



STAFF REPORT

City Council

Meeting Date:

9/22/2026

Staff Report Number:

26-160-CC

Consent Calendar:

Consider and adopt a resolution authorizing the destruction of obsolete records

Recommendation

Staff recommends the City Council adopt a resolution authorizing the disposal of obsolete City records for the following departments: administrative services (human resources), city manager (city clerk) and police (Attachment A).

Policy Issues

The proposed action is consistent with the City's current policy and adopted records retention schedule (Attachment B).

Background

Section 2.54.110 of the Menlo Park Municipal Code (MPMC) authorizes the destruction of obsolete records according to the established retention schedule. It requires city attorney and City Council approval for requests for the destruction of original records.

The proposed resolution complies with the City's records retention schedule as amended May 26, 2020, by Resolution No. 6554. The proposed resolution allows for the annual destruction of obsolete records as defined by the City's record retention schedule.

The program provides for the efficient and proper management and protection of the City's records. The program also allows for the destruction of records deemed obsolete according to the City's adopted records retention schedule.

Analysis

The City is committed to managing its records according to best practices to ensure business, audit, legal and regulatory requirements are met. The California legislature has established guidelines, resources and support for retention of records by local governments and upon which the City's current schedule is largely based.

An adopted records retention schedule certifies the life, care and disposition of all agency records, and provides an agency with the legal authority to dispose of records entrusted in its care when they are no longer needed. Disposition may include sending appropriate records to an off-site storage facility, recycling unneeded records, and/or destroying unneeded records. Once records have fulfilled their administrative, fiscal or legal function, they should be disposed of as soon as possible in accordance with the established retention schedule.

Keeping records beyond the retention period causes a burden on staff with more documents to manage and may affect response time to public records requests. Compliance with the records retention schedule is highly recommended as it improves staff efficiency and customer service when the status of information is up-to-date and available when needed. State law governs the timeframe that cities must retain records and provides that certain categories of documents may be destroyed upon adoption of a resolution by the City Council.

Exhibits to Attachment A list the documents that exceed the timeframe for retention according to Government Code Sections 34090 and 34090.6 and MPMC Chapter 2.54. The proposed resolution authorizes the destruction of these obsolete records per the Records Retention Schedule.

Impact on City Resources

There is no direct impact on City resources associated with the action in this staff report.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines Sections 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. Resolution
- B. Hyperlink – Records retention schedule: www.menlopark.gov/files/sharedassets/public/v/1/city-managers-office/documents/city-clerk/resolutions/6554-records-retention-schedule-amendment.pdf

Report prepared by:

Sarah Sandoval, Deputy City Clerk

Judi A. Herren, Assistant to the City Manager/ City Clerk

Report reviewed by:

Stephen Stolte, Assistant City Manager

RESOLUTION NO. XXXX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
AUTHORIZING THE ANNUAL DESTRUCTION OF OBSOLETE CITY
RECORDS**

WHEREAS, the City of Menlo Park is committed to managing its records according to best practices to ensure business, audit, legal, historical and regulatory requirements are met; and

WHEREAS, the City of Menlo Park has an adopted Records Retention Schedule adopted Nov. 27, 2001, by City Council Resolution No. 5351 and amended May 26, 2020, by City Council Resolution No. 6554; and

WHEREAS, Section 2.54.110 of the Menlo Park Municipal Code governs the destruction of public records; and

WHEREAS, the City's Records Management Program and Section 2.54.110 of the Menlo Park Municipal Code provides for the efficient and proper management and protection of the City's records and allows for the destruction of records deemed obsolete according the City's adopted Records Retention Schedule.

NOW, THEREFORE BE IT RESOLVED, that the City of Menlo Park, acting by and through its City Council, having considered and been fully advised in the matter and good cause appearing therefore does hereby authorize the destruction of the obsolete records described in Exhibits A – C, attached hereto and incorporated herein by this reference.

BE IT FURTHER RESOLVED, that in accordance with Section 2.54.110 the Requests for Destruction of Obsolete Records have been forwarded to the city attorney for their written consent.

BE IT FURTHER RESOLVED, that once the records are destroyed, the city clerk will maintain all original Certificates of Destruction.

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the twenty-second day of September, 2026, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this ___ day of ___, 2026.

Judi A. Herren, City Clerk

Exhibits:

- A. Administrative Services – Human Resources
- B. City Manager's Office – City Clerk's Office
- C. Police Department

REQUEST FOR DESTRUCTION OF OBSOLETE RECORDS

Date: 9/4/2026

Department: Administrative Services – Human Resources (HR)

Current retention schedules show that the records listed below are now ready for destruction. Authorization by the parties listed below provides written consent to destroy these obsolete records in accordance with the retention schedule establish by City Council resolution and in accordance with Government Code Sections 34090 and 34090.6.

RECORD TITLE	DATES OF RECORDS	RETENTION PERIOD (years)*
503-02 RECRUITMENT CLOSED POSITIONS	12/2004	5
RECRUITMENT FISCAL 06-07	06/2007	3
RECRUITMENTS	1 /2003	20
RECRUITMENT 2007	11/2006	10
RECRUITMENTS 2008	6 /2008	10
2007 RECRUITMENTS	6 /2007	10
2007 RECRUITMENTS	6 /2007	10
RECRUITMENTS FY11-12	07/2011	5
2007 RECRUITMENTS	01/2007	10
2008 RECRUITMENTS	01/2008	10
2008 RECRUITMENTS	01/2008	10
2006 RECRUITMENTS	01/2006	10
RECRUITMENT FILES 2014	12/2014	3
RECRUITMENT FILES 2013 - 2014	12/2014	3
RECRUITMENT FILES 2013	12/2013	3
2014-2015 MISC PAYROLL CHECK	12/2015	10
2011 RECRUITMENTS BOX 2 OF 2	01/2011	10
2011 RECRUITMENTS BOX 1 OF 2	01/2011	5
2010 RECRUITMENTS	01/2010	5
PANEL BINDERS FY 15-16	07/2015	5
PANEL BINDER FY 15-16	07/2015	5
503-02 RECRUITMENT CLOSED POSITION FILE - MAINTENANCE I - TREES - 11/97	11/1997	5
503-02 RECRUITMENT CLOSED POSITION FILE - ACCOUNTING TECHNICIAN - 7/98	07/1998	15
503-02 RECRUITMENT CLOSED POSITION FILE - CONSTRUCTION SUPERVISOR - 7/98	07/1998	5
503-02 RECRUITMENT CLOSED POSITION FILE - MAINTENANCE TREES - 9/98	09/1998	5
501-03 BASIC POLICE EVALUATION - JOYCE KIESNOWSKI	10/1988	15
503-02 Recruitment Closed Position Files	01/1999	15
503-02 RECRUITMENT CLOSED POSITION FILE - CUSTODIAN PREVIOUS PROCESS 7/99	07/1999	5
503-02 RECRUITMENT CLOSED POSITION FILE - ENGINEER I	10/1999	5
503-02 RECRUITMENT CLOSED POSITION FILES - SUPERVISING ENGINEER	10/1999	5
503-02 RECRUITMENT CLOSED POSITION - LIBRARY ASSISTANT III	10/1999	5
503-02 RECRUITMENT CLOSED POSITION FILES - LIBRARY ASSISTANT - BELLE HAVEN	10/1999	5
503-02 RECRUITMENT CLOSED POSITION FILE - LIBRARY ASSISTANT TECHNICAL SERVICES	10/1999	15
503-02 RECRUITMENT CLOSED POSITION FILE - ACCOUNTING TECHNICIAN	10/1999	15

503-02 RECRUITMENT CLOSED POSITION FILE - ACCOUNT CLERK II	10/1999	15
503-02 RECRUITMENT CLOSED POSITION FILE - URBAN FORESTRY SPECIALIST	10/1999	5
503-02 RECRUITMENT CLOSED POSITION FILES - DIRECTOR OF PUBLIC WORKS	10/1999	5
503-02 RECRUITMENT CLOSED POSITION FILE - SECRETARY - PART TIME	10/1999	5
503-02 RECRUITMENT CLOSED POSITION FILE - MAINTENANCE I - TREES 10/99	10/1999	5
503-02 RECRUITMENT CLOSED POSITION FILE - BUILDING CUSTODIAN I	10/1999	5
503-02 RECRUITMENT CLOSED POSITION FILE - CUSTODIAN PREVIOUS PROCESS 12/99	12/1999	5
503-02 RECRUITMENT CLOSED POSITION FILE - CUSTODIAN PREVIOUS PROCESS 1/00	01/2000	5
503-02 RECRUITMENT CLOSED POSITION FILE - FINANCIAL ANALYST - 2/28/00	02/2000	15
503-02 RECRUITMENT CLOSED POSITIONS	07/2002	15
503-02 RECRUITMENT CLOSED POSITION FILE - MAINTENANCE I - PARKS - 08/00	08/2000	5
503-02 RECRUITMENT CLOSED POSITION FILE - COMPUTER SUPPORT 09/00	09/2000	5
503-02 RECRUITMENT CLOSED POSITION FILE - SECRETARY 9/00	09/2000	5
503-02 RECRUITMENT CLOSED POSITION FILE - COMPUTER SOFTWARE TECHNICIAN	11/2000	5
503-02- RECRUITMENT CLOSED POSITION FILE - ENGINEER I	11/2000	5
503-02 RECRUITMENT CLOSED POSITION FILE - LIBRARY ASSISTANT II	11/2000	5
503-02 SECRETARY - HOUSING & REDEVELOPMENT	11/2000	5
503-02 RECRUITMENT CLOSED POSITION FILE - TECHNICAL SERVICES COORDINATOR	11/2000	5
503-02 RECRUITMENT CLOSED POSITION FILE - STREET & WATER SUPERVISOR	11/2000	5
503-02 RECRUITMENT CLOSED POSITION FILE - BUILDING MAINTENANCE	11/2000	5
503-02 RECRUITMENT CLOSED POSITION FILE - BUILDING CUSTODIAN I	11/2000	5
503-02 RECRUITMENT CLOSED POSITION FILE - BUILDING MAINTENANCE II	11/2000	5
503-02 RECRUITMENT CLOSED POSITION FILE - DEVELOPMENT SERVICES TECHNICIAN	11/2000	5
503-02 RECRUITMENT CLOSED POSITION FILE - ASSOCIATE PLANNER	11/2000	5
503-02 RECRUITMENT CLOSED POSITION FILE - 2ND QTR RESUMES RECEIVED - NO APPLICABLE OPENINGS	11/2000	5
503-02 RECRUITMENT CLOSED POSITION FILE - 1 QTR RESUMES RECEIVED - NO APPLICABLE OPENINGS	11/2000	5
503-02 RECRUITMENT CLOSED POSITION FILE - MAIL CLERK	11/2000	5
503-02 RECRUITMENT CLOSED POSITION FILE - COMPUTER SUPPORT	11/2000	5
503-02 RECRUITMENT CLOSED POSITION FILE - PROGRAMMING & SYSTEM MANAGER	11/2000	5
503-02 RECRUITMENT CLOSED POSITION FILE - COMPUTER SUPPORT TECHNICIAN	11/2000	5
503-02 RECRUITMENT CLOSED POSITION FILE - PRINT ROOM ASSISTANT	11/2000	5

503-02 RECRUITMENT CLOSED POSITION FILE - CITY CLERK ADMINISTRATIVE SERVICE MANAGER	11/2000	5
503-02 RECRUITMENT CLOSED POSITION FILE - RISK MANAGEMENT ANALYST	11/2000	5
503-02 RECRUITMENT CLOSED POSITION FILE - PERSONNEL ANALYST	11/2000	5
503-02 RECRUITMENT CLOSED POSITION - TEACHER TITLE 22 - MCC/2 POSITIONS - 11/2000	11/2000	5
503-02 RECRUITMENT CLOSED POSITION FILES	11/2000	5
503-02 RECRUITMENT CLOSED POSITION FILES	11/2000	5
503.02 RECRUITMENT CLOSED POSITIONS FILE	04/2003	3
503-02 RECRUITMENT CLOSED POSITION FILE - TRAFFIC ENGINEERING TECH I	09/2001	5
503-02 RECRUITMENT CLOSED POSITION FILE - ASSISTANT BUILDING OFFICIAL	09/2001	5
503-02 RECRUITMENT CLOSED POSITION FILE	09/2001	5
503-02 RECRUITMENT CLOSED - TRANSPORTATION MANAGER	09/2001	5
503-02 RECRUITMENT CLOSED POSITION FILE - COMMUNICATIONS OFFICER	09/2001	5
503-02 RECRUITMENT CLOSED POSITION FILE - DAY CARE TEACHER - TITLE 5	09/2001	5
503-02 RECRUITMENT CLOSED POSITION FILE - ASSOCIATE PLANNER	09/2001	5
503-02 RECRUITMENT CLOSED POSITION FILE - CITY SRVICE OFFICER	09/2001	5
503-02 RECRUITMENT CLOSED POSITION FILE - POLICE RECORDS OFFICER	09/2001	5
503-02 RECRUITMENT CLOSED POSITION FILE - MAINTENANCE I - TREES	09/2001	5
503-02 RECRUITMENT CLOSED POSITION FILE - MAINTENANCE II - TREES	09/2001	5
503-02 RECRUITMENT CLOSED POSITION FILE - DOCUMENT IMAGING RECRUITMENT - 9/2001	09/2001	5
503-02 RECRUITMENT CLOSED POSITION FILE - TEACHER'S AIDE	09/2001	5
503-02 RECRUITMENT CLOSED POSITION FILE - BUILDING CUSTODIAN I	09/2001	5
503-02 RECRUITMENT CLOSED POSITION FILE - LIBRARY ASSISTANT II	09/2001	5
503-02 RECRUITMENT CLOSED POSITION FILE - MAINTENANCE III - TREES - PROMOTION	09/2001	5
503-02 Recruitment Closed Position Files	07/2002	15
503-02 Recruitment Closed Positions	01/2003	5
503-02 Recruitment Closed Positions	01/2003	5
503-02 Recruitment Closed Positions	01/2003	5
503-02 Recruitment Closed Positions	09/2004	5
508-03 San Mateo Credit Union Report 1/00-12/00	12/2000	10
503-02 RECRUITMENT CLOSED POSITION FILE - PROGRAM ASSISTANT - SPECIAL EVENTS	10/1999	15
503-02 RECRUITMENT CLOSED POSITION FILE - EQUIPMENT MECHANIC	10/1999	15
503-02 RECRUITMENT CLOSED POSITION FILE - MAINTENANCE I - BUILDING MAINTENANCE	10/1999	5
503-02 RECRUITMENT CLOSED POSITION FILE - BACKGROUND FOR POLICE - EDON D EARNHARDT	10/1999	15
503-02 RECRUITMENT CLOSED POSITION FILE - BACKGROUND FOR POLICE - ROBERT CHIN	10/1999	15

503-02 RECRUITMENT CLOSED POSITION FILE - BACKGROUND FOR POLICE - JOSEPH VIERRA GONSALVES JR.	10/1999	15
503-02 RECRUITMENT CLOSED POSITION FILE - BACKGROUND FOR POLICE - MARGARET H PARKER	10/1999	15
503-02 RECRUITMENT CLOSED POSITION FILE - BACKGROUND FOR POLICE - JOHN J GOOL	10/1999	15
503-02 RECRUITMENT CLOSED POSITION FILE - BACKGROUND FOR POLICE - JESSE JOHN TOSCANO	10/1999	15
503-02 RECRUITMENT CLOSED POSITION FILE - BACKGROUND FOR POLICE - POLICE OFFICERS	10/1999	15
503-02 RECRUITMENT CLOSED POSITION FILE - ENRICO DANIEL SCIAKY	02/2001	15
503-02 RECRUITMENT CLOSED POSITION FILE - TROY EUGENE COLEMAN	02/2001	15
503-02 RECRUITMENT CLOSED POSITION FILE - KIM J SAGASTY	02/2001	15
503-02 RECRUITMENT CLOSED POSITION FILE - MARK DAVID THOMSEN	02/2001	15
503-02 RECRUITMENT CLOSED POSITION FILE - PATRICIA AN MATNEY	02/2001	15
503-02 RECRUITMENT CLOSED POSITION FILE - JOHN THOMAS WOHLER	02/2001	15
503-02 RECRUITMENT CLOSED POSITION FILE - WILLIAM ARTHUR LADLEY	02/2001	15
503-02 RECRUITMENT CLOSED POSITION FILE - CLARK CLIFTON	02/2001	15
503-02 RECRUITMENT CLOSED POSITION FILE - RACHEL LOUISE BLENCOWE	02/2001	15
503-02 RECRUITMENT CLOSED POSITION FILE - NICHOLAS S RODRIGUEZ	02/2001	15
503-02 RECRUITMENT CLOSED POSTING - RESERVE POLICE OFFICER	02/2001	15
503-02 RECRUITMENT CLOSED POSTING - COMMUNICATIONS OFFICER	02/2001	15
503-02 RECRUITMENT CLOSED POSITION FILES	08/2001	5
503-02 RECRUITMENT CLOSED POSITION FILE	09/2001	15
503-02 RECRUITMENT CLOSED POSITION FILE	10/2001	15
503-02 RECRUITMENT CLOSED POSITION - BACKGROUND FOR ROMAN EDWARDS	01/2002	15
503-02 RECRUITMENT CLOSED POSITION FILE - MARK GUZY	01/2002	15
503-02 RECRUITMENT CLOSED POSITION FILE - KARL JOHNSON	01/2002	15
503-02 RECRUITMENT CLOSED POSITION FILE - JUDITH BUGARIN	01/2002	15
503-02 RECRUITMENT CLOSED POSITION FILE - SECRETARY - POLICE	01/2002	15
503-02 RECRUITMENT CLOSED POSITION FILE - CHIEF OF POLICE	01/2002	15
503-02 RECRUITMENT CLOSED POSITION FILE	01/2002	15
503-02 RECRUITMENT CLOSED POSITION FILE - JOHN DINH	01/2002	15
503-02 RECRUITMENT CLOSED POSITION FILE - JEFFREY DENNIS PATANE	01/2002	15
503-02 RECRUITMENT CLOSED POSITION FILE - ANDREW SALVADOR IBARRA	01/2002	15
503-02 RECRUITMENT CLOSED POSITION FILE - VANETTA BAGATELOS	01/2002	15
503-02 RECRUITMENT CLOSED POSITION FILE - GABRIEL MARISCAL	01/2002	15

RECRUITMENTS 2008	12/2008	10
CLOSED RECRUITMENT	10/2004	15
SAN MATEO CREDIT UNION	12/2003	20
HEALTH INSURANCE REPORT - BY DEPARTMENT	06/2004	20

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Brittany Mello

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Department Head

9/17/2026

Date

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Justin Murphy

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City Manager

9/17/2026

Date

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Nira Dolerty

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City Attorney

9/17/2026

Date

City Clerk for City Council

Date

*based on approved records retention schedule

REQUEST FOR DESTRUCTION OF OBSOLETE RECORDS

Date: 9/14/2026

Department: City Manager's Office – City Clerk

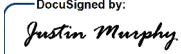
Current retention schedules show that the records listed below are now ready for destruction. Authorization by the parties listed below provides written consent to destroy these obsolete records in accordance with the retention schedule establish by City Council resolution and in accordance with Government Code Sections 34090 and 34090.6.

RECORD TITLE	DATES OF RECORDS	RETENTION PERIOD*
Claims	2019 - 2023	2 years onsite, retaining digital
City Council speaker slips	2020 – 2025	After adoption of minutes
FPPC filings	2010 – 2014	4-10 years onsite, retaining digital
Agreements and contracts	1950 – 2000	Completion +2 years onsite, retaining digital
Proclamations	2016 – 2024	2 years
Oaths of Office	2009 – 2019	Separation + 6 years

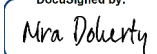
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City Manager

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City Attorney

9/17/2026
Date

City Clerk for City Council

Date

*based on approved records retention schedule

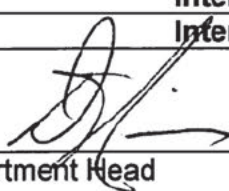
REQUEST FOR DESTRUCTION OF OBSOLETE RECORDS

Date: 8/24/2026

Department: Police Department

Current retention schedules show that the records listed below are now ready for destruction. Authorization by the parties listed below provides written consent to destroy these obsolete records in accordance with the retention schedule established by City Council resolution and in accordance with Government Code §§34090 and 34090.6.

RECORD TITLE	DATES OF RECORDS	RETENTION PERIOD*
Internal Affairs # 1807	2/19/2018	5 Years
Internal Affairs # 1808	4/11/2018	5 Years
Internal Affairs # 1809	4/11/2018	5 Years
Internal Affairs # 1810	5/23/2018	5 Years
Internal Affairs # 1811	7/25/2018	5 Years
Internal Affairs # 1812	9/10/2018	5 Years
Internal Affairs # 1814	10/17/2018	5 Years
Internal Affairs # 1815	11/21/2018	5 Years
Internal Affairs # 1816	11/28/2018	5 Years
Internal Affairs # 1817	9/24/2018	5 Years
Internal Affairs # 1901	4/3/2019	5 Years
Internal Affairs # 1902	6/27/2019	5 Years
Internal Affairs # 1903	6/20/2019	5 Years
Internal Affairs # 1905	7/28/2019	5 Years
Internal Affairs # 1906	4/13/2019	5 Years
Internal Affairs # 1907	8/9/2019	5 Years
Internal Affairs # 1908	10/3/2019	5 Years
Internal Affairs # 1909	10/25/2019	5 Years
Internal Affairs # 1910	12/19/2019	5 Years
Internal Affairs # 2001	3/3/2020	5 Years
Internal Affairs # 2003	3/11/2020	5 Years
Internal Affairs # 2005	7/24/2020	5 Years
Internal Affairs # 2101	1/28/2021	5 Years


Department Head

9/1/26
Date

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City Manager

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City Attorney

9/17/2026

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City Clerk for City Council

Date

*based on approved records retention schedule

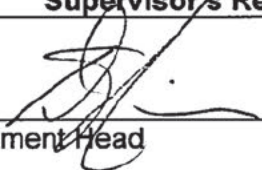
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RECORD TITLE	DATES OF RECORDS	RETENTION PERIOD*
Internal Affairs # 2102	5/03/2024	5 Years
Internal Affairs # 2106	7/19/2021	5 Years
Supervisor's Report: Pursuit # 22-308	2/16/2022	2 Years
Supervisor's Report: Pursuit # 22-356	2/23/2022	2 Years
Supervisor's Report: Pursuit # 22-453	3/7/2022	2 Years
Supervisor's Report: Pursuit # 22-466	3/10/2022	2 Years
Supervisor's Report: Pursuit # 22-485	3/12/2022	2 Years
Supervisor's Report: Pursuit # 22-549	3/21/2022	2 Years
Supervisor's Report: Pursuit # 22-584	3/27/2022	2 Years
Supervisor's Report: Pursuit # 22-592	3/27/2022	2 Years
Supervisor's Report: Pursuit # 22-598	3/28/2022	2 Years
Supervisor's Report: Pursuit # 22-664	4/5/2022	2 Years
Supervisor's Report: Pursuit # 22-675	4/6/2022	2 Years
Supervisor's Report: Pursuit # 22-687	4/7/2022	2 Years
Supervisor's Report: Pursuit # 22-740	4/15/2022	2 Years
Supervisor's Report: Pursuit # 22-959	5/15/2022	2 Years
Supervisor's Report: Pursuit # 22-960	5/15/2022	2 Years
Supervisor's Report: Pursuit # 22-1099	6/2/2022	2 Years
Supervisor's Report: Pursuit # 22-1118	6/4/2022	2 Years
Supervisor's Report: Pursuit # 22-1126	6/5/2022	2 Years
Supervisor's Report: Pursuit # 22-1338	6/29/2022	2 Years


Department Head

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Date

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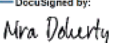

Justin Murphy

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City Manager

9/17/2026

Date

DocuSigned by:


Mira Delorty

44FE23C8EBB458
City Attorney

9/17/2026

Date

City Clerk for City Council

Date

*based on approved records retention schedule

REQUEST FOR DESTRUCTION OF OBSOLETE RECORDS

Date: 8/24/2026

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RECORD TITLE	DATES OF RECORDS	RETENTION PERIOD*
Supervisor's Report: Pursuit # 22-1341	6/29/2022	2 Years
Supervisor's Report: Pursuit # 22-1353	6/30/2022	2 Years
Supervisor's Report: Use of Force # 22-1372	7/2/2022	2 Years
Supervisor's Report: Pursuit # 22-1400	7/6/2022	2 Years
Supervisor's Report: Pursuit # 22-1443	7/12/2022	2 Years
Supervisor's Report: Use of Force # 22-1463	8/28/2022	2 Years
Supervisor's Report: Pursuit # 22-1538	7/21/2022	2 Years
Supervisor's Report: Pursuit # 22-1649	8/30/2022	2 Years
Supervisor's Report: Pursuit # 22-1652	8/12/2022	2 Years
Supervisor's Report: Pursuit # 22-1675	8/6/2022	2 Years
Supervisor's Report: Pursuit # 22-1680	8/7/2022	2 Years
Supervisor's Report: Pursuit # 22-1792	8/28/2022	2 Years
Supervisor's Report: Pursuit # 22-1798	8/23/2022	2 Years
Supervisor's Report: Pursuit # 22-2000	9/13/2022	2 Years
Supervisor's Report: Pursuit # 22-2130	9/27/2022	2 Years
Supervisor's Report: Pursuit # 22-2314	10/13/2022	2 Years
Supervisor's Report: Pursuit # 22-2341	10/15/2022	2 Years
Supervisor's Report: Use of Force # 22-2395	10/21/2022	2 Years
Supervisor's Report: Pursuit # 22-2497	11/4/2022	2 Years
Supervisor's Report: Pursuit # 22-2584	11/12/2022	2 Years
Supervisor's Report: Pursuit # 22-2644	11/19/2022	2 Years
Supervisor's Report: Pursuit # 22-2755	12/2/2022	2 Years
Supervisor's Report: Pursuit # 22-2872	12/17/2022	2 Years

Department Head

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Justin Murphy

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City Manager

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Mira Dolerty

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City Attorney

City Clerk for City Council

9/1/26
Date

9/17/2026

Date

9/17/2026

Date

Date

*based on approved records retention schedule

REQUEST FOR DESTRUCTION OF OBSOLETE RECORDS

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Department: Police Department

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RECORD TITLE	DATES OF RECORDS	RETENTION PERIOD*
Supervisor's Report: Pursuit # 22-2984	12/27/2022	2 Years
Supervisor's Report: Pursuit # 22-2986	12/27/2022	2 Years
Supervisor's Report: Pursuit # 23-187	1/21/2023	2 Years
Supervisor's Report: Use of Force # 23-211	1/24/2023	2 Years
Supervisor's Report: Pursuit # 23-266	1/29/2023	2 Years
Supervisor's Report: Pursuit # 23-443	2/19/2023	2 Years
Supervisor's Report: Pursuit # 23-449	2/20/2023	2 Years
Supervisor's Report: Pursuit # 23-524	3/4/2023	2 Years
Supervisor's Report: Pursuit # 23-629	3/18/2023	2 Years
Supervisor's Report: Pursuit # 23-646	3/20/2023	2 Years
Supervisor's Report: Pursuit # 23-674	3/24/2023	2 Years
Supervisor's Report: Pursuit # 23-992	5/1/2023	2 Years
Supervisor's Report: Pursuit # 23-1407	6/26/2023	2 Years
Supervisor's Report: Pursuit # 23-1428	6/29/2023	2 Years
Supervisor's Report: Pursuit # 23-1459	7/3/2023	2 Years
Supervisor's Report: Pursuit # 23-1536	7/12/2023	2 Years
Supervisor's Report: Pursuit # 23-1716	8/3/2023	2 Years
Supervisor's Report: Pursuit # 23-1738	8/5/2023	2 Years
Supervisor's Report: Pursuit # 23-1956	8/31/2023	2 Years
Supervisor's Report: Pursuit # 23-1974	9/2/2023	2 Years
Supervisor's Report: Pursuit # 23-1988	9/4/2023	2 Years
Supervisor's Report: Use of Force # 23-1989	9/4/2023	2 Years
Supervisor's Report: Pursuit # 23-2040	9/10/2023	2 Years

Department Head

DocuSigned by:

Justin Murphy

8379C4D5DC3E486

City Manager

DocuSigned by:

Nira Delury

44FE23C8E8B458

City Attorney

City Clerk for City Council

Date

9/17/2026

Date

9/17/2026

Date

Date

*based on approved records retention schedule

REQUEST FOR DESTRUCTION OF OBSOLETE RECORDS

Date: 8/24/2026

Department: Police Department

Current retention schedules show that the records listed below are now ready for destruction. Authorization by the parties listed below provides written consent to destroy these obsolete records in accordance with the retention schedule established by City Council resolution and in accordance with Government Code §§34090 and 34090.6.

RECORD TITLE	DATES OF RECORDS	RETENTION PERIOD*
Supervisor's Report: Pursuit # 23-2046	9/12/2023	2 Years
Supervisor's Report: Pursuit # 23-2246	10/5/2023	2 Years
Supervisor's Report: Pursuit # 23-2277	10/8/2023	2 Years
Supervisor's Report: Pursuit # 23-2433	10/28/2023	2 Years
Supervisor's Report: Pursuit # 23-2487	11/4/2023	2 Years
Supervisor's Report: Pursuit # 23-2488	11/4/2023	2 Years
Supervisor's Report: Pursuit # 23-2509	11/7/2023	2 Years
Supervisor's Report: Pursuit # 23-2582	11/17/2023	2 Years
Supervisor's Report: Pursuit # 23-2637	11/27/2023	2 Years
Supervisor's Report: Pursuit # 23-2723	12/10/2023	2 Years
Supervisor's Report: Pursuit # 23-2724	12/10/2023	2 Years
Supervisor's Report: Pursuit # 23-2762	12/16/2023	2 Years
Supervisor's Report: Pursuit # 24-96	1/15/2024	2 Years
Supervisor's Report: Pursuit # 24-98	1/15/2024	2 Years
Supervisor's Report: Use of Force # 24-139	1/19/2024	2 Years
Supervisor's Report: Pursuit # 24-207	1/29/2024	2 Years
Supervisor's Report: Pursuit # 24-341	2/15/2024	2 Years
Supervisor's Report: Pursuit # 24-342	2/16/2024	2 Years
Supervisor's Report: Pursuit # 24-375	2/21/2024	2 Years
Supervisor's Report: Pursuit # 24-377	2/21/2024	2 Years
Supervisor's Report: Pursuit # 24-391	2/23/2024	2 Years
Supervisor's Report: Pursuit # 24-397	2/23/2024	2 Years
Supervisor's Report: Pursuit # 24-398	2/23/2024	2 Years

Department Head

DocuSigned by:

Justin Murphy

City Manager

DocuSigned by:

Nira Dolerty

City Attorney

City Clerk for City Council

Date

9/17/2026

Date

9/17/2026

Date

Date

*based on approved records retention schedule

REQUEST FOR DESTRUCTION OF OBSOLETE RECORDS

Date: 8/24/2026

Department: Police Department

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RECORD TITLE	DATES OF RECORDS	RETENTION PERIOD*
Supervisor's Report: Pursuit # 24-399	2/24/2024	2 Years
Supervisor's Report: Use of Force # 24-460	3/1/2024	2 Years
Supervisor's Report: Pursuit # 24-670	3/27/2024	2 Years
Supervisor's Report: Pursuit # 24-699	3/31/2024	2 Years
Supervisor's Report: Use of Force # 24-725	4/3/2024	2 Years
Supervisor's Report: Pursuit # 24-819	4/15/2024	2 Years
Supervisor's Report: Pursuit # 24-850	4/19/2024	2 Years
Supervisor's Report: Pursuit # 24-896	4/28/2024	2 Years
Supervisor's Report: Pursuit # 24-956	5/4/2024	2 Years
Supervisor's Report: Pursuit #24-1077	5/20/2024	2 Years
Supervisor's Report: Pursuit # 24-1086	5/22/2024	2 Years
Supervisor's Report: Use of Force # 24-1110	5/23/2024	2 Years
Supervisor's Report: Pursuit # 24-1113	5/24/2024	2 Years
Supervisor's Report: Pursuit # 24-1208	6/6/2024	2 Years
Supervisor's Report: Pursuit # 24-1260	6/11/2024	2 Years
Supervisor's Report: Pursuit # 24-1320	6/19/2024	2 Years
Supervisor's Report: Pursuit # 24-1372	6/26/2024	2 Years
Supervisor's Report: Pursuit # 24-1394	6/28/2024	2 Years
Supervisor's Report: Pursuit # 24-1408	6/30/2024	2 Years
Supervisor's Report: Pursuit # 24-1420	7/2/2024	2 Years
Supervisor's Report: Use of Force # 24-1482	7/11/2024	2 Years
Supervisor's Report: Pursuit # 24-1624	7/31/2024	2 Years
Supervisor's Report: Pursuit # 24-1654	8/4/2024	2 Years
Supervisor's Report: Pursuit # 24-1752	8/14/2024	2 Years

Department Head

Date

DocuSigned by:

Justin Murphy

City Manager

9/17/2026

Date

DocuSigned by:

Mira Dolerty

City Attorney

9/17/2026

Date

City Clerk for City Council

Date

*based on approved records retention schedule

Date: 8/24/2026

Department: Police Department

Current retention schedules show that the records listed below are now ready for destruction. Authorization by the parties listed below provides written consent to destroy these obsolete records in accordance with the retention schedule established by City Council resolution and in accordance with Government Code §§34090 and 34090.6.

[illegible]

Department Head

DocuSigned by:

Justin Murphy

8379C4D5D03E488

City Manager

- DocuSigned by:

Mrs Doherty

City Attorney

Date _____

9/17/2026

Date _____

9/17/2026

Date _____

City Clerk for City Council

Date _____

*based on approved records retention schedule