



# STAFF REPORT

## SAUSALITO CITY COUNCIL

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### AGENDA TITLE:

Approve list of Finance and Human Resources documents slated for destruction

### RECOMMENDED MOTION:

Authorize destruction of documents in accordance with the City's Records Retention Policy

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### SUMMARY

Following adoption of Resolution No. 4918, the City of Sausalito records retention schedule (the "schedule"), Council requested that a list of the initial documents slated for destruction be brought before the City Council for review and acknowledgement.

As a result of this request, a list of documents has been prepared for Council review. As noted by the signatures below, managers of the affected departments have approved of the documents to be destroyed. In addition to the Council's request to see this list of documents, the law requires that list must be approved by the City Attorney before the destruction of any records can take place.

### BACKGROUND

With the exception of the Police Department, the City of Sausalito has not actively implemented a records retention schedule until recently. In the mean time, boxes of inactive files and/or historical files have been moved into a storage room in City Hall. At this time, there is no room for additional files to be moved into this location.

Upon adoption of Resolution No. 4918, Council voiced concerns over the types of documents which should be destroyed. Therefore, at the meeting of October 2, 2007, Council requested that prior to the initial records destruction, a list be brought before them for review.

Following the adoption of the Records Retention Schedule, an assessment of the storage room where Administration and Finance/Human Resources file their inactive files was conducted. Based on the initial review, a list of documents was prepared for Council review. Staff has determined that these documents can be destroyed under the schedule and that they hold no historical value.

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Item #: 484  
Meeting Date: 3-25-2008  
Page #: 1

Upon Council approval of the list, records destruction may begin. It is likely that many more records in this storage room may be destroyed pursuant to the schedule, but because of the tight quarters, we were unable to completely review the contents of all the boxes. After the initial destruction takes place, we should be able to prepare additional lists for immediate destruction. Staff seeks Council direction on bringing lists of documents which can be destroyed under the schedule to the Council in the future for approving.

Within the next few months, the newly purchased records management system should be in place. This will allow for the scanning of historical documents prior to requesting the destruction of these records.

Since the City does not have the facilities to shred such large volumes of papers, we will need to rent the appropriate equipment. At the same time, it is our hope to hold a community shredding event whereby residents will also be allowed to take advantage of the City's shredding facilities.

## **ISSUES**

We are at a place in time, where active and inactive files are interspersed within the same file cabinets. Because of this, there is no room left to file active files in our file cabinets. Additionally, storage rooms have been filled to over capacity, and there is nowhere else to go.

If it is Council's desire to retain all or some of the documents that could be destroyed under the schedule, outside storage will need to be obtained. However, by destroying the documents of a non-historical nature, room will be made available. Additionally, with the capability of scanning and indexing coming within the next few months, non-permanent documents can then be scanned and ultimately destroyed.

## **FISCAL IMPACT**

The cost to contract with a mobile shredding company for a project such as this initial destruction of records will run between \$5.00 and \$8.00 per box, or very roughly \$500 to \$1,000.

Fiscal impacts for holding a "community shredding event" are unknown at this time. We are currently researching the cost to hold such an event.

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Item #: 434  
Meeting Date: 3-25-2008  
Page #: 2

## STAFF RECOMMENDATIONS

Staff recommends that Council agree to the list of documents slated for destruction as presented in the attachment to this report, and allow staff to proceed with the appropriate process for destruction of records.

Alternatively, Council can appoint a Council member, or member of the Historical Society, to physically view the documents and approve, or reject, the documents they deem appropriate for destruction.

Council direction is also requested to indicate whether or not lists of additional documents which can be destroyed in accordance with the schedule be brought to Council for review/approval.

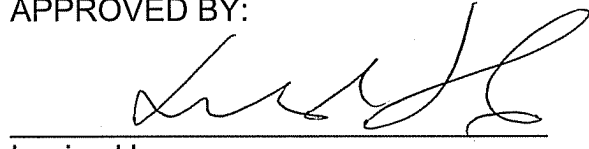
## ATTACHMENTS

List of documents slated for destruction.

PREPARED BY:

  
Debbie Pagliaro  
Assistant to the City Manager

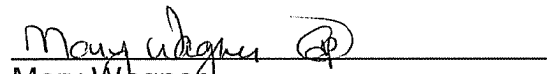
APPROVED BY:

  
Louise Ho  
Finance Director

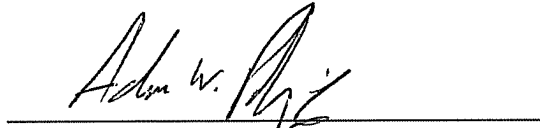
APPROVED BY:

  
Dale Vaughn  
Administrative Services Manager

APPROVED BY:

  
Mary Wagner  
City Attorney

SUBMITTED BY:

  
Adam W. Politzer  
City Manager

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Item #: 484  
Meeting Date: 3-25-2008  
Page #: 3

**CITY OF SAUSALITO  
RECORDS DESTRUCTION VERIFICATION LIST**

**MARCH 25, 2008**

**Department: Finance: Administration Services, Accounting Services, and  
Human Resources**

Document Type	Space Taken (approx)	Retention
Accounts Payables Bills and backup materials Years 1994 through 2002 (and any years prior)	24 boxes	Audit+4 yrs
Accounts Receivables Counter receipts Years 1991through 2002 (and any years prior)	8 boxes	Audit+4 yrs
Resident Parking Permits Actual permits, never used prior to 2008	1 box	n/a
Payroll Time Sheets Years 1974-2002	3 boxes	Closed+4 yrs
Parking Lot Receipts (ie: Deposits/Receipts) Through the Year 2002	1 box	Audit+4 yrs
Issued Bus Permits (accounts receivables) Years 2000 through 2002 (and any years prior)	1 box	Audit+4 yrs
Memo stationery (outdated)	½ box	n/a
Accounts Payable Checks NCR copies Years 1995 through 2001 (and any years prior)	2 boxes	Audit+5 yrs

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Item #: 484  
Meeting Date: 3-25-2008  
Page #: 5

Paychecks – cancelled Year 1997-2001 (and any years prior)	1 box	Audit+5 yrs
Paychecks NCR copies Years 1995-2001 (and any years prior)	2 boxes	Audit+5 yrs
Recruitment Files Years 1987 through 2002 (and any years prior)	2 boxes	Cur yr+2 yrs
Business Licenses Years 1990 through 2001 (and any years prior)	3 boxes	Term+4 yrs
Employment Records, Terminated Terminated prior to 2003	3 boxes	Term+5 yrs
Deposit Slips Through the Year 2002	2 boxes	Audit+4 yrs

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Item #: 484  
 Meeting Date: 3-25-2008  
 Page #: 6