

REQUEST FOR COUNCIL ACTION



CITY COUNCIL MEETING DATE:

DECEMBER 1, 2020

TITLE:

**APPROVE DESTRUCTION OF
OBSOLETE CITY RECORDS**

CLERK OF COUNCIL USE ONLY:

APPROVED

- ☐ As Recommended
- ☐ As Amended
- ☐ Ordinance on 1st Reading
- ☐ Ordinance on 2nd Reading
- ☐ Implementing Resolution
- ☐ Set Public Hearing For _____

CONTINUED TO _____

FILE NUMBER _____

/s/ Kristine Ridge

CITY MANAGER

RECOMMENDED ACTION

Approve the requests for the destruction of obsolete records from City Manager's Office, Clerk of the Council Office, Community Development Agency, Finance and Management Services, and Santa Ana Police Department in accordance with the retention schedule outlined in City Council Resolution 2013-014.

DISCUSSION

On April 1, 2013, the City Council approved Resolution 2013-014 ("Resolution"). The resolution and accompanying Records Retention Schedule provides to the multiple agencies, departments, and offices of the City guidance on the retention of City records and how long the records need to be retained. The Schedule reflects the requirements of the Public Records Act, is modeled after the California Secretary of State's sample for local government, and incorporates other statutory periods applicable to Santa Ana. Each department makes discretionary decisions on whether to retain records past the minimum retention period requirements.

Section 5.B of the resolution and the City's municipal code require that the City Attorney approve the destruction of a City record. Accordingly, the Executive Directors for the City Manager's Office, Clerk of the Council Office, Community Development Agency, Finance and Management Services Agency, and Santa Ana Police Department provide lists of obsolete records proposed for destruction. A copy of each memorandum was reviewed by staff from the City Attorney's Office and approved by the City Attorney. Each memorandum is attached as an exhibit to this staff report (Exhibits 1-5). Destruction of these records will serve to benefit each office with more efficient access to files and support the City's current storage capacity to maintain these obsolete records.

FISCAL IMPACT

There is no fiscal impact associated with this action.

Submitted By: Daisy Gomez, Clerk of the Council

Exhibit: 1. Request for Destruction of Records – City Manager's Office

Destruction of Records Request

December 1, 2020

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2. Request for Destruction of Records – Clerk of the Council Office
3. Request for Destruction of Records – Community Redevelopment Agency
4. Request for Destruction of Records – Finance and Management Services
5. Request for Destruction of Records – Santa Ana Police Department



MEMORANDUM

To: Sonia Carvalho, City Attorney
City Attorney's Office

From: *RF* Rosa Flores, Secretary to the City Manager
City Manager's Office

Date: November 2, 2020

Re: REQUEST FOR DESTRUCTION OF RECORDS

The City Manager's Office requests your consent to destroy City records on the attached listing, in accordance with the retention schedule outlined in City Council Resolution 2013-14.


Attached is a listing of the records. If approved, please sign under Consent.

Thank you.

**CITY OF SANTA ANA
OBSOLETE RECORDS DESTRUCTION SCHEDULE
CITY MANAGER'S OFFICE
2020**

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	GOVT CODE
Agreements	Agency/Dept. Head Approved	Contracts entered into by the City relating to goods, services, legal settlements and programs	October 1, 2016 and prior	4 years	GC 34090
Correspondence	Council Requests	Forms used by the Mayor and Councilmembers to request information and/or staff actions	October 1, 2017 and prior	2 years	GC 34090 (d)
Correspondence	Incoming and Outgoing General Correspondence	"Loose" correspondence that cannot be legitimately attached to some major record series such as AGREEMENT or PROJECT (City Council)	October 1, 2017 and prior	2 years	GC 34090 (d)
Correspondence	Incoming and Outgoing General Correspondence	"Loose" correspondence that cannot be legitimately attached to some major record series such as AGREEMENT or PROJECT (City Manager's Office)	October 1, 2017 and prior	2 years	GC 34090 (d)
Payroll	Exception Sheets, Leave of Absence Forms, and related Payroll Reports	Mayor and City Council City Manager Office Staff	October 1, 2017 and prior	3 years	GC 34090 (d)
Reports	Accounts Payable	DPV forms, Petty Cash Receipts, Credit Card Statements	October 1, 2017 and prior	2 years	GC 34090
Travel Folders	Councilmembers and CMO Staff	Travel forms and related documentation	October 1, 2017 and prior	2 years	GC 34090

CONSENT:


Sonia R. Carvalho Date
City Attorney

AUDITED BY:

Rosa Flores Date
Secretary to the City Manager



MEMORANDUM

To: Sonia R. Carvalho, City Attorney **Date:** November 2, 2020

From Norma Mitre, Assistant Clerk of the Council

Subject: REQUEST FOR DESTRUCTION OF RECORDS

The Clerk of the Council requests your approval to destroy City records on the attached listing, in accordance with the retention schedule outlined in the City Council Resolution 2013-014.

Thank you.

Attachments:

Clerk of the Council Destruction Schedule

**CITY OF SANTA ANA
OBSOLETE RECORDS DESTRUCTION SCHEDULE
CLERK OF THE COUNCIL OFFICE**

December 2020

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	CODE
GENERAL RECORD	Payroll	Leave of Absence Requests (LOAs) and copy of departmental reports	Pay period, Year 2016-2017	2 years	GC 34090(d)
BOARDS & COMMISSIONS (B&C)	Applications for Boards & Commissions Committees – Not Selected	Applications for B&C positions received during a calendar year and not acted upon by the Council	Folder Year Date 2014-2017	2 years	GC 34090
	Applications for Boards, Commissions Selected Committees	Selected	Folder Year Date 2014-Prior	Current + 5 years	GC 34090
CLERK - ADMINISTRATION	Appeals – Santa Ana Municipal Code (SAMC) Chapter 3	Hearing Officer Reports, correspondence memoranda, and other documents relating to SAMC Chapter 3 appeals.	Appeal Application Date 2013 - 2017	C+ 2 years	GC Sec. 34090; SAMC Chapter 3
	Code of Ethics	Code of Ethics and Conduct certification)adopted June 2, 2008) submitted by elected officials and members of appointed boards, Commissions and Committees	Receipt Date 2016-Prior	T + 3 years; Laserfiche permanent	GC 34090
	Miscellaneous Correspondence	Includes both incoming and outgoing general correspondence, including letter and email along with citizen feedback; various files, not related to specific cases and not otherwise specifically covered by the retention schedule.	Folder Year Date 2016-2017	2 years	GC 34090

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	CODE
	Agenda Packets	Council Meeting, Successor Agency, Santa Ana Financing Authority, Commissions agenda packet materials, e.g., Requests for Council Action (RFCA's) and backup information on Council Agenda items - Originals can be imaged immediately for permanent retention, if desired. The imaged record can serve as the permanent record, if desired.	Folder Year Date 2016-2017	Hardcopy - 2 years, Imaging - Permanent (available from 2004 to present only)	GC 50115; GC 34090.5
FAIR POLITICAL PRACTICES (FPPC)	Campaign Statements – candidate for Mayor, City Council – not elected (originals)	Original statements of candidates and supporting committees for candidates for Mayor, City Council	Election 2005-2013	5 years (can image after 2 years)	GC 81009(b) GC 81009(g)
	Campaign Statements for other than Mayor, City Council; other campaign reports (originals)	Original Statements of all other persons and committees; other original reports and statements	Election 2007-2013	7 years (can image after 2 years)	GC 81009(c), (e) GC 81009(g)
	Ethics Training Records (AB 1234; effective 1/1/2006)	Records required to be kept under Gov. Code sections 53235.2 (effective 1/1/06). Records must show dates officials satisfied the training requirements and the entity that provided the training. Applies to boards and commissions, and elected officials.	Filing Year 2014- Prior	Hardcopy – 5 years after receipt of training; Laserfiche – permanent.	GC 53235.2
	Statements of Economic Interest – Form 700 (originals) (non-elected)	Originals of statements of designated employees	Filing Year 2011- 2012	7 years (can image after 2 years)	GC 81009 (e), (g)

**OBSOLETE RECORDS DESTRUCTION SCHEDULE
CLERK OF THE COUNCIL OFFICE
DECEMBER 2020**

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	CODE
PUBLIC RECORDS REQUEST	Public Records Request	Request from the public for documents retained by the City	Receipt Date 2016-2017	2 Years	GC 34090
CLERKS LOGS	Miscellaneous Logs	Log of documents received by the Clerk and other actions under various SAMC sections: • Alcoholic Beverage Control (ABC)	Folder Year Date 2015-2016	3 Years	GC 34090
COUNCIL MEETINGS	Agendas	Original Meeting Agendas: City Council, Redevelopment Agency, Successor Agency, Santa Ana Financing Authority, Special Meetings, Commissions – agendas and packets can be imaged immediately for permanent retention, if desired. A paper copy can be maintained for one year, if desired.	Folder Year Date 2016-2017	Hardcopy - 2 years; Imaging Copy - Permanent (2004 to present)	GC Sec. 34090; 34090.5
	Agenda Notices	Notices – Public Meetings including Special Meetings.	Folder Year Date 2016-2017	2 years	
	Agenda Publications	Affidavits of Publication / Posting - Proof of publication or posting of legal notices – examples of legal notices: Notice of Public Hearing, Notice of Lien, etc.	Folder Year Date 2016-2017	2 years	

**OBSOLETE RECORDS DESTRUCTION SCHEDULE
CLERK OF THE COUNCIL OFFICE
DECEMBER 2020**

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	CODE
OPEN CALENDARS	Open Calendars (Sunshine Provision)	The Santa Ana Municipal Code (SAMC) Chapter 2, Article II.III, Section 2-155 requires the Calendars of Certain Officers to be posted on the City's website. <ul style="list-style-type: none"> City Council and Executive Management Team calendars 	Year 2015-2016	3 Years	GC 34090

PREPARED BY:

N. A. Orozco 11/5/2020
 Norma Orozco Date:
 Deputy Clerk of the Council

CONSENT BY:

Daisy Gomez 11/18/20
 Daisy Gomez Date
 Clerk of the Council

RECORDS DESTROYED:

Number of Boxes : _____

APPROVED BY:

Laura A. Rossini 11/18/2020
 for Sonia R. Carvalho Date
 City Attorney



MEMORANDUM

To: Sonia Carvalho
City Attorney

Date: November 16, 2020

From: Steven A. Mendoza 
Community Development Executive Director

Subject: Request For Destruction Of Records

The Community Development Agency requests your consent to destroy the city records identified on the attached listing in accordance with the retention schedule outlined in City Council Resolution 2013-016.

**CITY OF SANTA ANA
OBSOLETE RECORDS DESTRUCTION SCHEDULE
COMMUNITY DEVELOPMENT AGENCY
2020**

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD DATES	REMARKS
Payroll	Time Exception Sheets	Forms to charge labor expenditures to applicable Fund and Activity other than home account	December 2012 and prior	
Payroll	Leave of Absence (except Med Leave, see Personnel)	Authorizing absence forms	December 2012 and prior	
Admin Services	Loan Files	Documents pertaining to the commercial rehab loans	Prior to 2000	Code of Civil Procedures Sec. 337 GC 34090
Admin Services	Agreements	Contracts entered into by the Agency and City relating to goods, services, legal settlements and program responsibilities; includes joint powers agreements.	January 1995 – July 2007	Code of Civil Procedures Sec. 337 GC 34090
Economic Development	Workforce Investment Act (WIA) and Special Projects	Participant payroll records (timecards, participant profiles, payroll printouts)	December 2012 and prior	29CFR, Part 97.42(b)(2)
Economic Development	Federal Empowerment Zone Grant	Contracts and other backup data for processing invoices	December 2009 and prior	
Economic Development	Workforce Investment Act (WIA) & Special Projects	Oversight and monitoring reports including backup data and program operator audit reports	June 2013 and prior	29CFR, Part 97.42(b)(2)
Economic Development	Workforce Investment Board (WIB)	Subgrantee agreements, plans, participant and fiscal reports	June 2009 and prior	29CFR, Part 97.42(b)(2)
Economic Development	Workforce Investment Act (WIA) & Special Projects	WIA Forms (enrollment and various participation forms)	FY 2011 – 2014	29CFR, Part 97.42(b)(2)
Economic Development	Workforce Investment Act (WIA) & Special Projects	WIA Forms (enrollment and various participation forms)	FY 2013 – 2014	29CFR, Part 97.42(b)(2)
Economic Development	Workforce Investment Act (WIA) & Special Projects	WIA Forms (enrollment and various participation forms)	Sep 2012 – July 2013	29CFR, Part 97.42(b)(2)
Economic Development	Workforce Investment Act (WIA) & Special Projects	WIA Forms (enrollment and various participation forms)	FY 2012 – 2013	29CFR, Part 97.42(b)(2)
Economic Development	Workforce Investment Act (WIA) & Special Projects	WIA Forms (enrollment and various participation forms)	FY 2009 – 2010 to 2013 – 2014	29CFR, Part 97.42(b)(2)

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD DATES	REMARKS
Economic Development	Workforce Investment Act (WIA) & Special Projects	WIA Forms (enrollment and various participation forms)	FY 2012 – 2014	29CFR, Part 97,42(b)(2)
Economic Development	Workforce Investment Act (WIA) & Special Projects	WIA Forms (enrollment and various participation forms)	FY 2012 – 2014	29CFR, Part 97,42(b)(2)
Economic Development	Workforce Investment Act (WIA) & Special Projects	Contracts and other backup data for processing invoices.	2010 – 2011 to 2013 – 2014	29CFR, Part 97,42(b)(2)
Economic Development	Workforce Investment Board (WIA) & Special Projects	Contracts and other backup data for processing	FY 2013 – 2014	29CFR, Part 97,42(b)(2)
Economic Development	Workforce Investment Board (WIB)	Subgrantee Agreements, plans, participant and fiscal reports.	FY 2013 – 2014	29CFR, Part 97,42(b)(2)
Economic Development	Workforce Investment Board (WIA) & Special Projects	Oversight and monitoring reports including backup data and program operator audit reports.	FY 2011 – 2012 2012 – 2013 & 2013 – 2014	29CFR, Part 97,42(b)(2)
Economic Development	Workforce Investment Board (WIA) & Special Projects	Original Procurement Documents (Proposals, RFP's, Rating Sheets)	2012 – 2013 & 2013 – 2014	29CFR, Part 97,42(b)(2)
Economic Development	Workforce Investment Board (WIB)	Subgrantee Agreements, plans, participant and fiscal reports. Meeting Records (agenda packets and minutes)	2011 – 2012, 2012 – 2013 & 2013 – 2014	29CFR, Part 97,42(b)(2)
Economic Development	Workforce Investment Board (WIA) & Special Projects	Oversight and monitoring reports including backup data and program operator audit reports.	FY 2012 – 2014	29CFR, Part 97,42(b)(2)

PREPARED BY:

Bianca L. Zurita 11/16/20
Bianca L. Zurita Date
Commission Secretary

CONSENT BY:

Steven Mendoza 11/16/2020
Steven Mendoza Date
CDA Executive Director

RECORDS DESTROYED:

40
Number of Boxes

APPROVED BY:

Sonia Carvalho for 11/17/2020
Sonia Carvalho Date
City Attorney



MEMORANDUM

To: Sonia R. Carvalho, City Attorney
City Attorney's Office

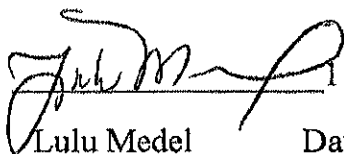
From: Lulu Medel, Payroll Manager
FMSA

Date: November 12, 2020

Re: **REQUEST FOR DESTRUCTION OF RECORDS**

The Clerk of the Council requests your consent to destroy city records on the attached listing, in accordance with the retention schedule outlined in City Council Resolution 2013-014

Thank you.

 11-12-2020
Lulu Medel Date

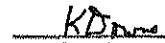
**CITY OF SANTA ANA
OBSOLETE RECORDS DESTRUCTION SCHEDULE
FINANCE AND MANAGEMENT SERVICES
2020**

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RETENTION PERIOD	RECORD DATES
PAYROLL	Attendance Reports	Daily attendance postings	10 years	2009 and prior
	Check Registers	Pay period employee earnings and deductions	10 years	2009 and prior
	W2's and EE Earning Report	YTD W2 Earnings (ER copies of W2)	4 years	2015 and prior
	Retirement	CalPERS Salary, gross, contribution reports	10 years	2009 and prior
	Quarterly Reports	State quarter earnings and tax reports	10 years	2009 and prior
	Leave of Absence (for Finance Dept only)	Authorizing absence forms	2 years	2017 and prior
	Exception Sheets	Labor expenditure charges to applicable Fund/Activity other than home account	3 years	2017 and prior

PREPARED BY:


11.19.2020
 Lulu Medel Date
 Payroll Manager
 Finance and Management Services

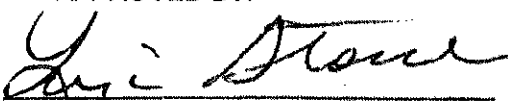
CONSENT BY:


 Kathryn Downs (Nov 19, 2020 09:33 PST)
 Kathryn Downs Date
 Executive Director of Finance

RECORDS DESTROYED:

30
 Number of Boxes

APPROVED BY:


 for Sonia R. Carvalho
 City Attorney Date



MEMORANDUM

To: Norma Mitre-Ramirez, Assistant Clerk of
the Council Office

August 10, 2020

Date:

Rita Ramirez, Police Administrative
Manager

From:

Subject: REQUEST FOR DESTRUCTION OF RECORDS

Attached you will find for your review, requests for the destruction of Workers Compensation files, along with requests for the destruction of Withdraws, Disqualification and Deselection candidate files. This request is submitted on behalf of the Personnel Unit – PD and are in accordance with the City's Records Destruction Policy.

If you have any questions or concerns, please let me know. You may contact me at 714-245-8620.

Respectfully submitted,


Rita Ramirez

**CITY OF SANTA ANA
OBSOLETE RECORDS DESTRUCTION SCHEDULE
POLICE DEPARTMENT**

Division Name:

POLICE HUMAN RESOURCES

Record Category	Record Series	Record Description	Record Dates
PERSONNEL	Name/attached	Workers' Comp Files	All 2012

Prepared by:

Name: Pati Ridge
Title: PT Administrative Aide
Date: 6/18/2020

Number of files to be destroyed: 142

=====

CONSENT BY:

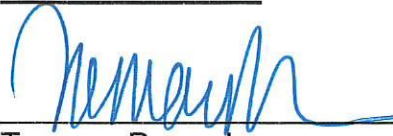


David Valentin
Chief of Police

6/29/20

Date

APPROVED BY:



Tamara Bogosian
Assistant City Attorney

6/23/20

Date

=====

Records destroyed by: Pati Ridge #330
Print Name & Badge #

Pati Ridge

Signature

Date of destruction: 7/1/20

Once your records have been destroyed return this form to the Records Manager and keep a copy of this form for your files.

**CITY OF SANTA ANA
OBSOLETE RECORDS DESTRUCTION SCHEDULE
POLICE DEPARTMENT**

Division Name:

POLICE HUMAN RESOURCES

Record Category	Record Series	Record Description	Record Dates
PERSONNEL	Name/attached	Workers' Comp Files	All 2013

Prepared by:

Name: Maria Martinez
Title: Secretary (PTCS)
Date: 6/18/2020

Number of files to be destroyed: 149

=====

CONSENT BY:




David Valentin
Chief of Police

6/29/20

Date

APPROVED BY:



Tamara Bogosian
Assistant City Attorney

6/23/20

Date

=====

Records destroyed by: Pati Ridge #3300

Print Name & Badge #



Signature

Date of destruction: 7/1/20

Once your records have been destroyed return this form to the Records Manager and keep a copy of this form for your files.

**CITY OF SANTA ANA
OBSOLETE RECORDS DESTRUCTION SCHEDULE
POLICE DEPARTMENT**

Division Name:

POLICE HUMAN RESOURCES

Record Category	Record Series	Record Description	Record Dates
PERSONNEL	Name/attached	Workers' Comp Files	All 2014

Prepared by:

Name: Maria Martinez
Title: Secretary (PTCS)
Date: 6/19/2020

Number of files to be destroyed: 141

=====

CONSENT BY:

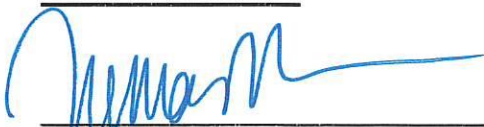


David Valentin
Chief of Police

6/29/20

Date

APPROVED BY:



Tamara Bogosian
Assistant City Attorney

6/23/20

Date

=====

Records destroyed by:

Pati Ridge #3300

Print Name & Badge #

Pati Ridge

Signature

Date of destruction: 7/7/2020

Once your records have been destroyed return this form to the Records Manager and keep a copy of this form for your files.

**CITY OF SANTA ANA
OBSOLETE RECORDS DESTRUCTION SCHEDULE
POLICE DEPARTMENT**

Division Name: POLICE PERSONNEL SECTION

Record Category	Record Series	Record Description	Record Dates
PERSONNEL	Name/attached	Withdraws, Disqualifications, Deselected	Jan – Dec 2013

Prepared by:

Name: Pati Ridge


Title: P/T Administrative Aide

Date: 1/14/20

Number of background files to be destroyed: 109

=====

CONSENT BY:




David Valentin, Chief of Police
Police Department

1/15/20

Date

APPROVED BY:



Tamara Bogosian
Assistant City Attorney

1/21/20

Date

Records destroyed by: Pati Ridge #3300

Print Name & Badge #

Pati Ridge

Signature

Date of destruction: 6/10/20

Once your records have been destroyed return this form to the Records Manager and keep a copy of this form for your files.

**CITY OF SANTA ANA
OBSOLETE RECORDS DESTRUCTION SCHEDULE
POLICE DEPARTMENT**

Division Name: POLICE PERSONNEL SECTION

Record Category	Record Series	Record Description	Record Dates
PERSONNEL	Name/attached	Withdraws, Disqualifications, Deselected	Jan – Dec 2012

Prepared by:

Name: Pati Ridge

Title: P/T Administrative Aide

Date: 1/14/20

Number of background files to be destroyed: 107

=====

CONSENT BY:



David Valentin, Chief of Police
Police Department

1/15/20

Date

APPROVED BY:



Tamara Bogosian
Assistant City Attorney

1/21/20

Date

Records destroyed by: _____

Pati Ridge #3300

Print Name & Badge #



Signature

Date of destruction: 1/22/20

Once your records have been destroyed return this form to the Records Manager and keep a copy of this form for your files.