



# CITY OF CARSON

## Legislation Text

File #: 2020-639, Version: 1

### Report to Mayor and City Council

Tuesday, September 15, 2020

Consent

#### **SUBJECT:**

**CONSIDER THE ADOPTION OF RESOLUTION NO. 20-144 AUTHORIZING THE DESTRUCTION OF SPECIFIED RECORDS WITHIN THE CITY CLERK'S OFFICE (CITY COUNCIL)**

#### **I. SUMMARY**

A. *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, 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 RFP's, Bids, RFQ's, and correspondence that are located within box numbers: 783, 817, 816, 609, 665, 920, 821, 762, 905, 907, 906, 735, and/or electronic files.*

#### **II. RECOMMENDATION**

TAKE the following actions:

WAIVE further reading and ADOPT Resolution No. 20-144, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF SPECIFIED CITY RECORDS WITHIN CITY CLERK'S OFFICE."

#### **III. ALTERNATIVES**

TAKE another action the City Council deems 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 No. 20-144 (Exhibit No. 1), the records will be destroyed accordingly.

## **V. FISCAL IMPACT**

The cost for destruction will be absorbed by the City Clerk's Operating Account No. 101-30-100-100-6004.

## **VI. EXHIBITS**

Exhibit No. 1 - Resolution No. 20-144

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