

RESOLUTION NO. 24-058

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF SPECIFIED CITY RECORDS WITHIN THE CITY CLERK'S OFFICE

WHEREAS, the City Clerk's Office has in storage a variety of records dating from 1970 to 2022; and

WHEREAS, Title 4, Division 1, Chapter 1, Article 4, Section 34090 of the California Government Code, provides that, with the approval of the legislative body by resolution and written consent of the city attorney, the head of a city department may destroy any city record, document, instrument, book, or paper, under the department head's charge, without making a copy thereof, after the same is no longer required; and

WHEREAS, the City Clerk, as the head of the City Clerk's Office, has approved the proposed destruction of records itemized in Attachment "A" of this Resolution as the records have met their retention requirement and are not the subject of any claim, litigation, investigation or audit, and are no longer of any public use and possess no historical or legal value; and

WHEREAS, the City Clerk and the City Attorney have reviewed and approved the proposed destruction of the records itemized in Attachment "A" of this Resolution and determined that such destruction is consistent with applicable state law.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON,
CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:**

SECTION 1. The recitals above are true and correct and are incorporated herein by this reference.

SECTION 2. The City Council hereby approves and authorizes the destruction of the records listed in Attachment "A" to this Resolution.

SECTION 3. The City Council declares that, should any provision, section, paragraph, sentence or word of this Resolution be rendered or declared invalid by any final court action in a court of competent jurisdiction or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences or words of this Resolution as hereby adopted shall remain in full force and effect.

SECTION 4. The City Clerk shall certify to the adoption of this Resolution and enter it into the book of original Resolutions.

SECTION 5. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED and ADOPTED this 18th day of June, 2024.

APPROVED AS TO FORM:

Sunny K. Soltani, City Attorney

Lula Davis-Holmes, Mayor

ATTEST:

Dr. Khaleah R. Bradshaw, City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF CARSON)

I, _____, City Clerk of the City of Carson, California, hereby attest to and certify that the foregoing resolution, being Resolution No. 24-058, adopted by the Carson City Council at its meeting held on the 18th day of June, 2024, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ATTACHMENT A

City Clerk's Office Destruction List

Record Type	Records Description	From (Start Date)	To (End Date)	Retention Period
1. Fair Political Practices	General Election Rosters	2016	2016	E+5
2. Public Information	Internal News 1990s	1990	1999	CU+2
3. Financial	Invoices	1988	1989	4y
4. Legislative	Agenda Packet	04/2019	04/2019	CU+2
5. Agenda	Agenda Packet	1/2019	4/2019	CU+2
6. RFP	RFP	2014	2014	AU+5
7. Fair Political Practices	General Election Roster	03/2014	03/2014	E+5
8. Purchase Order	Purchase Orders	1988	2018	Active +4
9. Fair Political Practices	Commissioner Leaving Office Statements and 700 Forms	1986	2005	E+5 E+7
10. Correspondence	Outgoing Faxes	01/2010	01/2011	CU+2
11. Public Information	City Manager's Office Weekly Reports & Newspaper Articles	01/1997	06/1998	CU+2
12. Public Records	Public Records Request	2005	2005	CU+2
13. Legislative	Agenda Packet	11/2006	01/2007	CU+2
14. Public Records	Public Records Request	2019	2020	CU+2
15. Legislative	Agenda Packet	08/2020	10/2020	CU+2
16. Legislative	Agenda Packet	05/2022	06/2022	CU+2
17. Legislative	Agenda Packet	04/2008	12/2019	CU+2
18. Legislative	Agenda Packet	01/2004	04/2004	CU+2
19. Elections	General Election Roster	03/05/2013	03/05/2013	E+5
20. Legislative	Certificate of Posting	2009	2009	CU+2
21. Legislative	Agenda Packet	06/2007	08/2007	CU+2
22. Municipal	Public Records Request	12/2007	4/2008	CL+2
23. Legislative	Certificate of Posting	01/1994	01/1994	CU+2
24. Purchasing	Bid Packets	12/2001	12/2001	AU+4 AU+5 CU+2
25. Photos/Personnel	P03-02 Digital Aerial Photography Services 7/23/04	07/23/2004	07/23/2004	S+2
26. Purchasing	Bid Packet	10/1998	12/1998	AU+4 AU+5 CU+2
27. Elections	General Municipal Election Ballot Security Envelopes	03/09/2009	03/09/2009	E+.5
28. Elections	General Election Voter Roster June 2015	06/2015	06/2015	E+5
29. Elections	General Election Voter Roster June 2015	06/2015	06/2015	E+5
30. Elections	General Election Voter Roster March 3, 2009	03/03/2009	03/03/2009	E+5
31. Elections	General Election Voter Roster March 2013	03/2013	03/2013	E+5
32. Elections	General Election Voter Roster June 2015	06/2015	06/2015	E+5
33. Elections	General Election Voter Roster June 2015	06/2015	06/2015	E+5
34. Elections	General Election Voter Roster June 2015	06/2015	06/2015	E+5
35. Elections	General Election Voter Roster June 2015	03/2015	03/2015	E+5
36. Elections	General Election Voter Roster March 2013	03/2015	03/2015	E+5
37. Elections	General Election Voter Roster March 2013	03/2015	03/2015	E+5
38. Elections	General Election Voter Roster March 2013	03/2015	03/2015	E+5
39. Purchasing	RFP Big Packet	02/2007	05/2007	AU+4 AU+5 CU+2
40. Purchasing	RFP Big Packet	11/2000	12/2000	AU+4 AU+5 CU+2
41. Purchasing	RFP Big Packet	03/2001	05/2001	AU+4

				AU+5 CU+2
42. Elections	General Municipal Election Ballot Security Envelopes	03/09/2009	03/09/2009	E+.5
43. Elections	General Municipal Election Ballot Security Envelopes	03/08/2011	03/08/2011	E+.5
44. Elections	Special Election Ballot Security Envelopes	11/07/2017	11/07/2017	E+.5
45. Purchasing	RFP Bid Packet	10/2003	10/2003	AU+4 AU+5 CU+2
46. Legislative	Commissions, Committees & Boards Oaths	2009	2011	T+5
47. Legislative	Agenda Packet	03/2014	04/2014	CU+2
48. Purchasing	Bid Proposal	1990	1990	AU+4 AU+5 CU+2
49. Legislative	Agenda Packet	08/2010	10/2010	CU+2
50. Legislative	Agenda Packet	01/2012	03/2012	CU+2
51. Legislative	Agenda Packet	05/2012	06/2012	CU+2
52. Legislative	Agenda Packet	09/2006	11/2006	CU+2
53. Legislative	Agenda Packet	11/2006	12/2006	CU+2
54. Legislative	Agenda Packet	07/2006	09/2006	CU+2
55. Legislative	Agenda Packet	07/2009	09/2009	CU+2
56. Legislative	Agenda Packet	04/2001	05/2001	CU+2
57. Purchasing	Bid Packet	1997	1997	AU+4 AU+5 CU+2
58. Legislative	Agenda Packet	06/2011	07/2011	CU+2
59. Legislative	Commissions, Committees & Boards Applications/Oaths	1981	1997	CU+2
60. Legislative	Agenda Packet	06/2008	07/2008	CU+2
61. Legislative	Agenda Packet	04/1998	07/1998	CU+2
62. Legislative	Agenda Packet	02/2000	04/2000	CU+2
63. Legislative	Notice of Special Vacancies	1998	2005	CU+4
64. Policy/Procedure	Inactive contracts	1970	2011	Active+4/7 (Active until contract terminates)
65. Elections	General Election Voter Roster	02/2016	02/2016	E+5
66. Elections	General Election Voter Roster	02/2017	02/2017	E+5
67. Elections	General Election Voter Roster	03/2007	03/2007	E+5
68. Purchasing	Bid Packets	12/1999	02/2000	AU+4 AU+5 CU+2
69. Elections	General Election Voter Roster	03/1999	03/1999	E+5
70. Elections	General Election Voter Roster	03/199	03/1999	E+5
71. Elections	General Election Voter Roster	04/1980	04/1980	E+5
72. Purchasing	RFP	07/2012	03/2013	AU+4 AU+5
73. Purchasing	RFP	03/2013	07/2013	AU+4 AU+5 CU+2
74. Legislative	Agenda Packet	05/1996	07/1996	CU+2
75. Legislative	Agenda Packet	06/1994	08/1994	CU+2
76. Legislative	Agenda Packet	02/1993	05/1993	CU+2
77. Legislative	Agenda Packet	12/1993	02/1994	CU+2
78. Legislative	Agenda Packet	04/1997	06/1997	CU+2
79. Legislative	Agenda Packet	06/1993	08/1993	CU+2
80. Legislative	Agenda Packet	01/1998	04/1998	CU+2

81. Legislative	Agenda Packet	10/1997	11/1997	CU+2
82. Legislative	Agenda Packet	11/1992	03/1993	CU+2
83. Legislative	Agenda Packet	12/1995	01/1996	CU+2
84. Legislative	Agenda Packet	08/1997	10/1997	CU+2
85. Legislative	Agenda Packet	01/1999	02/1999	CU+2
86. Legislative	Agenda Packet	10/1994	11/1994	CU+2
87. Legislative	Agenda Packet	01/1995	06/1995	CU+2
88. Legislative	Agenda Packet	10/1994	01/1995	CU+2
89. Legislative	Agenda Packet	03/1999	05/1999	CU+2
90. Legislative	Agenda Packet	05/1999	07/1999	CU+2
91. Legislative	Agenda Packet	01/1997	05/1997	CU+2
92. Legislative	Agenda Packet	12/1992	01/1993	CU+2
93. Legislative	Agenda Packet	12/1997	02/1998	CU+2
94. Legislative	Agenda Packet	01/2000	03/2000	CU+2
95. Legislative	Agenda Packet	10/1998	01/1999	CU+2
96. Legislative	Agenda Packet	04/1996	05/1996	CU+2
97. Legislative	Agenda Packet	06/1996	07/1996	CU+2
98. Legislative	Agenda Packet	04/1999	06/1999	CU+2
99. Legislative	Agenda Packet	11/1994	01/1995	CU+2
100. Legislative	Agenda Packet	01/1995	04/1995	CU+2
101. Legislative	Agenda Packet	10/1993	12/1993	CU+2
102. Legislative	Agenda Packet	10/1996	12/1996	CU+2
103. Legislative	Agenda Packet	04/1995	07/1995	CU+2
104. Legislative	Agenda Packet	07/1993	10/1993	CU+2
105. Legislative	Agenda Packet	12/1993	03/1994	CU+2
106. Legislative	Agenda Packet	05/1993	07/1993	CU+2
107. Legislative	Agenda Packet	03/1994	05/1994	CU+2
108. Legislative	Agenda Packet	06/1995	08/1995	CU+2
109. Legislative	Agenda Packet	08/1995	10/1995	CU+2
110. Legislative	Agenda Packet	1990	1999	CU+2