RESOLUTION NO. 20-014

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF SPECIFIED CITY RECORDS WITHIN THE FINANCE DEPARTMENT

WHEREAS, the City of Carson has stored a variety of records and reports pertaining to receipts, reconciliations, refunds, payment confirmations, payroll, bank statements, tax statements, and miscellaneous correspondence, 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;

WHEREAS, Part 2, Title 2, Chapter 3, Section 337 of the California Code of Civil Procedure provides a retention of certain records for their audit date plus four (4);

WHEREAS, Title 5, Division 2, Part 1, Chapter 4, Article 1 of the California Government Code provides for the permanent retention of certain records of investment transactions;

WHEREAS, the City of Carson's City Attorney has reviewed the description of the records proposed for destruction and approved the destruction of the records itemized in Exhibit "A" to this Resolution as compliant with state law; and

WHEREAS, the City of Carson's Director of Finance has approved the proposed destruction of all the records itemized on Exhibit "A" to this Resolution without microfilming or reproduction; and

WHEREAS, the City of Carson's interim Records Management Committee, has approved the proposed destruction of all the records itemized on Exhibit "A" to this Resolution by an on-site shredding service; and

WHEREAS, the City of Carson's City Manager has approved the proposed destruction of all the records itemized on Exhibit "A" to this Resolution.

NOW, THEREFORE, the City Council of the City of Carson, California does hereby resolve and authorize the destruction of the records approved for destruction as listed on Exhibit "A" to this Resolution without further action by the City Council of the City of Carson.

PASSED, APPROVED and ADOPTED this 17th day of March, 2020.

_____
Mayor Albert Robles

ATTEST:

_____
City Clerk Donesia L. Gause-Aldana, 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-Aldana, City Clerk of the City of Carson, California, hereby attest to and certify that the foregoing resolution, being Resolution No. 20-014, adopted by the Carson City Council at its meeting held on the 17th day of March, 2020, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

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City Clerk Donesia L. Gause-Aldana, MMC

Exhibit A.

Boxes Requested for Document Destruction - November 2019

Boxes 1-102	Cash Receipts Reports (102 Boxes)	June 1990 to June 1992; January 1996 to June 1997; September 1997 to June 2000; January 2004 to August 2005; October 2005 to November 2005; March 2006 to April 2006; June 2006 to July 2006; September 2006 to June 2011
Boxes 103 - 115	City Monthly Reconciliations (13 Boxes)	July 1978 to June 1979; November 1993 to June 2006
Boxes 116 - 133	Community Center and Parks & Recreation Deposit Refunds (18 Boxes)	July 1989 to January 1992; July 1999 to June 2001; July 2003 to June 2011
Boxes 133 to 140	Quadrant Monthly Cash Reports (Duplicate) (7 Boxes)	July 1996 to December 2013
Boxes 141 - 144	Revolving Fund Bank Reconciliations (4 Boxes)	July 1994 to June 2008
Boxes 145 - 148	Treasurer's Trust Bank Reconciliations (4 Boxes)	July 1996 to June 2003; July 2004 to June 2010
Boxes 149 - 151	Wire Transfer and Stop Payment Confirmations (Duplicate) (3 Boxes)	January 1997 to June 2006; July 2009 to December 2012
Boxes 152 - 156	Check Carbon Copies - General Demand and Non Payroll and Carson Circuit Reports (5 Boxes)	July 1997 to June 2001; November 2003 to July 2004
Boxes 157 to 170	Carson Redevelopment Agency Daily Cash Reports and Monthly Bank Reconciliations (14 Boxes)	January 1980 to December 1983; December 1991 to June 1993; July 1994 to June 2007;
Boxes 171 - 175	Employee Benefit Trust Bank Reconciliations; Heller Associates (Dental) Reports (Duplicate);Employee Benefit Trust Check Registers;AFLAC Check Reports (Duplicate) (5 Boxes)	July 1994 to June 2008
Boxes 176 - 178	City and Carson Redevelopment Agency Investment Cash Reports/Wire Transfers (3 Boxes)	Permanent 1987 to 2004; July 2007 to January 2011
Boxes 179 - 180	Unsold Tickets - Bicentennial Event; Western Waste/Waste Management Correspondence	1976; 1992 to 2000
Boxes 181 - 183	Office of Parking Violations Bank Reconciliations; Office of Parking Violations Ticket Reports (Duplicate) (3 Boxes)	January 1991 - June 2010

Boxes Requested for Document Destruction - November 2019

Boxes 184 - 187	Leave Requests and Timesheet Copies; Payroll Check Listings/Commissioner Stipend Donation Reports (Duplicate) (4 Boxes)	May 1986 to June 1986; July 2002 to June 2005; January 2006 to June 2011
Boxes 188 - 191	Daily Balancing Calculator Tapes; Petty Cash Reimbursement Reports (Duplicate); Positive Pay Check Listings (4 Boxes)	July 2004 to June 2011
Boxes 192 - 194	Credit Card Merchant Fee Statements; Credit Card Statements - City National and Wells Fargo Banks (3 Boxes)	July 1999 to June 2008
Boxes 195 - 197	BNY Statements - Closed Accounts (3 Boxes)	January 2003 - December 2007
Boxes 198 - 199	Check Pickup Registers; Check Summary Reports (2 Boxes)	July 1984 to June 1985; July 1987 to June 1992; July 1993 to June 1997; June 2002 to July 2007; September 2011 to December 2013
Boxes 200 - 201	Carson Redevelopment Agency Statements (2 Boxes)	1972 to 1981; 1987 - 1993
Box 202	City National Bank Statements	May 1997 to June 1999
Box 203	Client Analysis Statements - City National and Wells Fargo Bank	July 2004 to June 2008
Box 204	Direct Deposit/ING/ICMA/State/Federal Wire Confirmations	2002 - 2012
Box 205	Bond Release Payment Requests (Duplicate)	1976 to 1995
Box 206	Pacific Standard Refunds	Prior to 1992
Box 207	LAIF Statements	1970 to 2011
Box 208	E-TECH Ticket Issuance Reports (Copies)(Office of Parking Violations)	January to December 2007
Box 209	Daily Interest Cash Receipts	1986 to 2002
Boxes 210 - 211	Custody Bank Statements - City National and Wells Fargo Banks (2 Boxes)	July 2003 to June 2008
Boxes 212 - 213	Carson Redevelopment Agency Tax Allocation Reports; Carson Redevelopment Agency Tax Statements (2 Boxes)	1992 to 1993; 1973 - 2000

Boxes Requested for Document Destruction - November 2019

Box 214	Carson Redevelopment Agency Trust Correspondence	1975 to 1985
Boxes 215 - 216	City and Carson Redevelopment Agency Bank Statements (2 Boxes)	1979 - 1986
Box 217	Carson Redevelopment Agency Commercial Paper Interest Receipts	1993 to 2001
Box 218	Cash Receipts - Investments	1995 to 2001

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for CAO