



STAFF REPORT

SAUSALITO CITY COUNCIL

AGENDA TITLE:

Approve list of Finance documents slated for destruction

RECOMMENDED MOTION:

Authorize destruction of documents in accordance with the City's Records Retention Policy and as listed in the July 19, 2010 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. This was done; however, it also prompted additional discussions on what should or should not be destroyed. As a result of those discussions, Council requested that all records being readied for destruction be approved by Council.

Before Council tonight, is the list for the third purging of documents. 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

Since the adoption of Resolution No. 4918, Council has reviewed two sets of Document Verification Lists prior to their purging. As Council continues to reinforce their desire to approve these lists of documents scheduled for destruction, the third list for purging is being presented.

In an attempt to organize storage areas, staff continues to examine boxes of documents that have been placed in these areas. The documents currently under review come from the upstairs storage room at City Hall. 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.

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ISSUES

Staff does not anticipate any issues. Documents being presented to Council have no value or are copies of original documents located elsewhere.

THESE DOCUMENTS ARE NOT SCHEDULED FOR SCANNING PRIOR TO DESTRUCTION.

FISCAL IMPACT

The City of Sausalito currently contracts with Shred-It for monthly, confidential document shredding. The cost for the destruction of approximately 30 boxes for this project will run between \$5.00 and \$8.00 per box, or very roughly \$150.00 to \$240.00.

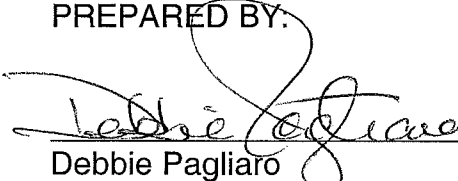
STAFF RECOMMENDATIONS

Staff recommends that Council authorize destruction of the documents presented, in accordance with the City's Records Retention Policy, and as listed in the July 19, 2010 Records Destruction Verification Lists.

ATTACHMENTS

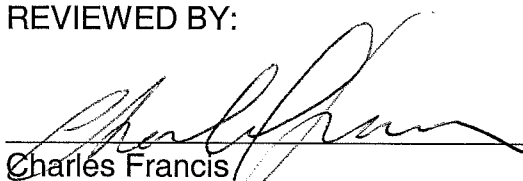
Finance Department Records Destruction Verification List
Resolution No.4918 – City of Sausalito Records Retention Schedule

PREPARED BY:



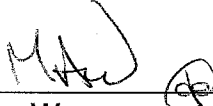
Debbie Pagliaro
Assistant to the City Manager

REVIEWED BY:



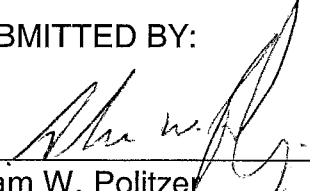
Charles Francis
Admin Services Manager/Treasurer

REVIEWED BY:



Mary Wagner
City Attorney

SUBMITTED BY:



Adam W. Politzer
City Manager

**CITY OF SAUSALITO
RECORDS DESTRUCTION VERIFICATION LIST**

July 19, 2010

Department: FINANCE

<u>Document Type</u>	<u>Required Retention Schedule</u>	<u>Request to Destroy</u>
Accounts Payable check copies	A+4	thru FY2004-5
Accounts Payable documentation	A+4	thru FY2004-5
Bank Statements	A+5	thru FY2003-4
Business License Applications	T+4	thru CY2005
Parking – Bus Permits Receipts	A+4	thru FY2004-5
Parking - Prox Card Reports	CL+2	thru CY2006
Risk Mgmt – Monthly Claims Loss Runs	CU+2	thru CY2007
Work Comp Monthly Reports	CU+5	thru CY2004

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