



Staff Report

TO: City Council
FROM: Nicole Wheelwright, Deputy City Clerk
DATE: March 5, 2024
SUBJECT: Request for Destruction of Retention Met Records

Description Authorization to dispose of records that have met retention per the adopted retention schedule.

Background and Analysis:

As set forth in the Records Retention Schedule, adopted by City Council on October 2, 2018, certain records have met their retention and are no longer required to be kept on file. An on-going audit of records is being conducted, in which each file of records is being evaluated for retention status based on the contents. Records retention of each file is based on the document with the longest retention. Once a file has met its retention requirement it can be submitted for request of destruction and must be approved by the City Attorney, City Manager, City Clerk and brought to Council for final approval by way of resolution.

The attached request of destruction of certain records has met all approval requirements and is being presented for final approval by Council.

Fiscal Impact:

City staff estimated the cost to prepare this report was \$85.

Recommended Action:

Waive the full reading and adopt by title only, "A Resolution of the City of Beaumont Authorizing Destruction of Certain Records in Accordance with the Records Retention Schedule Adopted by City Council."

Attachments:

- A. Resolution
- B. Exhibit A to Resolution