

**RESOLUTION NO. 18-138**

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

**WHEREAS**, the City of Carson has stored a variety of files and documents pertaining to financial account statements, files, receipts, purchase orders, correspondence, and reports, 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

**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, 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 Manager has 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 2nd day of October, 2018.

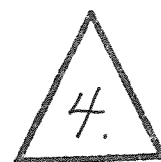
\_\_\_\_\_  
Mayor Albert Robles

ATTEST:

\_\_\_\_\_  
City Clerk Donesia L. Gause, CMC

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney Sunny K. Soltani



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

I, Donesia L. Gause, City Clerk of the City of Carson, California, hereby attest to and certify that the foregoing resolution, being Resolution No. 18-138, adopted by the Carson City Council at its meeting held on the 2<sup>nd</sup> day of October, 2018, by the following vote:

AYES:       COUNCIL MEMBERS:

NOES:       COUNCIL MEMBERS:

ABSTAIN:   COUNCIL MEMBERS:

ABSENT:    COUNCIL MEMBERS:

\_\_\_\_\_  
City Clerk Donesia L. Gause, MMC



## Attachment "A"

City Treasurer's Office  
Records Proposed for Destruction  
Phase II

77 Boxes

<u>Box</u>	<u>Description of Records</u>	<u>Year(s) Covered</u>
1.	City General Demand Account Monthly Bank Reconciliation Files	FY 1978/79 and 1979/80
2.	Miscellaneous Bank Request for Proposals (RFPs), Account Analysis Statements and Form 1099-INT Interest Income Statements from numerous banks (Imperial Bank, Central Bank, Security Pacific Bank, Commonwealth Bank, El Dorado Bank, etc.)	1983-1984
3.	City National Bank (CNB) Monthly Bank Statements for City, Redevelopment Project Area No. 1, Redevelopment Project Area No. 2 and Redevelopment Project Area No. 3 Checking Accounts	FY 1999/00, 2000/01, 2001/02 & 2002/03
4.	Data Com (3 <sup>rd</sup> Party Parking Citation Processing Contractor) Monthly Citation Reports	1985 – 1986
5.	City General Demand Account Monthly Bank Reconciliation Files	FY 1988/89, 1989/1990 and 1990/91
6.	City General Demand Account Bank Deposit Receipt Confirmation Letters	1968-1981
	Bank Receipts for Inactive Deposits	1968-1981
	Employee Petty Cash Reimbursement Fund Replenishment Requisitions and Revolving Fund Replenishment Requisitions for Employee Conference, Seminar and Training Expenses	1968-1981
7.	Revolving Fund Account Bank Statements for Employee Conference, Seminar and Training Expenses	1983-1986
	Office of Parking Violations Account Bank Statements	1984-1985
	City General Demand (GD) Investment Account Bank Statements	1981-1982
8.	City General Demand Account Time Certificate of Deposit (CD) Confirmation Letters, Deposit Receipts & Receipts for Inactive Deposits (Various Banks)	FY 1984/85 through 1987/88
9.	Bankers Trust Company and 1 <sup>st</sup> National Bank Monthly Bank Account Statements & Transaction Statements for Various Carson Redevelopment Agency (CRA) Bond Mortgage Revenue Accounts	1987-1991



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|-----|--|-------------------------|
| 10. | City General Demand Account Monthly Bank Reconciliation Files  | FY 1988/89              |
|     | City Bond Refund Revolving Account Monthly Bank Reconciliation Files   | FY 1988/89              |
|     | Revolving Fund Account Monthly Bank Reconciliation Files for Employee Conference, Seminar and Training Expenses  | FY 1988/89              |
|     | Employee Benefit Account Monthly Bank Reconciliation Files   | FY 1988/89              |
|     | City Treasurer's Office Daily Cash Reports   | FY 1988/89              |
| 11. | Carson Redevelopment Agency (CRA) 1979 Toman Homes & 1983 Avalon Greens Bond Issue Bank Statements of Transactions   | 1982-1988               |
| 12. | Carson Redevelopment Agency (CRA) – Redevelopment Project Area No. 1 Quarterly Fiscal Agent Index Book with City Treasurer's Office (CTO) Quarterly Fiscal Agent Reports                         | 1975-1986               |
|     | Carson Redevelopment Agency (CRA) – Redevelopment Project Area No. 2 Quarterly Fiscal Agent Index Book with City Treasurer's Office (CTO) Quarterly Fiscal Agent Reports                         | 1975-1986               |
|     | Letters of Correspondence to Bank of America Involving City and CRA Bond Trust Accounts  | 1992-1997               |
| 13. | CRA – Redevelopment Project Area No. 1 Bond Trust Account Monthly Bank Statements  | 1986-1992               |
| 14. | CRA – Redevelopment Project Area No. 2 Bond Trust Accounts Monthly Bank Statements   | 1986-1992               |
| 15. | CRA Bond Issue Monthly Bank and Investment Account Statements (Various Bond Issues)  | 1986-1996               |
| 16. | CRA Bond Trust Account Miscellaneous Correspondence (Investment Reports, Financial Reports, Schedules of Assessed Valuation, Bond Rating Reports, Bondholders List, Account Analysis Statements) | 1972-1990               |
|     | Employee Petty Cash Reimbursement Replenishment Reports  | 1981-1990               |
| 17. | Carson Redevelopment Agency (CRA) Mortgage Revenue Bond Issue (1979 Toman Homes Bond Issue and 1983 Avalon Greens Bond Issue) Account Statements   | 1987-1993               |
| 18. | CRA Treasurer's Daily Cash Reports   | July, 1981 – June, 1983 |
| 19. | City Treasurer's Office (CTO) Daily Cash Reports   | May, 1987               |
|     | CRA – RPA #2 Bank Account Statements and Fund Transfer Advices   | May, 1985 – July, 1987  |
|     | City Housing & Community Development (HCD) Account Bank Statements   | FY 1986/87              |
|     | City Special Assessment District Fund Account Bank Statements  | FY 1986/87              |
|     | City General Demand (GD) Account Bank Statements   | May, 1985 - July, 1987  |
|     | City General Demand (GD) Account Disbursement Check File Copies  | June, 1987              |

20.	City Treasurer's Financial Reports	June, 1982 - June, 1988
21.	City General Demand (GD) Account Monthly Bank Reconciliation Reports, Local Purchase Orders (LPOs) and Disbursement Check File Copies	1978-1979
22.	City Treasurer's Miscellaneous Correspondence Files (Audit Correspondence/Report Letters, Legal Opinion Letters, Copies of Various City Ordinances, Agenda Dispositions, Copies of Purchase Orders, Cash Advance/Expense Forms, Miscellaneous Memos Issued by the CTO, Stop Payment Orders & Non-Sufficient Funds (NSF) Letters)	1975-1979
23.	City General Demand (GD) Disbursement Check File Copies, LPO's & Receiving Reports (O-P) with Old Quaker Paint Company, Oleson Company, Omega Oil Company, Organic Gardening Book Club	1978-1979
24.	Assessment District (AD) Improvement Bond Correspondence Letters (District Nos. 69-1, 69-3, 71-1, 68-1 and 68-3) and Bond Coupons	1968-1986
25.	Revolving Fund Account Replenishment Reports & Requisitions for Employee Conference, Seminar & Meeting Expenses	FY 1988/89 – FY 1993/94
26.	City General Demand (GD) Account Monthly Bank Reconciliation Files	Oct., 1988 – July, 1989
27.	City Treasurer's Financial Investment Reports	July, 1988 – June, 1991
28.	Office of Parking Violations (OPV) Account Monthly Bank Reconciliation Files	FY 1981/82 – FY 1995/96
29.	Employee Benefit Trust (EBT) Dental Account Monthly Bank Reconciliation Files	FY 1989/90 – FY 1995/96
30.	Revolving Fund Account Monthly Bank Reconciliation Files for Employee Conference, Seminar & Meeting Expenses	FY 1989/90 – FY 1995/96
31.	Healthcare Management Services Dental Check Register Reports	1991-1996
32.	Carson Redevelopment Agency (CRA) Account Monthly Bank Reconciliation Files	Jan., 1984 – June, 1989
33.	City Redevelopment Project Area (RPA) #1, #2 & #3 Cashed In Investment Records (Certificate of Deposit Agreements & Receipts):	
	a) CRA #1 & CRA #2 Accounts	1970 – 1990
	b) City and CRA #2 & #3 Accounts	July, 2001 – June, 2004
	c) CRA #1 Account	July, 2001 – Dec., 2002
	Employee Dental Claims Check Register Reports	1986 - 1994
34.	City General Demand Account (GD) Disbursement Check File Copies City Treasurer's Daily Cash Reports City General Demand (GD) Account Deposit Slips/Tickets	July, 1990 – Aug., 1990 July, 1990 – Aug., 1990 Aug., 1990