



## Legislation Details (With Text)

<b>File #:</b>	2020-670	<b>Version:</b>	1	<b>Name:</b>	
<b>Type:</b>	Consent	<b>Status:</b>		Agenda Ready	
<b>File created:</b>	9/21/2020	<b>In control:</b>		City Council	
<b>On agenda:</b>	2/2/2021	<b>Final action:</b>			
<b>Title:</b>	CONSIDER THE ADOPTION OF RESOLUTION NO. 20-151 AUTHORIZING THE DESTRUCTION OF SPECIFIED RECORDS WITHIN THE CITY'S INTERNAL DEPARTMENTS (CITY COUNCIL)				
<b>Sponsors:</b>	City Council, Ken McKay				
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	1. Exhibit 1 - CA Government Code Section 34090, 2. Exhibit 2 - SMP 3.33.1 Records destruction 7-1-80, 3. Exhibit 3 - Form 11113 Records Destruction Authorization, 4. Exhibit 4 - Inventory List of Records for Destruction, 5. Exhibit 5 - Reso. No. 20-151				

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

## Report to Mayor and City Council

Tuesday, February 02, 2021

Consent

### SUBJECT:

**CONSIDER THE ADOPTION OF RESOLUTION NO. 20-151 AUTHORIZING THE DESTRUCTION OF SPECIFIED RECORDS WITHIN THE CITY'S INTERNAL DEPARTMENTS (CITY COUNCIL)**

### I. SUMMARY

The City of Carson's Public Safety Division and Community Services Department are seeking City Council's authorization to destroy specified records in accordance with Resolution No. 20-151. Records for destruction include those concerning building, housing, municipal code violations, public nuisance, vehicle abatement, citations, CHP 180s-General files, agendas, correspondences, and memos, dating back to 1975 with the most current of these records being dated 2018. Staff has reviewed the records in collaboration with the City Attorney's office and the records to be destroyed have been determined to be of no public use, historical or legal value.

### II. RECOMMENDATION

TAKE the following actions:

WAIVE further reading and ADOPT Resolution No. 20-151, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF SPECIFIED CITY RECORDS WITHIN THE CITY'S INTERNAL DEPARTMENTS."

### **III. ALTERNATIVES**

TAKE another action the City Council deems appropriate.

### **IV. BACKGROUND**

The California Government Code Section 34090 et seq. (Exhibit No. 1) provides the authority for record destruction. The City's Standard Management Procedure (SMP) No. 3.33.1, Records Destruction (Exhibit No. 2) establishes the procedure and assigns responsibilities to assure records destruction is properly reviewed, authorized and documented. Staff, with the assistance of the City Attorney's office has reviewed and identified the attached Records Destruction Lists (Exhibit No. 4). These records have been determined to be of no public use, historical or legal value and are therefore being proposed to be destroyed with no need for microfilming. The City Manager has approved the proposed destruction of records - Record Destruction Authorization Form 11113 (Exhibit No. 3) and the City Attorney's Office has confirmed and approved the proper authorization and legal destruction of the records. The City Council's approval of Resolution No. 20-151 (Exhibit No. 5) is now required to move forward with the destruction of the records.

### **V. FISCAL IMPACT**

No fiscal impact. The cost to have the files destroyed is included in the FY 2020/21 budget.

### **VI. EXHIBITS**

1. CA Government Code Section 34090 (pages 3-6)
2. SMP No. 3.33.1 (pages 7-9)
3. Form 11113 - Records destruction authorization (pages 10-34)
4. Inventory List of Records for Destruction (pages 35-40)
5. Resolution No. 20-151 (pages 41-42)

Prepared by: David C. Roberts, Jr., Assistant City Manager