



## Legislation Text

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### Report to Mayor and City Council

Tuesday, March 06, 2018

Consent

#### **SUBJECT:**

**CONSIDER THE ADOPTION OF RESOLUTION NO. 18-006 AUTHORIZING THE DESTRUCTION OF RECORDS (CITY CLERK)**

#### **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, 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.

#### **II. RECOMMENDATION**

TAKE the following actions:

WAIVE further reading and ADOPT Resolution No. 18-006, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF SPECIFIED CITY RECORDS."

#### **III. ALTERNATIVES**

TAKE another action the 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, City Manager, Finance Director, and the City Attorney's Office have authorized proper and legal destruction (Exhibit No. 1- *Records*

*Destruction Authorization Form*).

With the City Council's approval of Resolution No. 18-006 (Exhibit No. 2); the records will be destroyed accordingly.

## **V. FISCAL IMPACT**

The cost for destruction will be absorbed by the City Clerk's Operating Account No. 0130000003-6004.

## **VI. EXHIBITS**

Exhibit No. 1 - Records Destruction Authorization Form Pg. 3

Exhibit No. 2 - Resolution No. 18-006 Pgs. 4-9

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