City of Anaheim
DEPARTMENT OF PUBLIC UTILITIES

DATE:        JUNE 10, 2008
FROM:        PUBLIC UTILITIES GENERAL MANAGER
SUBJECT:     RESOLUTION FOR DESTRUCTION OF CERTAIN CITY
             RECORDS OF THE PUBLIC UTILITIES DEPARTMENT MORE
             THAN TWO YEARS OLD

ATTACHMENT (Y/N):   YES          ITEM # 40

RECOMMENDATION:
That the City Council, by Resolution, authorize the destruction of certain Public Utilities
Department records that are more than two years old.

DISCUSSION:
The Public Utilities Department (Department) currently has inactive records located at
City Hall West (CHW). These records, listed in Exhibit A, are more than two years old,
are eligible for destruction in accordance with the Public Utilities Records Retention
Schedule, and are no longer needed or required in the normal course of the Department’s
business. There is no pending litigation or known claims for the records listed in Exhibit
A that require they be retained. As required by state law, the Resolution of Destruction
has been approved by City Attorney, Jack L. White.

IMPACT ON BUDGET:
Funds are available for records destruction with Certification of Destruction in Acct. No.
500-521-6117-7825. There is no impact to the general fund.

Respectfully submitted,

Marcie L. Edwards
Public Utilities General Manager

Attachment(s):
1. Resolution
2. Exhibit A – Destruction List