



City of Santa Ana
20 Civic Center Plaza, Santa Ana, CA 92701
Staff Report
July 1, 2025

TOPIC: Destruction of Obsolete City Records

AGENDA TITLE

Approve Destruction of Obsolete City Records

RECOMMENDED ACTION

Approve the destruction of obsolete records from the Community Development Agency, Planning and Building Agency, City Attorney's Office, and the Police Department in accordance with the retention schedule outlined in City Council Resolution 2013-014.

GOVERNMENT CODE §84308 APPLIES: No

DISCUSSION

On April 1, 2013, the City Council approved Resolution 2013-014 (Exhibit 1), establishing the Citywide Records Retention Schedule ("Schedule") for all City Agencies, Departments, and Offices. The Schedule, modeled after the California Secretary of State's guidelines, complies with the California Government Code and statutory requirements applicable to Santa Ana. It outlines minimum retention periods for City records and authorizes the respective department head the discretion to keep records beyond those periods.

In accordance with Section 5.B of the Resolution and the Santa Ana Municipal Code, the City Attorney must approve the destruction of City records. The City Attorney's Office has reviewed and approved the destruction of obsolete records submitted by the following departments:

- Community Development Agency
- Planning and Building Agency
- City Attorney's Office
- Police Department

Memorandums from each department, detailing the records proposed for destruction, are attached as Exhibits 2-5.

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The destruction of these records relieve the City of its current storage of outdated records. This action supports efficient records management and helps alleviate storage demands across departments.

FISCAL IMPACT

There is no fiscal impact associated with this item.

EXHIBIT(S)

1. [City Council Resolution 2013-014](#)
2. Request for Destruction of Records – Community Development Agency
3. Request for Destruction of Records – Planning and Building Agency
4. Request for Destruction of Records – City Attorney's Office
5. Request for Destruction of Records – Police Department

Submitted By: Michael L. Garcia, Executive Director of Community Development Agency; Ali Pezeshkpour, AICP, Acting Executive Director, Planning and Building Agency; Sonia R. Carvalho, City Attorney; Robert Rodriguez, Police Chief

Approved By: Alvaro Nuñez, City Manager