

RESOLUTION NO. 18-006

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 of Carson has stored a variety of files and documents pertaining to elections, public records act requests, information services, and city administration, that are no longer necessary for the operation of the city government; and

WHEREAS, Title 4, Division 1, Chapter 4, Section 34090 of the California Government Code provides for the destruction of certain city records that are greater than two (2) years old and not otherwise required by law to be retained for a longer period, and Division 17, Chapter 3, Section 17000 *et seq.* of the California Election Code provides for the retention of various election records for specified amounts of time, after which such records may or shall be destroyed; and

WHEREAS, the proposed destruction of all the files and documents itemized as follows on Attachment "A" complies with Title 4, Division 1, Chapter 4, Section 34090 of the California Government Code and Division 17, Chapter 3, Section 17000 *et seq.* of the California Election Code and, therefore, are authorized to be destroyed; and

WHEREAS, the City of Carson's City Clerk, Director of Finance, and City Manager, serving as the interim Records Management Committee, have reviewed the records to be destroyed and all the information required for such destruction; and

WHEREAS, the City of Carson's City Attorney has approved the proposed destruction of the files and documents as consistent with applicable state law; and

WHEREAS, the City of Carson's City Clerk, Director of Finance, and City Manager have approved the destruction of the files and documents listed on Attachment "A" of this Resolution by the on-site shredding service without microfilming or reproduction;

NOW, THEREFORE, the City Council of the City of Carson, California does hereby resolve and authorize the destruction of the elections, public records act requests, information services, and city administration records listed on Attachment "A" to this Resolution without further action by the City Council of the City of Carson.

PASSED, APPROVED and ADOPTED this 6th day of March, 2018.

Mayor Albert Robles

ATTEST:

City Clerk Donesia Gause-Aldana, MMC

APPROVED AS TO FORM:

City Attorney Sunny K. Soltani

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

I, Donesia Gause-Aldana, City Clerk of the City of Carson, California, hereby attest to and certify that the foregoing resolution, being Resolution No. 18-006, adopted by the Carson City Council at its meeting held on the 6th day of March, 2018, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

City Clerk Donesia Gause-Aldana,
MMC

RECORDS FOR DESTRUCTION - MARCH, 2018											
No. of Boxes	Location	Box #	Series ID No. or Dept./Div.	Series Title	Content	Date Range		Date Eligible for Disposal	Medium	Retention	Citation
						From	To				
1	Basement Vault	525	City Clerk	Election	April 12, 1994 General Municipal Election Roster of Voters	4/12/1994	4/12/1994	4/12/1999	Paper	5 Years	E. C. 17300
1	Basement Vault	526	City Clerk	Election	April 12, 1994 General Municipal Election Roster of Voters	4/12/1994	4/12/1994	4/12/1999	Paper	5 Years	E. C. 17300
1	Basement Vault	527	City Clerk	Election	April 12, 1994 General Municipal Election Roster of Voters	4/12/1994	4/12/1994	4/12/1999	Paper	5 Years	E. C. 17300
1	Basement Vault	532	City Clerk	Election	March 4, 1997 General Municipal Election Street Indexes and Absentee Voter Printout	3/4/1997	3/4/1997	9/4/1997	Paper	6 Months	E. C. 17304
1	Basement Vault	534	City Clerk	Election	COPIES: March 4, 1997 Election Roster of Voters and Street Indexes	3/4/1997	3/4/1997	9/4/1997	Paper	6 Months	E. C. 17304
1	Basement Vault	636	City Clerk	Public Records Act	COPIES: Contracts & Correspondence with Richard Watson Geshon; Payments to Fajardo; Documents Related to Glincher Dev Corp LA Metro Mall; Publication Costs; Labor Requirements for Street Reconstructions; All Documents Related to Waste Hauler; Documents Related to 1209, 1229-1235 Carson; 21610 Perry Street; Eminent Domain Project Area 1	9/9/1997	9/18/2000	9/18/2002	Paper	CL + 2	GC34090
1	Basement Vault	637	City Clerk	Public Records Act	COPIES: Documents regarding Sink Holes on 223rd Street; Ord and Reso docs regarding westing house; info regarding creating a ManilaTown; applications for 1996 Oil Franchise; Correspondence re Waste Management; Documents re Recreation Road Project	10/4/2000	4/13/2001	4/13/2003	Paper	CL + 2	GC34090
1	Basement Vault	658	City Clerk	Public Records Act	COPIES: Redevelopment Minutes (2000); documents re Caltrop Engineering; CDBG 1st quarter program report; 1998 Tree Trim RFP; Communications regarding 223rd and Avalon acquisition	6/10/2002	12/00/2002	12/00/2004	Paper	CL + 2	GC34090

1	Basement Vault	659	City Clerk	Public Records Act	COPIES: Street Sweeping Information; Westside Housing Contract and payments; 2001 Campaign Finance Reports Sweeney, Calas, Dear; Project Area 4 and Meeting Rosters; 2000-2003 EDC Minutes; 2002-03 City Budgets; Tree Trimming Service contracts, agendas and staff reports; 2000-2003 Redevelopment minutes	10/28/2002	2/11/2003	2/11/2005	Paper	CL + 2	GC34090
1	Basement Vault	668	City Clerk	Public Records Act	COPIES: 1990-2002 City Council minutes, Campaign Finance reports for all elected officials and directors; tree trimmer contract and legal settlement; discovery regarding Carson vs. Seneca; CalCompact documents; Project 905 Concrete reconstruction documents; electronic sign along 405 and 91 freeway documents ; Perry Maness Industries documents; RFP documents regarding 93 acre redevelopment sight; Anschutz Sports/CSUDH documents; Ray Cabrillo Hoist Company documents; potential development of the Betty Site (110/405 Freeway) documents	3/6/2003	12/31/2003	12/31/2005	Paper	CL + 2	GC34090
1	Basement Vault	730	City Clerk	Public Records Act	COPIES: Taxes/Fees/Surcharges, copies of returns or forms to report activity & remit money to the locality; Campaign Statements for Sweeney, Frank, Calas, Dear, & Ontal, 2001 – 2002 CC Meetings agendas & minutes; Communications, correspondence, meeting records re: National Football League; NFL Stadium Proposal; Existing Contract and/or franchise agreement for Hauling of Waste & Recyclables for the City of Carson; Voter Registration Information; Minutes for Oct. & Nov. / Reso. No. 03-150, 03-164, 03-156, 03-157, 03-1299; Results of the citywide classification and compensation study; Veterans Park Sports Complex Improvements – Eberhard Roofing (General Contract); 93 acre site at the 110 & 405 freeways; Minutes from 6/3/03, 8/5/03, 11/4/03, 11/18/04, 1/6/04, 1/20/04; 21811 & 21711 Vera St.; Waste Management Contract with the City of Carson & RFP; Minutes / Council Agendas re: DeWitt vs. Santarina/ Raber Litigation, April thru August 31, 2003; 2004 Firework Stand Applications; Street Sweeping Billing Invoices from Oct. 2003 to March 2004	10/22/2001	4/29/2004	4/29/2006	Paper	CL + 2	GC34090

1	Basement Vault	731	City Clerk	Public Records Act	COPIES: Phase 1 Report for the 110/405 Project; Brownsfield cleanup fund; Del Amo widening; All agendas & minutes, reports regarding Dominguez Channel; Sapphos Environmental; all info re employment contracts and payments for Jerome Groomes; documents re: Ray Transportation Concepts; Conflict of Interest Ordinance for all Commissions, Committees & Boards	5/27/2004	12/00/2004	12/00/2006	Paper	CL + 2	GC34090
1	Basement Vault	811	City Clerk	Public Records Act	COPIES: Completed/Suspense requests: communications regarding Ord No. 04-1322; info regarding all positions including specs; Plans and Bids for project 1227 concrete reconstruction; Hemmingway Park project 10-20; Figueroa Street improvements; Annual salaries and job classifications; information for attorney legal services for 2008; all information for project 1274 223rd street lighting project.	4/21/2003	1/22/2009	1/22/2011	Paper	CL + 2	GC34090
1	Basement Vault	815	City Clerk	Public Records Act	COPIES: Communication with LA County Central 55th AD Members; Correspondence Annual Concrete Project 1229-1234; Campaign Finance statements for 2008; 2007 & 2008 City Budget; 460's for City Council members (2007); 2009 Personal MOU's; HUD Audit City Program 2008; Poll of Carson residents potential Tax CPFA Measure	2/3/2009	3/30/09	3/30/2011	Paper	CL + 2	GC34090
2	Basement Vault	NA	City Clerk	Election	Roster of Voters - Election 3/8/05	3/8/2005	3/8/2005	3/8/2010	Paper	5 Years	E. C. 17300
1	Basement Vault	NA	City Clerk	Election	Copies of Petitions - Recall Mayor Jim Dear	1/23/2007	2/5/2007	11/6/2007	Paper	8 Months	E. C. 17200, 17400
3	Basement Vault	NA	City Clerk	Election	Copies of Cards to Recall Mayor Jim Dear	1/22/2007	2/5/2007	10/8/2007	Paper	8 Months	E. C. 17200, 17400
3	Basement Vault	NA	City Clerk	Election	Green Stripe Envelopes w/Roster of Voters - Election 3/8/11	3/8/2011	3/8/2011	3/8/2016	Paper	5 Years	E. C. 17300
2	Basement Vault	NA	City Clerk	Election	Roster of Voters - Election 3/6/07	3/6/2007	3/6/2007	3/6/2012	Paper	5 Years	E. C. 17300
2	Basement Vault	NA	City Clerk	Election	Green Stripe Envelopes - Election 3/6/07	3/6/2007	3/6/2007	9/6/2007	Paper	6 Months	E. C. 17302
1	Basement Vault	NA	City Clerk	Election	Roster of Voters - Election 3/8/05	3/8/2005	3/8/2005	3/8/2010	Paper	5 Years	E. C. 17300
1	Basement Vault	NA	City Clerk	Election	Green Stripe Envelopes - Election 3/8/05	3/8/2005	3/8/2005	9/8/2005	Paper	6 Months	E. C. 17302
1	Basement Vault	NA	City Clerk	Information Services	User Manuals; Software Kit for outdated Gateway 2000 MS-Dos (Windows 3.0)	1/1/1993	1/1/1993	1/1/1995	Paper	2 Year	GC34090

1	Basement Vault	NA	City Clerk	Information Services	User Manuals & Software Kit for outdated (WordPerfect 6.0)	01/01/199	1/1/1993	1/1/1995	Paper	2 Year	GC34090
File	City Clerk's Office - Files	NA	City Clerk	Administration - Agendas	Certificate of Postings - Commissions, Committees, Boards Notice of Vacancies	6/21/2013	12/5/2013	12/5/2015	Paper	Current Year + 2	GC 34090
File	City Clerk's Office - Files	NA	City Clerk	Administration - Agendas	Certificate of Postings - Commissions, Committees, Boards Notice of Vacancies	1/7/2014	12/4/2014	12/4/2016	Paper	Current Year + 2	GC 34090
File	City Clerk's Office - Files	NA	City Clerk	Administration - Agendas	Certificate of Postings - Commissions, Committees, Boards Notice of Vacancies	1/3/2015	12/16/2015	12/16/2017	Paper	Current Year + 2	GC 34090
31	TOTAL BOXES AND 3 FILES										