



CITY OF CARSON

Legislation Text

File #: 2018-738, Version: 1

Report to Mayor and City Council

Tuesday, October 02, 2018

Consent

SUBJECT:

CONSIDER THE ADOPTION OF RESOLUTION NO. 18-138 AUTHORIZING THE DESTRUCTION OF RECORDS (CITY TREASURER)

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 Treasurer'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. 18-138, "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 Treasurer'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 interim Records Management Committee, City Manager, 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. 18-138 (Exhibit No. 2); the records will be destroyed accordingly.

V. FISCAL IMPACT

The cost for destruction will be absorbed by the City Treasurer's Operating Account.

VI. EXHIBITS

Exhibit No. 1 - Records Destruction Authorization Form (page 3)

Exhibit No. 2 - Resolution No. 18-138 (pages 4 - 8)

Prepared by: City Attorney's Office