



CITY OF CARSON

Legislation Text

File #: 2021-425, Version: 1

Report to Mayor and City Council

Tuesday, June 01, 2021

Consent

SUBJECT:

CONSIDER THE ADOPTION OF RESOLUTION NO. 21-066 AUTHORIZING THE DESTRUCTION OF SPECIFIED RECORDS WITHIN THE CITY'S FINANCE DEPARTMENT (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 Finance Department 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. 21-066, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF SPECIFIED CITY RECORDS WITHIN THE CITY'S FINANCE DEPARTMENT."

III. ALTERNATIVES

TAKE another action the City Council deems appropriate.

IV. BACKGROUND

The Finance Department 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 Deputy City Clerk, City Manager, Finance

Director and the City Attorney's Office have authorized proper and legal destruction (Exhibit No. 4- Form 11113 - Records Destruction Authorization Forms).

With the City Council's approval of Resolution No. 21-066 (Exhibit No. 5); the records will be destroyed accordingly.

V. FISCAL IMPACT

There is no fiscal impact for the approval of the staff recommendation. The cost to have the files destroyed will be absorbed in the FY 2020/21 budget.

VI. EXHIBITS

1. Exhibit 1 - CA Government Code Section 34090 (pages 3-5)
2. Exhibit 2 - SMP No. 3.33.1 (pages 6-8)
3. Exhibit 3 - Inventory List of Records for Destruction (pages 9-27)
4. Exhibit 4 - Form 11113 - Records Destruction Authorization Forms (pages 28-32)
5. Exhibit 5 - Resolution No. 21- 066 (pages 33-58)

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