CITY OF CARSON		POLICY/PROCEDURE
NUMBER: 3.33.1		SUBJECT: RECORDS DESTRUCTION
ORIGINAL ISSUE: 7/1/80	EFFECTIVE: 7/1/80	
CURRENT ISSUE: 7/1/80	EFFECTIVE: 7/1/80	CATEGORY: III. FINANCE AND ADMINISTRATION
SUPERSEDES: NEW		

ADMINISTRATIVE ORDER

I. PURPOSE AND SCOPE

A. To establish the procedure and assign responsibilities for destruction of City records.

B. To assure that records destruction is properly reviewed, authorized and documented.

II. GENERAL

A. This administrative order is a supplement to Administrative Order 3.33, "Records Management - Authority and Responsibility."

B. The responsibility for destruction of City records is assigned to the Department of Finance and Administration, which is also responsible for overall administration and coordination of the City records management program.

C. The following original City records shall not be destroyed:

1. Records affecting title to real property.

2. Minutes, ordinances and resolutions of City Council or City Commissions.

3. Records less than two years old.

D. City Attorney and City Council approval shall be secured prior to destruction of any records which have not been, or will not be, microfilmed.

E. Final approval to carry out destruction of City records shall be by the City Administrator.

F. Destruction of records shall be accomplished using the the following process:

1. Completion by the department and submittal to the Records Management Committee Chairman, of Form 11113, "Records Destruction Authorization."

2. Review and approval by the Records Management Committee.

3. Approval by the City Attorney and City Council when required.

4. Final approval by the City Administrator.

G. Prior to destruction, the microfilming status of the records to be destroyed shall be determined by the Records Management Committee.

III. PROCEDURE

A. Department

1. Complete form 11113, "Records Destruction Authority," and submit it to the Records Management Committee.

2. Assure that any "legal" destruction date applicable to the records is verified and valid.

3. Attend the Records Management Committee meeting as convened by the Chairman.

B. Records Management Committee

1. Review all requests for destruction of City records as delineated on the "Records Destruction Authority" submitted by departments.

2. Assure that all information required on the form is complete and accurate including:

   a. Records Destruction Authority I.D. Number.

   b. Description, period covered, boxes, batches, listings and fiscal year.

   c. Microfilming status.

   d. Method of destruction.

   e. City Attorney approval signature.

   f. Committee Chairman signature.

   g. City Administrator signature.

3. Secure City Council approval, when required, by Council agenda item action. City Attorney approval is required for all records to be destroyed without microfilming.

4. The signature of the Committee Chairman on the"Records Destruction Authority" constitutes final Committee action.

5. Review and confirm the microfilming status of the record.

6. Upon completion of the review and approval process, distribute the "Records Destruction Authority" form as follows:

   a. Retain the original for records center files.

   b. Copy to the Department.

   c. Copy to the City Attorney.

7. Assure that records authorized for destruction are in fact destroyed and that appropriate documentation is prepared and filed in records center files.

C. Finance and Administration

1. Coordinate and supervise the destruction of records.

2. Maintain document files of form 11114, "Records Destruction Certificate," and Form 11113, "Records Destruction Authorization."

3. Administer and coordinate all aspects of records destruction activities.

D. City Administrator

1. Provide final review and approval signature on the ""Records Destruction Authorization."

IV. EXCEPTIONS

Exceptions to this administrative order shall be authorized by the City Administrator.

V. AUTHORITY

By order of the City Administrator.

E. Fredrick Bien

E. FREDRICK BIEN
CITY ADMINISTRATOR