



OFFICE OF THE CITY CLERK

CITY HALL

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CITY COUNCIL STAFF REPORT

Meeting: August 2, 2016

Subject

Approval of the destruction of records from the City Clerk, City Manager, Human Resources, Public Works, and Recreation & Community Services (Quinlan Community Center and Senior Center) Departments.

Recommended Action

Adopt the draft resolution approving the destruction of records from the City Clerk, City Manager, Human Resources, Public Works, and Recreation & Community Services (Quinlan Community Center and Senior Center) Departments.

Discussion

The City Council has adopted a records retention schedule for the City of Cupertino, Resolution No. 13-094. The retention schedule determines that certain records in excess of two years old can be destroyed. The department request for permission to destroy all said records in excess of two years old as noted in the draft resolution attachment has been approved by the Department Head, City Clerk, and City Attorney.

Sustainability Impact

None

Fiscal Impact

None

Prepared by: Kirsten Squarcia, Deputy City Clerk

Reviewed by: Grace Schmidt, City Clerk

Approved for Submission by: David Brandt, City Manager

Attachments:

A - Draft Resolution