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OFFICE OF THE
CITY CLERK

CITY OF SACRAMENTO
CALIFORNIA

CITY HALL
915 I STREET, ROOM 304
SACRAMENTO, CA
95814-2671

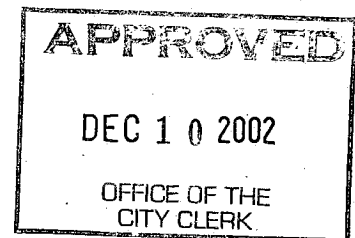
PH 916-264-5427
FX 916-264-7672

www.cityofsacramento.org

November 25, 2002

City Council
City Hall
Sacramento, California

Honorable Members in Session:



**SUBJECT: AUTHORIZATION FOR THE DESTRUCTION OF CERTAIN RECORDS IN
THE OFFICE OF THE CITY CLERK**

LOCATION AND COUNCIL DISTRICT: D-All

RECOMMENDATION: ADOPT RESOLUTION

CONTACT PERSON: Valerie Burrowes, City Clerk [808-5442]

FOR COUNCIL MEETING OF: December 10, 2002

SUMMARY:

As part of the city-wide records management program that is currently in progress, the Office of the City Clerk has identified specific records that are no longer required to conduct business, and are authorized by law to destroy with the approval of the City Attorney and City Council. Destruction of these unnecessary records will result in efficiency gains, space and off-site storage cost savings.

COMMITTEE/COMMISSION ACTION: N/A

BACKGROUND:

The City is developing a robust records management program, including Records Retention Schedules for each department and city-wide policies and procedures to manage and destroy unnecessary records. In August of 2002, Sacramento selected Gladwell Governmental Services, Inc., an expert in local government records, to assist in the development of a comprehensive retention schedule for the city, prepare records management procedures and conduct employee training. The purpose of a records management program is to apply efficient and economical methods to the creation, utilization, maintenance, retention, preservation and disposal of all City records.

FINANCIAL CONSIDERATIONS:

There will be an undetermined savings in labor, space and off-site storage as well as some minor costs associated with document destruction.

ENVIRONMENTAL DETERMINATION:

This action does not have the potential for causing an effect on the environment and is therefore exempt under CEQA Guidelines, Categorical Exemption Section 15061(b)(3).

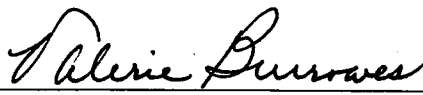
POLICY CONSIDERATIONS:

This action is in compliance with Government Code Section 34090 et. seq

ESBD CONSIDERATIONS:

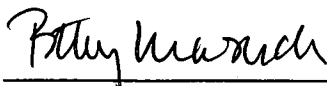
No goods or services are being purchased

Respectfully submitted,



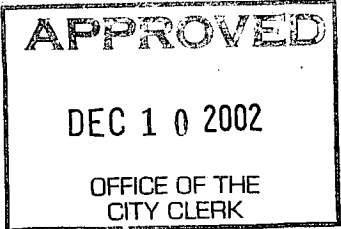
VALERIE A. BURROWES,
City Clerk

APPROVED:



ROBERT P. THOMAS
City Manager

6/



RESOLUTION NO. 2002-818

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SACRAMENTO AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS IN THE CUSTODY OF THE CITY CLERK

WHEREAS, Government Code Section 34090 et.seq. authorizes City Department Heads to destroy certain City records, documents, instruments, books or papers, without making a copy thereof, after the same are no longer required with the approval of the legislative body by resolution, and the written consent of the City Attorney;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sacramento that it does hereby authorize the City Clerk specified in Exhibit "A", attached hereto and by this reference made a part hereof, to destroy the City records, documents, books or papers, under her charge as described in that certain Exhibit "A".

Mayor

ATTEST:

City Clerk

FOR CITY CLERK USE ONLY

RESOLUTION NO. _____

DATE ADOPTED: _____

DEPARTMENT: CITY CLERK
PREPARED BY: Valerie Burrowes

RECORDS DESTRUCTION LIST

Approved: Valerie A. Burrowes Date: 11-25-02
City Clerk
Richard E. Archibald Date: 12-04-02
City Attorney

BOX/LOCATION	DESCRIPTION	DATES	
		FROM	TO
095188013/Storage	Council Agenda Packets	01/06/70	01/29/70
095188050/Storage	Council Agenda Packets	02/05/70	03/12/70
095188048/Storage	Council Agenda Packets	03/19/70	04/16/70
095188087/Storage	Council Agenda Packets	04/23/70	05/14/70
095188081/Storage	Council Agenda Packets	05/19/70	06/11/70
095188165/Storage	Council Agenda Packets	06/18/70	07/09/70
095188167/Storage	Council Agenda Packets	07/16/70	08/13/70
095188085/Storage	Council Agenda Packets	08/20/70	10/07/70
095188089/Storage	Council Agenda Packets	10/08/70	11/19/70
095188091/Storage	Council Agenda Packets	11/23/70	12/29/70
095188015/Storage	Council Agenda Packets	01/07/71	02/18/71
095188192/Storage	Council Agenda Packets	02/25/71	03/25/71
095187989/Storage	Council Agenda Packets	04/01/71	05/10/71
095187987/Storage	Council Agenda Packets	05/13/71	06/15/71
095187982/Storage	Council Agenda Packets	06/17/71	07/15/71
095188212/Storage	Council Agenda Packets	07/22/71	08/19/71
095187985/Storage	Council Agenda Packets	08/26/71	09/30/71
095187990/Storage	Council Agenda Packets	10/07/71	11/18/71
095187950/Storage	Council Agenda Packets	11/23/71	12/30/71
095187949/Storage	Council Agenda Packets	01/06/72	02/24/72
095187978/Storage	Council Agenda Packets	03/02/72	03/30/72
095187991/Storage	Council Agenda Packets	04/06/72	05/04/72

FOR CITY CLERK USE ONLY

RESOLUTION NO. _____

DATE ADOPTED: _____

095187979/Storage	Council Agenda Packets	05/11/72	06/08/72
095187980/Storage	Council Agenda Packets	06/14/72	07/06/72
095187981/Storage	Council Agenda Packets	07/12/72	08/03/72
095188022/Storage	Council Agenda Packets	08/10/72	09/07/72
095188057/Storage	Council Agenda Packets	09/14/72	10/19/72
095188071/Storage	Council Agenda Packets	10/26/72	11/21/72
095188016/Storage	Council Agenda Packets	11/30/72	12/27/72
095188056/Storage	Council Agenda Packets	01/04/73	02/08/73
095188083/Storage	Council Agenda Packets	02/15/73	03/15/73
095188084/Storage	Council Agenda Packets	03/22/73	04/05/73
095188080/Storage	Council Agenda Packets	04/10/73	05/03/73
095188070/Storage	Council Agenda Packets	05/10/73	05/24/73
095187976/Storage	Council Agenda Packets	05/30/73	06/14/73
095188191/Storage	Council Agenda Packets	06/19/73	07/03/73
095188180/Storage	Council Agenda Packets	07/05/73	07/24/73
095188154/Storage	Council Agenda Packets	07/26/73	08/02/73
095187992/Storage	Council Agenda Packets	08/07/73	08/28/73
095188037/Storage	Council Agenda Packets	08/30/73	09/20/73
095188201/Storage	Council Agenda Packets	09/27/73	10/18/73
095188207/Storage	Council Agenda Packets	10/25/73	11/15/73
095188039/Storage	Council Agenda Packets	11/20/73	12/13/73
095188075/Storage	Council Agenda Packets	12/20/73	12/27/73
095188074/Storage	Council Agenda Packets	01/03/74	01/31/74
095188179/Storage	Council Agenda Packets	02/07/74	02/28/74
095188034/Storage	Council Agenda Packets	03/07/74	03/21/74
095187937/Storage	Council Agenda Packets	03/28/74	04/11/74
095187993/Storage	Council Agenda Packets	04/18/74	05/02/74
095187940/Storage	Council Agenda Packets	05/09/74	05/23/74
095188147/Storage	Council Agenda Packets	05/30/74	06/06/74
095188153/Storage	Council Agenda Packets	06/13/74	06/27/74
095187955/Storage	Council Agenda Packets	07/02/74	07/18/74
095187994/Storage	Council Agenda Packets	07/22/74	08/06/74
095187988/Storage	Council Agenda Packets	08/08/74	08/20/74
095187775/Storage	Council Agenda Packets	08/27/74	09/12/74
095188007/Storage	Council Agenda Packets	09/19/74	10/03/74
095187778/Storage	Council Agenda Packets	10/10/74	10/24/74

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RESOLUTION NO. _____

DATE ADOPTED: _____

095187971/Storage	Council Agenda Packets	10/31/74	11/21/74
095187770/Storage	Council Agenda Packets	11/26/74	12/12/74
095187974/Storage	Council Agenda Packets	12/19/74	12/26/74
095188049/Storage	Council Agenda Packets	01/02/75	01/30/75
095188047/Storage	Council Agenda Packets	02/06/75	02/20/75
095188072/Storage	Council Agenda Packets	02/27/75	03/24/75
095188040/Storage	Council Agenda Packets	03/27/75	04/10/75
095188042/Storage	Council Agenda Packets	04/17/75	05/07/75
095187948/Storage	Council Agenda Packets	05/08/75	05/29/75
095187926/Storage	Council Agenda Packets	05/30/75	06/16/75
095187995/Storage	Council Agenda Packets	06/19/75	07/03/75
095188029/Storage	Council Agenda Packets	07/07/75	07/31/75
095188010/Storage	Council Agenda Packets	08/04/75	08/21/75
095188005/Storage	Council Agenda Packets	08/28/75	09/18/75
095187986/Storage	Council Agenda Packets	09/25/75	10/16/75
095188035/Storage	Council Agenda Packets	10/23/75	11/13/75
095188018/Storage	Council Agenda Packets	11/20/75	12/11/75
095188038/Storage	Council Agenda Packets	12/13/75	12/30/75
095187975/Storage	Council Agenda Packets	01/06/76	01/27/76
095187718/Storage	Council Agenda Packets	02/03/76	02/17/76
095187695/Storage	Council Agenda Packets	02/24/76	03/06/76
095187800/Storage	Council Agenda Packets	03/09/76	03/18/76
095187973/Storage	Council Agenda Packets	03/23/76	04/06/76
095188059/Storage	Council Agenda Packets	04/13/76	04/20/76
095187721/Storage	Council Agenda Packets	04/27/76	05/04/76
095187692/Storage	Council Agenda Packets	05/11/76	05/25/76
095187730/Storage	Council Agenda Packets	06/01/76	06/15/76
095188021/Storage	Council Agenda Packets	06/17/76	06/29/76
095188026/Storage	Council Agenda Packets	07/02/76	07/13/76
095188030/Storage	Council Agenda Packets	07/15/76	07/27/76
095188195/Storage	Council Agenda Packets	07/29/76	08/17/76
095188148/Storage	Council Agenda Packets	08/24/76	09/07/76
095188078/Storage	Council Agenda Packets	09/14/76	09/21/76
095188023/Storage	Council Agenda Packets	09/28/76	10/05/76
095188200/Storage	Council Agenda Packets	10/12/76	11/04/76
095188062/Storage	Council Agenda Packets	11/09/76	11/16/76
095188025/Storage	Council Agenda Packets	11/23/76	12/07/76
095188069/Storage	Council Agenda Packets	12/14/76	12/28/76

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RESOLUTION NO. _____

DATE ADOPTED: _____