

OAKLAND CITY COUNCIL

FILED
OFFICE OF THE CITY CLERK
OAKLAND

RESOLUTION No. _____

C.M.S.

Margaret

2004 APR 28 PM 5:18

RESOLUTION AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS IN THE CARE AND CUSTODY OF THE OFFICE OF PARKS AND RECREATION (OPR)

WHEREAS, the State of California Government Code Section 34090 authorizes the head of a city department to destroy any city record, document, instrument, book or paper, under his charge, without making a copy thereof after the same is no longer required, provided the City Council approves the destruction by resolution and the City Attorney has consented in writing; and

WHEREAS, Government Code Section 34090 does not authorize the destruction of records affecting the title to real property or liens thereon, court records, records required to be kept by statute, records less than two years old, and the minutes, ordinances, or resolutions of the legislative body or of a city board or commission; and

WHEREAS, on February 25, 2003 the City Council passed Resolution No. 77659 C.M.S. establishing a City-wide records management and retention schedule; and

WHEREAS, the Office of Parks and Recreation is moving to its new office location at 250 Frank H. Ogawa Plaza and there are old files and records that are no longer useful or needed housed in the current OPR Main Office building at 1520 Lakeside Drive; and

WHEREAS, the Office of Parks and Recreation shall abide by Resolution No. 77659 C.M.S. and will work with the City Attorney in determining which files should be kept; and

WHEREAS, the Office of Parks and Recreation plans to destroy the following files that were created prior to 1998. The typical records include files regarding:

- Administration
- Finance and Accounting
- Personnel
- Recreation
- Reservations
- Sports permission slips, team rosters, and schedules

Now therefore be it

RESOLVED: That the Oakland City Council authorizes the Office of Parks and Recreation to begin the destruction of the records referenced above pursuant to state law and established City records management and retention schedule; and be it

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FURTHER RESOLVED: That pursuant to Government Code Section 34090 the following records shall not be destroyed: Records affecting the title to real property or liens thereon, court records, records less than two years old, and the minutes, ordinances, or resolutions of the legislative body or of a city board or commission.

FURTHER RESOLVED: That the Office of the City Attorney has approved this resolution and a copy will be on file in the Office of the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 20_____

PASSED BY THE FOLLOWING VOTE:

AYES- BROOKS, BRUNNER, CHANG, NADEL, QUAN, REID, WAN and PRESIDENT DE LA FUENTE

NOES-

ABSENT-

ABSTENTION-

ATTEST: _____
CEDA FLOYD
City Clerk and Clerk of the Council
of the City of Oakland, California

S-10.24CC

ORA/COUNCIL

MAY 18 2004

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CMTE~~

~~MAY 18 2004~~