



CITY OF CARSON

Legislation Text

File #: 2019-499, Version: 1

Report to Mayor and City Council

Tuesday, November 05, 2019

Consent

SUBJECT:

CONSIDERATION OF ADOPTION OF RESOLUTION NO. 19-126 AUTHORIZING THE DESTRUCTION OF SPECIFIED CITY RECORDS WITHIN THE FINANCE DEPARTMENT (CITY COUNCIL)

I. SUMMARY

Consistent with the city's policy on records management, the Finance Department - Purchasing Division reviewed and analyzed its existing records and determined those with content that are no longer useful or needed. This item is requesting City Council authorization to destroy specified Purchasing and related records in accordance with City procedures and California Code Section 34090 et seq.

II. RECOMMENDATION

WAIVE further reading and ADOPT Resolution No. 19-126, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF SPECIFIED CITY RECORDS WITHIN THE FINANCE DEPARTMENT."

III. ALTERNATIVES

TAKE any other action the City Council deems appropriate.

IV. BACKGROUND

The Purchasing Division of the Finance Department has 170 boxes containing records that are considered stale-dated information and no longer useful to the City. Additionally, the retention period for these records that are referenced in Resolution No. 19-126 (Exhibit No.

1) and are listed in Attachment "A" (Exhibit No. 2) to Resolution No. 19-126, has already lapsed and these records are deemed to be of no public, historical or legal value and should be destroyed.

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 No. 11113 - Records Destruction Authorization (Exhibit No. 3), in accordance with Standard Management Procedure 3.33.1 - Records Destruction (Exhibit No. 4).

V. FISCAL IMPACT

None.

VI. EXHIBITS

1. Resolution No. 19-126. (pgs. 3 - 4)
2. Attachment "A" to Resolution No. 19-126 - Finance/Purchasing Division Records Retention/Destruction List. (pgs. 5 - 11)
3. Records Destruction Authorization - Form 11113. (pg. 12)
4. SMP 3.33.1. (pgs. 13 - 15)

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