

RESOLUTION NO. 18-147

**ARESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON,
CALIFORNIA, AUTHORIZING THE DESTRUCTION OF SPECIFIED
CITY RECORDS WITHIN THE HUMAN RESOURCES/RISK
MANAGEMENT DEPARTMENT**

WHEREAS, the City of Carson has stored a variety of files and documents pertaining to human resources 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, Title 2, Division 3, Part 2.8, Chapter 6, Section 12946 of the California Government Code provides for the destruction of certain employment records, and Title 8, Division 1, Chapter 7, Section 14300 *et seq.* of the California Code of Regulations provides for the retention of certain records regarding work related injuries and illnesses; and

WHEREAS, the proposed destruction of the indicated files and documents itemized as follows on Attachment "A" complies with Title 4, Division 1, Chapter 4, Section 34090 of the California Government Code, Title 2, Division 3, Part 2.8, Chapter 6, Section 12946 of the California Government Code, and Title 8, Division 1, Chapter 7, Section 14300 *et seq.* of the California Code of Regulations and, therefore, are authorized to be destroyed; 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, serving as the interim Records Management Committee, have reviewed the records to be destroyed and the information required for such destruction, and have approved the destruction of the files and documents as indicated on the Records Destruction Authorization Form requested on October 30, 2018, 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 human resources and city administration records indicated on the Records Destruction Authorization Form requested on October 30, 2018 without further action by the City Council of the City of Carson.

PASSED, APPROVED and ADOPTED this 20th day of November, 2018.

Mayor Albert Robles

ATTEST:

City Clerk Donesia L. Gause, CMC

APPROVED AS TO FORM:

City Attorney Sunny K. Soltani

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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. 18-006, 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 L. Gause, MMC