



## Legislation Text

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### Report to Mayor and City Council

Tuesday, September 20, 2016

Consent

#### **SUBJECT:**

**CONSIDER THE ADOPTION OF RESOLUTION NO. 16-127 AUTHORIZING THE DESTRUCTION OF RECORDS AND RESOLUTION NO. 16-123 AMENDING THE FISCAL YEAR 2016-17 BUDGET IN THE GENERAL DEMAND (CITY COUNCIL)**

#### **I. SUMMARY**

Consistent with the city's policy on records management, the City Treasurer's Office reviewed and analyzed its existing records and determined that the retention period for the records has lapsed and the documentation is deemed to be of no public, historical or legal value. This item is requesting City Council authorization to destroy specific records maintained by the City Treasurer's Office in accordance with city procedures and California Government Code section 34090 et. seq. A budget amendment will also be required to pay for costs associated with the records destruction process.

#### **II. RECOMMENDATION**

TAKE the following actions:

WAIVE further reading and ADOPT Resolution No. 16-123, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF SPECIFIED CITY RECORDS LOCATED AT THE CITY'S OFFSITE STORAGE FACILITY"; and

WAIVE further reading and ADOPT Resolution No. 16-127, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE FISCAL YEAR 2016-17 BUDGET IN THE GENERAL FUND.

#### **III. ALTERNATIVES**

TAKE another action the Council deems appropriate.

#### **IV. BACKGROUND**

In December, 2014, Assistant City Manager Rhambo requested that an audit be conducted of records stored at the City's offsite storage facility to determine if any of the records could be designated for destruction. This process was long overdue, since the City Treasurer's Office has not destroyed any records since the city's incorporation in 1968. As a result, there are 500-600 boxes of documentation stored in the area designated for the City Treasurer's Office.

As requested, former City Treasurer, Karen Avilla and Chief Deputy City Treasurer, Kelly Lindberg, began the process of sorting through the records and compiled a list of 174 boxes of city documents proposed for destruction. The list was forwarded to the City Attorney's Office and Lauren A. Lyman, Esq. authorized the destruction of records listed on Attachment "A" to Resolution No. 16-123 (Exhibit No. 1). Funds for professional shredding services for the destruction of city documents have not been budgeted in the FY16-17 General Fund budget. The service is estimated to cost \$550.00 for on-site shredding services. Resolution No. 16-127 (Exhibit No. 2) will amend the fiscal year 2016-17 budget in the general fund to provide for this expense.

In accordance with Standard Management Procedure 3.33.1 - Records Destruction (Exhibit No. 3), the list of records has been reviewed and approved for destruction by the Chairperson of the Records Management Committee, the City Manager and the City Attorney, as shown on Form No. 11113 - Records Destruction Authorization (Exhibit No. 4).

If approved, the documents contained in each box will be destroyed in accordance with established procedures.

#### **V. FISCAL IMPACT**

Funds for this item are not budgeted in the FY 2016/17 general fund budget. Accordingly, the City Council will be required to amend the budget in Account No. 01-40-000-003/6004 (Professional Services) increasing the funds allocated in the account by \$550.00.

#### **VI. EXHIBITS**

Exhibit No. 1 -Resolution No. 16-123 (pgs. 3-9)

Exhibit No. 2 - Resolution No. 16-127 (pg. 10)

Exhibit No. 3 -Standard Management Procedure 3.33.1 - Records Destruction (pgs. 11-13)

Exhibit No. 4- Form No. 11113 - Records Destruction Authorization (pgs. 14-19)

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