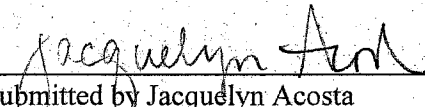


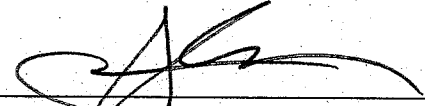


City of Carson Report to Mayor and City Council

September 21, 2010
New Business Consent

SUBJECT: CONSIDERATION OF RESOLUTION NO. 10-097 TO AUTHORIZE DESTRUCTION OF ADMINISTRATIVE SERVICES RECORDS


Submitted by Jacquelyn Acosta
Administrative Services General Manager


Approved by Jerome G. Grooms
City Manager

I. SUMMARY

Due to space constraints, it becomes necessary to destroy city records that are no longer needed or of any use. The Revenue Division has 3,185 taxpayer files that have been inactive for at least six years. These files are no longer useful and may be destroyed in accordance with Section 34090 et seq. of the California Government Code.

II. RECOMMENDATION

WAIVE further reading and ADOPT Resolution No. 10-097, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF SPECIFIED CITY RECORDS."

III. ALTERNATIVES

DO NOT AUTHORIZE the records destruction.

IV. BACKGROUND

The Revenue Division has 17 boxes of taxpayer files for businesses that are no longer active. Each taxpayer file contains business license/permit applications, annual renewal notices, payment records, copies of licenses/permits issued, inspection reports and correspondence pertaining to the account. All taxpayer files have been cancelled and inactive for at least six years. These records are considered stale-dated information and no longer useful to the city. (Exhibit No. 4)

In accordance with Standard Management Procedure 3.33.1 (Exhibit No. 3), the list of records has been reviewed and approved for destruction by the Chairman of the Records Management Committee, the City Manager and the City Attorney, as evidenced by the executed Records Destruction Authorization form included as Exhibit No. 2.

If Resolution No. 10-097 (Exhibit No. 1) is approved, the documents contained in each file will be shredded in accordance with established procedures.

7.