



City of Santa Ana
20 Civic Center Plaza, Santa Ana, CA 92701
Staff Report
September 19, 2023

TOPIC: Destruction of Obsolete City Records

AGENDA TITLE

Approve Destruction of Obsolete City Records.

RECOMMENDED ACTION

Approve the request for the destruction of obsolete records from the Finance & Management Services 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"). This Resolution 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.

City staff compiled the Citywide Records Retention Schedule ("Schedule") which sets forth the retention period for a particular record. 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.

The Schedule attached to the Resolution is broken down into multiple sections covering the varied responsibilities and minimum retention periods applicable to each.

Section 5.B of this Resolution and the City's Municipal Code requires that the City Attorney approve the destruction of a City record. Accordingly, Finance has prepared a list of obsolete records proposed for destruction in the form of a memorandum. A copy of the memorandum was reviewed by staff from the City Attorney's Office and approved by the City Attorney. The memorandum is attached as an exhibit to this staff report. Destruction of these records will serve to benefit each office with more efficient access to files and alleviate the City's storage needs to maintain obsolete records.

FISCAL IMPACT

There is no fiscal impact associated with this item.

EXHIBIT

1. Request for Destruction of Records – Finance & Management Services

Submitted By: Kathryn Downs, FMSA Executive Director

Approved By: Kristine Ridge, City Manager