



# CITY OF CARSON

## Legislation Text

File #: 2018-764, Version: 1

### Report to Mayor and City Council

Tuesday, November 20, 2018

Consent

#### **SUBJECT:**

**CONSIDER THE ADOPTION OF RESOLUTION NO. 18-147 AUTHORIZING THE DESTRUCTION OF RECORDS (CITY COUNCIL)**

#### **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 Human Resources Department Office has reviewed certain documents and is seeking the City Council's authority to destroy specific City records.

#### **II. RECOMMENDATION**

WAIVE further reading and ADOPT Resolution No. 18-147, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF SPECIFIED CITY HUMAN RESOURCES RECORDS."

#### **III. ALTERNATIVES**

TAKE another action the Council deems appropriate.

#### **IV. BACKGROUND**

The City Human Resources/ Risk Management Department has been reviewing and identifying records designated for retention and destruction. It has been determined that the lifecycle of certain records has expired and are ready to be destroyed. The City Clerk, City Manager, Finance Director, serving as the interim Records Committee, and the City Attorney's Office have authorized proper and legal destruction of certain indicated records. (Exhibit No. 1- Records Destruction Authorization Form). The specific records that are eligible for destruction are identified in Attachment A to Exhibit No. 1.

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

## **V. FISCAL IMPACT**

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

## **VI. EXHIBITS**

Exhibit No. 1 - Records Destruction Authorization Form (page 3-7)

Exhibit No. 2 - Resolution No. 18-147 (pages 8-9)

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