



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Destruction of Records Retained by the City Clerk's Office

MEETING DATE: August 6, 1997

PREPARED BY: City Clerk

RECOMMENDED ACTION: That the City Council adopt the attached resolution approving the destruction of certain records retained by the City Clerk's Office.

BACKGROUND INFORMATION: Following and on-site inspection of the long-term storage area, it is my recommendation that the following records be destroyed:

1. Regular and Special Council Meeting packets over two years old
(Copies of these documents are incorporated in the legislative index filing system)
2. Shirtsleeve Session packets over two years old
3. Duplicate audited travel documents over two years old
(Originals are filed with the Finance Department)

An inventory of these files has been prepared and reviewed by the City Attorney and he has approved the destruction of these records pursuant to State Statute.

Alice M. Reimche
Alice M. Reimche
City Clerk

APPROVED: _____

H. Dixon Flynn
H. Dixon Flynn -- City Manager

RESOLUTION NO. 97-103

A RESOLUTION OF THE LODI CITY COUNCIL
AUTHORIZING DESTRUCTION OF CERTAIN RECORDS
RETAINED BY THE CITY CLERK'S OFFICE

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WHEREAS, in accordance with Government Code Section 34090, the City Attorney has filed his written consent to the destruction of certain records retained by the City Clerk's Office, an inventory of which is attached hereto, marked Exhibit A, and thereby made a part hereof;

NOW, THEREFORE, BE IT RESOLVED by the Lodi City Council that:

1. The records heretofore identified are no longer required.
2. The Lodi City Council finds that the City Attorney has given his written consent to the destruction of the records inventoried on Exhibit A attached hereto and the destruction of those records is hereby authorized.

Dated: August 6, 1997

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I hereby certify that Resolution No. 97-103 was passed and adopted by the City Council of the City of Lodi in a regular meeting held August 6, 1997, by the following vote:

AYES: COUNCIL MEMBERS -
NOES: COUNCIL MEMBERS -
ABSENT: COUNCIL MEMBERS -
ABSTAIN: COUNCIL MEMBERS -

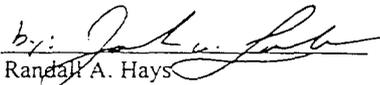
ALICE M. REIMCHE
City Clerk

OFFICE OF THE CITY CLERK

The City Clerk's Office hereby requests your approval to destroy the following records:

1. Regular and Special Council Meeting packets over two years old
2. Shirtsleeve Session packets over two years old
3. Duplicate audited travel documents over two years old (originals filed with the Finance Dept.)

APPROVAL TO DESTROY

by: 
Randall A. Hays
City Attorney