

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.

