

CITY COUNCIL

For City Clerk's Use:

☐ **APPROVED** ☐ **DENIED**

Reso No. _____ File No. _____

Ord No. _____

Agenda Item No.: 6

Date: August 8, 2012

TO: Honorable Mayor and Members of the City Council
FROM: Diane Halverson, City Clerk
SUBJECT: Destruction of Records

RECOMMENDATION:

It is requested that the City Council adopt Resolution No. 2012-126 authorizing the destruction of the specified Police Department records and the destruction of City records set forth in Exhibit "A" for the following departments: City Attorney, City Clerk, City Manager, Code Enforcement, Community Services, Employee Benefits, Engineering, Fire, HARRF, Housing / CDBG, Human Resources, Information Systems, Library, Payroll, Planning, Public Works, Risk Management, Utilities, and Workers Compensation.

FISCAL ANALYSIS:

None

BACKGROUND:

The records listed on the proposed Resolution No. 2012-126 are more than two years old, do not affect the title to real property or liens thereon, are not court records, are not required to be kept further by a statute and are no longer required by the City. Authority to destroy these records is requested as provided by California Government Code Section 34090 and the City's adopted Records Retention Schedule. Said records consist of documents identified as Police Department records and documents identified in Exhibit "A" attached to Resolution 2012-126. The Chief of Police and the City Attorney's office have approved these records for destruction.

Respectfully submitted,

Diane Halverson
Diane Halverson
City Clerk

RESOLUTION NO. 2012-126

A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF ESCONDIDO, CALIFORNIA,
AUTHORIZING THE DESTRUCTION OF
CERTAIN POLICE DEPARTMENT RECORDS
AND CERTAIN CITY RECORDS

WHEREAS, the City Clerk of the City of Escondido has described and identified files and the listed Police Department records that are more than two (2) years old, that do not affect the title to real property or liens thereon, are not court records, are not required to be kept further by a statute and are no longer required by the City Clerk as listed in Exhibit "A" and are of a classification qualifying for destruction in accordance with the provisions of Government Code Section 34090; and

WHEREAS, the City Attorney consents to the destruction of the described records in the certification and application of the City Clerk as set forth in Exhibit "A" attached to this resolution and incorporated by this reference.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Escondido, California, as follows:

1. That the above recitations are true.
2. That the City Council finds that there is good cause to approve the destruction of the identified records as set forth in Exhibit "A" and the identified Police Department records listed below:

Canine Contact Reports, 2000 - 2007
Canine Training Reports, 2000 - 2007
Canine Use Reports, 2000 - 2007
Canine Team Logs, 2000 - 2007

Identified files requested for destruction are more than two (2) years old, do not affect the title to real property or liens thereon, are not court records, are not required to be kept further by a statute and are no longer required by the City Clerk, and are of a classification qualifying for destruction in accordance with the provisions of Government Code Section 34090.

City Attorney Files for Destruction:

79 Boxes:

Affidavits of Posting; Category Code: 0670-10 (1 Box)
Agendas; Category Code: 0120-15 (1 Box)
Claims Against the City – Rejected; Category Code: 0170-11 (17 Boxes)
Complaints, Mobile Homes; Category Code: 0697-07 (2 Boxes)
Departmental Project Files; Category Code: 0670-70 (38 Boxes)
Departmental Reports & Studies; Category Code: 0110-20 (3 Boxes)
Mobile Home Rent Control Hearing File; Category Code: 0697-20 (16 Boxes)
Public Records Requests; Category Code: 0670-65 (1 Box)

City Clerk Files for Destruction:

22 Boxes:

Agendas; Category Code: 0610-30 (2 Boxes)
Appointment Applications – Unsuccessful; Category Code: 0120-12 (1 Box)
Public Records Requests; Category Code: 0670-65 (1 Box)
Rejected Bids; Category Code: 0470-45 (17 Boxes)
Statement of Economic Interests; Category Code: 0640-10 (1 Box)

City Manager Files for Destruction:

14 Boxes:

Complaints & Inquiries; Category Code: 0110-40 (7 Boxes)
Correspondence; Category Code: 0105-10 (1 Box)
Departmental Project Files; Category Code: 0670-70 (1 Box)
Public Ceremonies & Events; Category Code: 0150-60 (1 Box)
Video Tapes of City Council Meetings; Category Code: 1220-20 (4 Boxes)

Code Enforcement Files for Destruction:

80 Boxes:

Business Licenses; Category Code: 048-35 (80 Boxes)

Community Services Files for Destruction:

141 Boxes:

Adult Sports Activities; Category Code: 1130-20 (6 Boxes)
Billings & Receipts; Category Code: 048-25 (4 Boxes)
Comment Cards (Customer); Category Code: 0100-26 (1 Box)
Community Service Agreements; Category Code: 0600-12 (4 Boxes)
Daily Cash Receipts; Category Code: 0480-15 (9 Boxes)
Educational Programs; Category Code: 1120-70 (5 Boxes)

Community Services Files for Destruction Continued:

Facility Use/Permits/Insurance Binders; Category Code: 0900-20 (7 Boxes)
Recreation Classes; Category Code: 1140-10 (82 Boxes)
Site Supervisors Incident Reports; Category Code: 1100-15 (1 Box)
Specific Events Programs/Large Gatherings; Category Code: 1140-20 (3 Boxes)
Time Cards; Category Code: 0450-20 (4 Boxes)
Credit Vouchers; Category Code: 1100-25 (1 Box)
Departmental Personnel Files; Category Code: 0730-40 (1 Box)
Maintenance & Repair Records; Category Code: 0500-20 (6 Boxes)
Volunteer Records; Category Code: 0770-20 (7 Boxes)

Employee Benefits Files for Destruction:

20 Boxes:

Accounts Payable Detailed Information; Category Code: 0470-11 (5 Boxes)
Benefit File; Category Code: 0720-24 (1 Box)
Benefits, Retired Employees; Category Code: 0720-22 (8 Boxes)
Departmental Budget; Category Code: 0430-10 (1 Box)
Departmental Contracts and Agreements; Category Code: 0600-11 (1 Box)
Disability Benefits; Category Code: 0720-29 (1 Box)
Educational Reimbursements, Employee; Category Code: 0760-40 (1 Box)
Health Insurance Committee; Category Code: 0720-21 (2 Boxes)

Engineering Files for Destruction:

8 Boxes:

Correspondence; Category Code: 0105-10 (2 Boxes)
Departmental Contracts and Agreements; Category Code: 0600-11 (1 Box)
Grading Permits & Inspections; Category Code: 1000-70 (1 Box)
Time Cards; Category Code: 0450-20 (4 Boxes)

Traffic Engineering Files for Destruction:

6 Boxes:

Accident Information; Category Code: 1050-10 (3 Boxes)
Traffic Studies/Surveys, General; Category Code: 1050-45 (3 Boxes)

Design Engineering Files for Destruction:

1 Box:

Departmental Reports & Studies; Category Code: 0110-20 (1 Box)

Fire Files for Destruction:

36 Boxes:

Comment Cards (Customer); Category Code: 0100-26 (2 Boxes)
Public Records Requests; Category Code: 0670-65 (1 Box)
Run Reports, Fire Incident; Category Code: 0310-10 (32 Boxes)
Time Cards; Category Code: 0450-20 (1 Box)

HARRF Files for Destruction:

6 Boxes:

Pending Purchases; Category Code: 0470-18 (2 Boxes)

Time Cards; Category Code: 0450-20 (4 Boxes)

Housing Files for Destruction:

132 Boxes:

Agendas; Category Code: 0610-30 (1 Box)

AIS Contract Case File; Category Code: 0260-05 (1 Box)

CDBG Project Files; Category Code: 0870-11 (11 Boxes)

Complaints, Mobile Homes; Category Code: 0697-07 (1 Box)

Departmental Reports & Studies; Category Code: 0110-20 (4 Boxes)

Funding Program HOMES; Category Code: 0873-01 (72 Boxes)

Housing Rehabilitation; Category Code: 0875-20 (11 Boxes)

Mountain Shadow Mobile Home Parks; Category Code: 0875-32 (11 Boxes)

Relocation Assistance Program; Category Code: 0875-11 (1 Box)

Senior Housing Program; Category Code: 0875-14 (12 Boxes)

Small Family/New Construction Program; Category Code: 0875-13 (2 Boxes)

The Views Mobile Home Park; Category Code: 0875-31 (5 Boxes)

CDBG Files for Destruction:

10 Boxes:

CDBG Project Files; Category Code: 0870-11 (4 Boxes)

Community Problem Solving; Category Code: 0260-60 (1 Box)

Community/Group Projects; Category Code: 0260-55 (3 Boxes)

Departmental Reports and Studies; Category Code: 0110-20 (1 Box)

Homelessness Services; Category Code: 0260-45 (1 Box)

Human Resources Files for Destruction:

58 Boxes:

Accounts Payable Detailed Information; Category Code: 0470-11 (2 Boxes)

Eligibility Lists; Category Code: 0750-70 (56 Boxes)

Information Systems Files for Destruction:

1 Box:

Time Cards; Category Code: 0450-20 (1 Box)

Library Files for Destruction:

5 Boxes:

Daily Cash Reports; Category Code: 0480-15 (5 Boxes)

Payroll Files for Destruction:

84 Boxes:

Accounts Payable; Category Code: 0470-10 (7 Boxes)

Deferred Compensation Funds Reports; Category Code: 0460-10 (4 Boxes)
Direct Deposit Reports; Category Code: 0450-14 (8 Boxes)
Individual Employee Payroll Files; Category Code: 0450-14 (22 Boxes)
Leave Registry; Category Code: 0450-55 (17 Boxes)
Time Cards; Category Code: 0450-20 (26 Boxes)

Planning Files for Destruction:

8 Boxes:

Audio Cassette Tapes – Council Meeting; Category Code: 1220-10 (7 Boxes)
Meeting Notices; Category Code: 0120-45 (1 Box)

Public Works Files for Destruction:

72 Boxes:

Billings & Receipts; Category Code: 0480-25 (10 Boxes)
Daily Cash Receipts; Category Code: 0480-15 (4 Boxes)
Departmental Contracts and Agreements; Category Code: 0600-11 (1 Box)
Departmental Personnel Files; Category Code: 0730-40 (1 Box)
Public Works Daily Work Logs; Category Code: 0900-40 (28 Boxes)
Time Cards; Category Code: 0450-20 (19 Boxes)
Underground Service Alerts; Category Code: 1010-60 (9 Boxes)

Risk Management Files for Destruction:

2 Boxes:

Departmental Contracts and Agreements; Category Code: 0600-11 (1 Box)
Departmental Reports & Studies; Category Code: 0110-20 (1 Box)

Utilities Files for Destruction:

5 Boxes:

Accounts Payable; Category Code: 0470-10 (1 Box)
Departmental Personnel Files; Category Code: 0730-40 (2 Boxes)
Meter Applications; Category Code: 1320-42 (1 Box)
Time Cards; Category Code: 0450-20 (1 Box)

Workers Comp. Files for Destruction:

6 Boxes:

Accounts Payable Detailed Information; Category Code: 0470-11 (1 Box)
Correspondence; Category Code: 0105-10 (1 Box)
Departmental Reports & Studies; Category Code: 0110-20 (3 Boxes)
Workers Compensation/LOA/SDI Reports; Category Code: 0450-35 (1 Box)