

**CITY OF ALBANY
CITY COUNCIL AGENDA
STAFF REPORT**

Agenda Date: 04/07/08

Reviewed by: *BP*

Subject: Authorization to destroy records pursuant to Retention/Destruction Schedule, which was established by the City Council and the donation of certain records to the Albany Historical Society.

Report By: Jacqueline L. Bucholz, City Clerk

STAFF RECOMMENDATION

Adopt Resolution #08-17 – A Resolution of the Albany City Council Authorizing the Destruction of Certain Records and the Donation of Certain Records to the Albany Historical Society.

BACKGROUND

Pursuant to Government Code Section 34090 and the City's Retention/Destruction Schedule, I am submitting to Council a request to destroy certain City records as outlined in Exhibit A of Resolution #08-17.

The City Attorney has reviewed the records to be destroyed and has signed off on the destruction list.

The Albany Historical Society has requested certain documents and the City Attorney advised me to include in the Resolution language authorizing me to donate them to the Historical Society. These documents are outlined in Exhibit A of Resolution #08-17.

The City Attorney has also advised that the City have the Society sign a written document acknowledging receipt of the documents with a condition that they would not be used for any profit or commercial purpose, without the expressed written approval of the City, said approval being in the sole discretion of the City.

FINANCIAL IMPACT

Potential savings due to less need for storage

Attachment: Resolution No. 08-17