the city and their destruction is in compliance with established retention requirements. The exhibits identify and lists the records that are eligible for destruction. | | | |
| FISCAL IMPACT: Approximately \$400.00 to \$500.00 for Shred-it services. | | FINANCE |  |
| STAFF RECOMMENDATION: Staff recommends City Council approve the Resolution authorizing destruction of specified records. | | | |
| MANAGER'S RECOMMENDATION: <u>approve</u> | | MANAGER'S INITIAL <u>JHM</u> | |
| MOTION: | | | |
| SECONDED: | APPROVED () | REJECTED () | |
| AYES: | DISAPPROVED () | DEFERRED () | |
| NAYES: | | | |
| ABSENT: | REFERRED TO: | | |

LAW OFFICE OF GEOFFREY P. HOLBROOK

P.O. BOX 94
IMPERIAL, CALIFORNIA 92251
TELEPHONE: (760) 791-2002
E-MAIL: gholbrook@cityofimperial.org

May 20, 2021

City of Imperial
420 South Imperial Avenue
Imperial, CA 92251

Attn: Laura Gutierrez, Finance Director

RE: Request to Purge Records

Dear Ms. Gutierrez:

Pursuant to your request, I have reviewed the categories of documents proposed to be purged as set forth in your memo to the City Manager dated May 17, 2021. The request to purge is for the following categories of records:

- Cash Receipts: FYs 09/10, 10/11, 11/12, 12/13, and 13/14;
- Accounts Receivable: FYs 09/10, 10/11, 11/12, 12/13, and 13/14;
- Accounts Payable: FYs 09/10, 10/11, 11/12, 12/13, and 13/14;
- Utility Billing Monthly Activity Reports: FYs 09/10, 10/11, 11/12, 12/13, and 13/14; and
- Utility Billing Daily Transaction Reports: FYs 09/10, 10/11, 11/12, 12/13, and 13/14.

Please consider this letter as memorializing the City Attorney's consent required by Government Code section 34090.

Sincerely,



Geoffrey P. Holbrook
City Attorney

cc: Dennis Morita, City Manager (dmorita@cityofimperial.org)

RESOLUTION NO. 2021-22

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IMPERIAL, APPROVING
THE DESTRUCTION OF SPECIFIED FINANCE DEPARTMENT RECORDS**

WHEREAS, Government code Section 34090 provides that the head of a city department may destroy certain records, documents or instruments under his/her charge, without duplication thereof, with the approval of the City Council by resolution and with written consent of the City Attorney, after said records are no longer required; and

WHEREAS, it has been determined that certain records are no longer required for retention and continued maintenance of these records by the Imperial Finance Office has been become unduly cumbersome; and

WHEREAS, the City Attorney has reviewed and consented to the destruction of those documents listed in Exhibit "A."

NOW, THEREFORE, THE CITY COUCIL OF THE CITY OF IMPERIAL, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

1. That the foregoing is true, correct, and adopted.
2. That the records, documents, instruments, books or papers listed I Exhibit "A", a copy of which is on file at the Office of the City Clerk, on behalf of the City of Imperial, are no longer required.
3. That the City Council finds that the City Attorney has give his consent to the destruction of the records described in Exhibit "A", and the City Clerk is authorized to destroy the records described in Exhibit "A" without making a copy thereof.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Imperial, California, held on the 2nd day of June 2021.

Karin Eugenio, Mayor

ATTEST:

Debra Jackson, City Clerk