



CITY OF CARSON

Legislation Text

File #: 2021-213, Version: 1

Report to Mayor and City Council

Tuesday, May 04, 2021

Consent

SUBJECT:

CONSIDER THE ADOPTION OF RESOLUTION NO. 21-034 AUTHORIZING THE DESTRUCTION OF SPECIFIED RECORDS WITHIN THE CITY MANAGER/PUBLIC SAFETY DIVISION (CITY COUNCIL)

I. SUMMARY

The City of Carson's Public Safety Division is seeking City Council's authorization to destroy specified records in accordance with Resolution No. 21-034. Records for destruction are files stored at Iron Mountain dating back from year 1985 up to 1998. Public Safety has reviewed the records in collaboration with the City Attorney's office and the records to be destroyed have been determined to be obsolete and of no public use, historical or legal value.

II. RECOMMENDATION

WAIVE further reading and ADOPT Resolution No. 21-034, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF SPECIFIED CITY RECORDS WITHIN THE CITY MANAGER DEPARTMENT - PUBLIC SAFETY DIVISION."

III. ALTERNATIVES

TAKE another action the City Council deems appropriate.

IV. BACKGROUND

The California Government Code Section 34090 et seq. (Exhibit No. 1) provides the authority for records destruction. The City's Standard Management Procedure (SMP) No.3.33.1, Records Destruction (Exhibit No. 2) establishes the procedure and assigns

responsibilities to assure records destruction is properly reviewed, authorized and documented. Staff, with the assistance of the City Attorney's office has reviewed and identified the attached Inventory List of Records for Destruction (Exhibit No. 3). These records are currently stored at Iron Mountain and have been determined to be obsolete, of no public use, historical or legal value and are therefore being proposed to be destroyed with no need for microfilming.

The City Clerk's Office and the City Attorney have reviewed and approved the proper authorization and legal destruction of the said records. The City Manager has approved the proposed destruction of records - Form 11113 - Record Destruction Authorization (Exhibit No. 4). The City Council's approval of Resolution No. 21-034 (Exhibit No. 5) is now required to move forward with the destruction of the records.

V. FISCAL IMPACT

There is no fiscal impact for the approval of staff recommendation. The total cost to have the files destroyed is included in the FY 2020/21 budget. The records being destroyed by Public Safety will produce nominal savings, however the completion of all City records destroyed from Iron Mountain will result in an annual savings of \$25,000.

VI. EXHIBITS

1. CA Government Code Section 34090 (pages 3-5)
2. SMP No. 3.33.1 (pages 6-8)
3. Inventory List of Records for Destruction (page 9-26)
4. Form 11113 - Records destruction authorization (page 27-32)
5. Resolution No. 21-034 (pages 33-35)

Prepared by: Gina Trinidad, Administrative Analyst and David C. Roberts, Jr., Assistant City Manager