



Legislation Details (With Text)

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Title: CONSIDER THE ADOPTION OF RESOLUTION NO. 24-058, AUTHORIZING THE DESTRUCTION OF SPECIFIED CITY RECORDS WITHIN THE CITY CLERK'S OFFICE (CITY COUNCIL)

Sponsors:

Indexes:

Code sections:

Attachments: 1. Resolution 24-058

Date	Ver.	Action By	Action	Result
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Report to Mayor and City Council

Tuesday, June 18, 2024

Consent

SUBJECT:

CONSIDER THE ADOPTION OF RESOLUTION NO. 24-058, AUTHORIZING THE DESTRUCTION OF SPECIFIED CITY RECORDS WITHIN THE CITY CLERK'S OFFICE (CITY COUNCIL)

I. SUMMARY

The City's Standard Management Procedure (SMP) No. 3.33.1, Records Destruction, the Secretary of State's Records Management Guidelines and sections of the California Government Code, section 34090, provide the procedure and authority in appropriately retaining and destroying City records. The City Clerk's Office has reviewed certain documents and is seeking the City Council's authority to destroy specific City records. The records for destruction include bid packets and agenda from 1970 through 2022. According to the state law and state's retention policy, these records only need to be kept for the year of the meeting plus two. The attached list shows 110 boxes eligible for destruction.

II. RECOMMENDATION

WAIVE further reading and ADOPT Resolution No. 24-058, "A RESOLUTION OF THE CITY OF CARSON, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF SPECIFIED CITY RECORDS WITHIN THE CITY CLERK'S OFFICE"

III. ALTERNATIVES

TAKE any other action deemed appropriate.

IV. BACKGROUND

The City Clerk's Office has been reviewing and identifying records designated for retention and destruction. It has been determined that the lifecycle of certain records have expired and are ready to be destroyed. The City Clerk and the City Attorney's Office have confirmed and authorized proper and legal destruction; therefore, with the City Council's approval of Resolution 24-058 (Exhibit No. 1), the records will be destroyed accordingly.

V. FISCAL IMPACT

No fiscal impact. There is sufficient funding in account 101-30-100-100-6004

VI. EXHIBITS

Exhibit No. 1- Resolution No. 24-058

Prepared by: Dr. Khaleah K. Bradshaw, City Clerk and Tomisha Haywood, Records Management Coordinator