



## Legislation Text

File #: 2018-328, Version: 1

### Report to Mayor and City Council

Tuesday, May 15, 2018

Consent

#### **SUBJECT:**

**CONSIDERATION OF ADOPTION OF RESOLUTION NO 18-060 AUTHORIZING THE DESTRUCTION OF SPECIFIED CITY RECORDS (CITY COUNCIL)**

#### **I. SUMMARY**

Consistent with the City's policy on records management, the Accounting Division reviewed and analyzed its existing records and determined there are some records that are no longer useful or needed. This item is requesting City Council authorization to destroy specified accounting records in accordance with City procedures and California Government Code section 34090 et seq.

#### **II. RECOMMENDATION**

WAIVE further reading and ADOPT Resolution No. 18-060, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF SPECIFIED CITY RECORDS"

#### **III. ALTERNATIVES**

TAKE any other action that the City Council deems appropriate.

#### **IV. BACKGROUND**

The Accounting Division of the Finance Department has 105 boxes containing materials that are considered stale-dated information and no longer useful to the City. Additionally, the retention period for these records from June 30, 2010 or before, which are listed on file with the Accounting Division, have already lapsed and these materials are deemed to be of no public, historical or legal value and should be destroyed.

In accordance with Standard Management Procedure 3.33.1 - Records Destruction (Exhibit

No. 2), the list of records have 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 11113 - Records Destruction Authorization (Exhibit No. 3).

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

**V. FISCAL IMPACT**

None.

**VI. EXHIBITS**

1. Resolution No. 17-037. (pgs. 3-11)
2. SMP 3.33.1. (pgs. 12-14)
3. Form No. 11113 - Records Destruction Authorization. (pg. 15)

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