

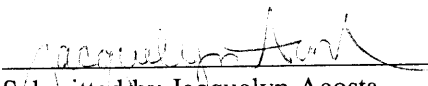



City of Carson

Report to Mayor and City Council

April 3, 2012
New Business Consent

SUBJECT: CONSIDERATION OF ADOPTION OF RESOLUTION NO. 12-033 AUTHORIZING THE DESTRUCTION OF SPECIFIED CITY RECORDS


Submitted by Jacquelyn Acosta
Administrative Services General Manager


Approved by David C. Biggs
City Manager

I. SUMMARY

Consistent with the city's policy on records management, the Purchasing Division reviewed and analyzed its existing records and determined those with content that is 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. 12-033, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF SPECIFIED CITY RECORDS."

III. ALTERNATIVES

TAKE any other action the City Council deems appropriate.

IV. BACKGROUND

The Purchasing Division of the Administrative Services Work Group has 208 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 listed in Attachment A to Resolution No. 12-033 (Exhibit No. 1), has already lapsed and these records are deemed to be of no public, historical or legal value and should be destroyed.

In accordance with Standard Management Procedure 3.33.1 – Records Destruction (Exhibit No. 2), 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).

V. FISCAL IMPACT

None.

VI. EXHIBITS

1. Resolution No. 12-033. (pgs. 3 - 9)
2. SMP 3.33.1 (pgs. 10 - 12)
3. Form No. 11113 – Records Destruction Authorization (pg. 13)

Prepared by: Ruth Rodriguez, Acting Purchasing Manager

RR:td

TO:Rev03-08-12

Reviewed by:

City Clerk	City Treasurer
Administrative Services	Development Services
Economic Development	Public Services

Action taken by City Council

Date_____ Action_____

RESOLUTION NO. 12-033

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF CARSON, CALIFORNIA, AUTHORIZING
THE DESTRUCTION OF SPECIFIED CITY RECORDS

THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, HEREBY RESOLVES
AS FOLLOWS:

WHEREAS, the city of Carson has stored a variety of files and documents that are no longer necessary for the operation of the city government; and

WHEREAS, Section 34090 et seq. of the California Government Code provides a procedure whereby city records which are no longer required may be destroyed; and

WHEREAS, the city of Carson Records Management Committee Chairperson has recommended, and the City Attorney has approved, the immediate destruction of the records listed on Attachment A to this Resolution.

NOW, THEREFORE, the City Council of the city of Carson, California, does hereby resolve and authorize the destruction of the records listed on Attachment A to this resolution without further action by the City Council of the city of Carson.

PASSED, APPROVED, and ADOPTED this ____ day of April, 2012.

Mayor Jim Dear

ATTEST:

City Clerk Donesia L. Gause, CMC

APPROVED AS TO FORM:

City Attorney

[MORE]

EXHIBIT NO. 01



LIST OF PURCHASING DOCUMENTS FOR DESTRUCTION	
PURCHASE ORDERS - Closed / Completed / Cancelled	
1	1974-75 Closed/Completed POs
2	1979-1984 Closed/Completed POs
3	1980-81 Closed POs; 1980-81 Agendas; & 1969-1976 Bids
4	1983-84 (A - F)
5	1985-86 (K - S)
6	1985-86 (S - Z)
7	June 1988 - Jan. 1996 Closed POs (Pinks)
8	1989 Closed/Completed POs
9	1989-90 (G - L)
10	1990 Jan. - Dec. Closed POs (Pinks)
11	1990 Closed/Completed POs; & 1997 - 2001 Audit Services
12	1990-91 (A - E)
13	1990-91 (F - N)
14	1990-91 (O - Z)
15	1991 (A - K)
16	1991-92 (A - H)
17	1991-92 (I - R)
18	1991-92 (S - Z)
19	1991 Jan. - Dec. Purchasing PO Copies
20	1992 Jan. - Dec. Purchasing POs Department Copies
21	1992-93 Closed/Completed POs
22	1992-93 (A - D)
23	1992-93 (M - S)
24	1992-93 (U - Z)
25	1993 Jan. - Dec. Closed POs (Pinks)
26	1993-94 (A - E)
27	1993-94 (F - P)
28	1993-94 (R - Z)
29	1994 Jan. - July Closed PO (Pinks)
30	1994-95 (A - F)
31	1994-95 (S - Z)
32	1995-96 (A - C)
33	1995-96 (H)

[MORE]

LIST OF PURCHASING DOCUMENTS FOR DESTRUCTION (continued)	
34	1995-96 (I - O)
35	1995-96 (T - Z)
36	1996-97 Closed/Completed POs (1 of 2)
37	1996-97 Closed/Completed POs (2 of 2)
38	1996-97 (C - F)
39	1996-97 (M - P)
40	1996-97 (O - Z)
41	1996-2002 Cancelled POs/Reqs.
42	1997-98 Warehouse PO Copies
43	1997-98 (A - C)
44	1997-98 (D - K)
45	1997-98 (L - R)
46	1997-98 (S - Z)
47	1998-99 (A - C) Box 1 of 6
48	1998-99 (C - E) Box 2 of 6
49	1998-99 (F - L) Box 3 of 6
50	1998-99 (L - P) Box 4 of 6
51	1998-99 (P - S) Box 5 of 6
52	1998-99 (S - Z) Box 6 of 6
53	1999 Various - Closed POs & Correspondence
54	1999-00 (A - B)
55	1999-00 (C - D)
56	1999-00 (E - J)
57	1999-00 (K - O)
58	1999-00 (P - S)
59	1999-00 (S - Z)
60	2000-01 (A - B)
61	2000-01 (C)
62	2000-01 (D - F)
63	2000-01 (G - J)
64	2000-01 (K - M)
65	2000-01 (O - R)
66	2000-01 (S)
67	2000-01 (T - Z)
68	2000-02 Closed/Completed POs
69	2001 (A - N) Subscription POs
70	2001 (O - Z) Subscription POs

[MORE]

LIST OF PURCHASING DOCUMENTS FOR DESTRUCTION (continued)	
71	2001-02 Closed/Completed POs
72	2001-02 (A - BTM)
73	2001-02 (D - GAL)
74	2001-02 (GLO - KNOTTS)
75	2001-02 (L - N)
76	2001-02 (NAT - Q)
77	2001-02 (R - SCA)
78	2001-02 (SMA - UT)
79	2002-03 (A - B) Box 1 of 2
80	2002-03 (A - B) Box 2 of 2
81	2002-03 (C - D)
82	2002-03 (E - H)
83	2002-03 (I - L)
84	2002-03 (M - O)
85	2002-03 (P - SO)
86	2002-03 (SP - SY)
87	2003-04 (A - B)
88	2003-04 (B - D)
89	2003-04 (D - H)
90	2003-04 (I - M)
91	2003-04 (M - Q)
92	2003-04 (R - S)
93	2003-04 (S - Z)
TERMS - Closed / Cancelled / Expired	
94	1997-2001 Expired Terms
95	1997-2003 Expired Terms
96	1999 (A - C) Expired Terms
97	1999 (D - M) Closed/Completed Terms
98	1999 (N - X) Expired Terms
99	2001-2003 Expired Terms
100	2001-2003 Expired/Cancelled Terms
101	2002-03 (A - L) Expired Terms
102	2002-03 (M - Z) Expired Terms
CONTRACTS - Closed / Completed / Cancelled / Expired	
103	1989 - April 1991 (MC-S) Completed Contracts; & 1990-91 Cancelled POs
104	1990-1995 Closed/Completed Contracts (1 of 3)

[MORE]



LIST OF PURCHASING DOCUMENTS FOR DESTRUCTION (continued)	
105	1990-1995 Closed/Completed Contracts (2 of 3)
106	1990-1995 Closed/Completed Contracts (3 of 3)
BIDS / BID SPECIFICATIONS	
107	1983-1984 Bids
108	B85-24 to B85-41
109	B87-36 to B87-50
110	B88-01 to B88-14
111	B88-15 to B88-35
112	B88-36 to B88-47
113	B89-01 to B89-20
114	B89-21 to B90-05
115	1990-1993 Bid Specifications
116	B90-06 to B90-19
117	B90-34 to B91-14
118	B92-01 to B92-07
119	B92-08 to B92-19
120	B92-20 to B92-25
121	B92-26 to B92-30
122	B93-01 to B93-11
123	B93-12 to B93-21
124	1994-1998 Bid Specifications
125	B94-02 to B94-13
126	B94-14 to B94-17 Bids; & P92-001 to P92-006I RFPs
127	B95-13 to B95-27
128	B96-01 to B96-16
129	B96-17 to B96-35
130	B96-36 to B96-41
131	B97-01 to B97-08
132	B97-09 to B97-20
133	B97-21 to B97-29
134	B98-01 to B98-17
135	B98-18 to B98-32
136	1999-2001 Bid Specifications
137	B99-01 to B99-13
138	B99-14 to B99-29
139	B00-01 to B00-10
140	B00-11 to B00-32

LIST OF PURCHASING DOCUMENTS FOR DESTRUCTION (continued)	
141	B00-33 to B00-46
142	Bid No. B00-45 Offset Press/Platemaker; & Bids (B01-01 to B01-26)
143	B00-47 to B00-54
144	B01-27 to B01-48; & Missing Bid No. B01-45 Furnishing & Installation of Theatrical Lighting
145	B02-01 to B02-20
146	B02-21 to B02-35
147	B02-36 to B02-41
148	2002-03 Bid Specifications
149	B03-01 to B03-15
150	B03-16 to B03-27
151	B03-28 Furnish & Install Two Copiers
REQUESTS FOR PROPOSALS (RFPs)	
152	1990-1996 RFPs
153	P93-001 to P95-002
154	1993-2000 RFP Specifications & Responses
155	P94-04 to P96-07
156	P95-02 RFP
157	P95-004 Management of Urban Forest
158	1996-2000 RFPs
159	P97-01 Parking Citation Processing Services for Public Safety
160	P97-01 to P97-12
161	P97-07 to P98-05
162	P98-01 RFP
163	P99-02 to P99-10
164	P99-12 RFP
165	P01-01 to P01-12
166	P01-03 Redev. Agency Legal Counsel
167	P01-04 Building Security Svcs.; & P01-12 Classification & Compensation Study
168	2001-2003 RFP Specifications & Responses
169	2002-03 RFPs
170	P02-04 Design & Development Of Revised City Website
171	P03-03 RFP (Box #6); & 2001-02 (V - Z) Closed POs
AGENDAS / CORR. / RFQS / MISC. DOCS	
172	1976-77 LPOs
173	1977-1980 Purchasing Correspondence

[MORE]



LIST OF PURCHASING DOCUMENTS FOR DESTRUCTION (continued)	
174	1978-1996 Purchasing Correspondence/Files/Docs
175	1980-1995 Log Books / Terms / Contracts
176	1984 Various Documents - Memos / Correspondence
177	December 1985 - June 1993 PO Log Book
178	1986-1989 Agendas; & 1992-93 Memos/Correspondence
179	July 1987 - June 1993 Requisition Log Books
180	1988-1992 Inventory Reports
181	May 1988 - 1997 LPOs
182	1989 Stores Correspondence Files
183	Q90-01 to Q91-08 Request for Quotes (RFQs)
184	1990-91 Completed Service Requests/Data
185	Q91-09 to Q92-23 RFQs
186	1992-93 Boise Correspondence
187	1993-2003 Correspondence
188	1993-1995 Boise Correspondence
189	1993-1996 Memos
190	Q93-01 to Q94-07 RFQs
191	1994-95 LPOs
192	1995-2005 Purchasing Correspondence/Files/Docs
193	1995-1999 Jays Catering Correspondence File
194	1995-2003 Correspondence
195	Q95-01 to Q01-03 RFQs
196	1995 LPO Log Books
197	1995-96 Purchasing Flood Documents E.O.C.
198	1996 Boise Correspondence
199	1996-2001 Agendas
200	1996-1999 Various Lease Documents
201	1997 Proofs
202	1997 Stores Files (Miscellaneous)
203	1997-2001 LPOs
204	1997-2001 Miscellaneous Documents
205	1999 Purchasing Y2K Compliance Correspondence
206	2000-2005 Purchasing Correspondence/Files/Docs
207	2001 Miscellaneous Files
208	2002-03 Agendas; 2002-2004 LPOs; & 2004 Payroll

CITY OF CARSON		POLICY/PROCEDURE
NUMBER: 3.33.1		SUBJECT RECORDS DESTRUCTION
ORIGINAL ISSUE 7/1/80	EFFECTIVE 7/1/80	
CURRENT ISSUE 7/1/80	EFFECTIVE 7/1/80	CATEGORY III. FINANCE AND ADMINISTRATION
SUPERSEDES NEW		

ADMINISTRATIVE ORDER

I. PURPOSE AND SCOPE

- A. To establish the procedure and assign responsibilities for destruction of City records.
- B. To assure that records destruction is properly reviewed, authorized and documented.

II. GENERAL

- A. This administrative order is a supplement to Administrative Order 3.33, "Records Management - Authority and Responsibility."
- B. The responsibility for destruction of City records is assigned to the Department of Finance and Administration, which is also responsible for overall administration and coordination of the City records management program.
- C. The following original City records shall not be destroyed:
 1. Records affecting title to real property.
 2. Minutes, ordinances and resolutions of City Council or City Commissions.
 3. Records less than two years old.
- D. City Attorney and City Council approval shall be secured prior to destruction of any records which have not been, or will not be, microfilmed.
- E. Final approval to carry out destruction of City records shall be by the City Administrator.
- F. Destruction of records shall be accomplished using the the following process:
 1. Completion by the department and submittal to the Records Management Committee Chairman, of Form 11113, "Records Destruction Authorization."
 2. Review and approval by the Records Management Committee.

7/1/80
3.33.1

3. Approval by the City Attorney and City Council when required.
 4. Final approval by the City Administrator.
- G. Prior to destruction, the microfilming status of the records to be destroyed shall be determined by the Records Management Committee.

III. PROCEDURE

A. Department

1. Complete form 11113, "Records Destruction Authority," and submit it to the Records Management Committee.
2. Assure that any "legal" destruction date applicable to the records is verified and valid.
3. Attend the Records Management Committee meeting as convened by the Chairman.

B. Records Management Committee

1. Review all requests for destruction of City records as delineated on the "Records Destruction Authority" submitted by departments.
2. Assure that all information required on the form is complete and accurate including:
 - a. Records Destruction Authority I.D. Number.
 - b. Description, period covered, boxes, batches, listings and fiscal year.
 - c. Microfilming status.
 - d. Method of destruction.
 - e. City Attorney approval signature.
 - f. Committee Chairman signature.
 - g. City Administrator signature.
3. Secure City Council approval, when required, by Council agenda item action. City Attorney approval is required for all records to be destroyed without microfilming.



7/1/80
3.33.1

4. The signature of the Committee Chairman on the "Records Destruction Authority" constitutes final Committee action.
5. Review and confirm the microfilming status of the record.
6. Upon completion of the review and approval process, distribute the "Records Destruction Authority" form as follows:
 - a. Retain the original for records center files.
 - b. Copy to the Department.
 - c. Copy to the City Attorney.
7. Assure that records authorized for destruction are in fact destroyed and that appropriate documentation is prepared and filed in records center files.

C. Finance and Administration

1. Coordinate and supervise the destruction of records.
2. Maintain document files of form 11114, "Records Destruction Certificate," and Form 11113, "Records Destruction Authorization."
3. Administer and coordinate all aspects of records destruction activities.

D. City Administrator


1. Provide final review and approval signature on the ""Records Destruction Authorization."

IV. EXCEPTIONS

Exceptions to this administrative order shall be authorized by the City Administrator.

V. AUTHORITY

By order of the City Administrator.



E. FREDRICK BIEN
CITY ADMINISTRATOR

CITY OF CARSON RECORDS MANAGEMENT RECORDS DESTRUCTION AUTHORIZATION	Authorization Number
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PART 1 - REQUEST FOR DESTRUCTION OF ORIGINAL RECORDS			
Date 3/12/12	Work Group Administrative Services	Division Purchasing	
Form No.	Name or Title of Record Purchase Orders and Purchasing related documents		
PERIOD COVERED From 1974 To 2004	ID/SERIAL NOS.	BOX OR BATCH NUMBER(S) 208	AGE FROM DEC. 31 OF YEAR OF ORIGATION
JUSTIFICATION FOR DESTRUCTION <input type="checkbox"/> Duplicates <input checked="" type="checkbox"/> Obsolete <input type="checkbox"/> No public service value <input type="checkbox"/> No legal value <input type="checkbox"/> No historical value <input type="checkbox"/> Other _____			
MICROFILM STATUS <input type="checkbox"/> Records have been microfilmed. Certificate No. _____ <input type="checkbox"/> Records require microfilming prior to destruction. <input checked="" type="checkbox"/> Records to be destroyed without microfilming or reproduction.			
APPROVED - GENERAL MANAGER <i>Jackie Ann</i>			DATE 3/12/12

PART 2 - RECORDS MANAGEMENT COMMITTEE		
THE RECORDS DESCRIBED HEREINABOVE WERE REVIEWED BY THE COMMITTEE ON <u>3</u> Month <u>12</u> Day <u>12</u> Year		
<input checked="" type="checkbox"/> Destruction is approved. <input type="checkbox"/> Destruction is not approved. <input type="checkbox"/> City Attorney / City Council approval required. <input type="checkbox"/> Other	METHOD OF DESTRUCTION: CERTIFICATE NO. DATE	
REMARKS		
CHAIRMAN - RECORDS MANAGEMENT COMMITTEE <i>Jackie Ann</i>		DATE 3-12-12

PART 3 - CITY MANAGER		CITY ATTORNEY APPROVAL	
DESTRUCTION OF THE RECORDS CITED HEREIN IS APPROVED. <i>David M.</i> CITY MANAGER SIGNATURE		<i>W. W.</i> CITY ATTORNEY SIGNATURE	
DATE 3/13/12		DATE 3/14/12	