



STAFF REPORT

SAUSALITO CITY COUNCIL

AGENDA TITLE:

Approve list of Planning and Engineering documents slated for destruction

RECOMMENDED MOTION:

Authorize destruction of documents in accordance with the City's Records Retention Policy and as listed in the May 20, 2008 Records Destruction Verification Lists

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

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. Council continues to reinforce their desire to approve all lists of documents scheduled for destruction.

Since Council's last authorization, staff has continued to examine boxes of documents that have been placed into storage. The majority of these documents were found in storage at the MLK property. These documents are not of historical nature and are being earmarked to go directly to shredding. Upon Council approval of these lists, destruction of these records will take place.

ISSUES

Staff does not anticipate any issues. Documents being presented to Council have no value or are copies of original documents found in other departments.

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THESE DOCUMENTS ARE NOT SCHEDULED FOR SCANNING PRIOR TO DESTRUCTION.

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 \$72.00 to \$96.00.

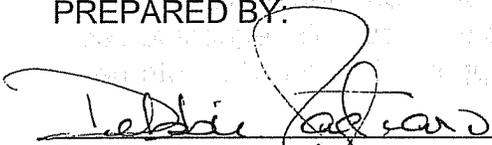
STAFF RECOMMENDATIONS

Staff recommends that Council authorize destruction of documents in accordance with the City's Records Retention Policy and as listed in the May 20, 2008 Records Destruction Verification Lists.

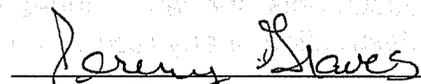
ATTACHMENTS

Planning Department Records Destruction Verification List
Engineering Department Records Destruction Verification List

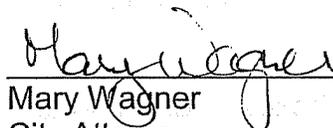
PREPARED BY:


Debbie Pagliaro
Assistant to the City Manager

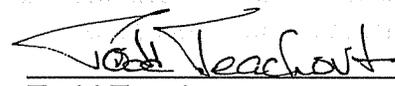
REVIEWED BY:


Jeremy Graves
Community Development Director

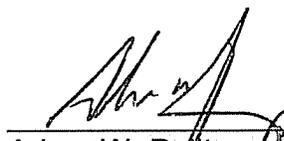
REVIEWED BY:


Mary Wagner
City Attorney

REVIEWED BY:


Todd Teachout
City Engineer

SUBMITTED BY:


Adam W. Politzer
City Manager

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**CITY OF SAUSALITO
RECORDS DESTRUCTION VERIFICATION LIST**

MAY 20, 2008

Department: PLANNING

<u>Document Type</u>	<u>Required Retention Schedule</u>	<u>Request to Destroy</u>
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Planning Commission Actions Taken (these are superseded by approved minutes)		thru 2003
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Planning Commission Meeting Tapes	6 mos.	thru 2003
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CITY OF SAUSALITO
RECORDS DESTRUCTION VERIFICATION LIST

MAY 20, 2008

Department: ENGINEERING

<u>Document Type</u>	<u>Required Retention Schedule</u>	<u>Request to Destroy</u>
Traffic Collision Report (copies of documents maintained in another department)	CL+2	thru 2002
Switers Reports (State generated traffic report)	CL+2	thru 2002

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