

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE,
CALIFORNIA, AUTHORIZING THE DESTRUCTION OF CERTAIN CITY
RECORDS**

WHEREAS, the keeping of certain records is not necessary after a certain period of time for the effective and efficient operation of the government of the City of Commerce; and

WHEREAS, Section 34090 of the Government Code of the State of California provides a procedure whereby any City record which has served its purpose and is no longer required, such that destruction of said records will not interfere with the services and functions of the public agency, may be destroyed; and

WHEREAS, City staff has identified records that no longer have sufficient historical, legal, fiscal or reference value to retain in original form, and is requesting the City Council's authorization to destroy such records. They include a variety of different documents such as past election records, litigation documentation, timecards and administrative files for the period of time 1987 to 2017; and

WHEREAS, staff has provided the Council with a list of documents it intends to destroy, attached hereto as Exhibit A. The purpose and scope of the proposed document destruction is in compliance with Government Code section 34090.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Commerce as follows:

Section 1. The City Council hereby authorizes City staff to destroy, as provided in Government Code section 34090 and in accordance with the provisions of the Records Destruction Certificate, those records of the City of Commerce set forth in Exhibit "A." Such records do not include:

- A. Records affecting the title to real property or liens thereon;
- B. Court records;
- C. Records required to be kept by statute;
- D. Records less than two years old; or
- E. The minutes, ordinances, or resolutions of the City Council of the City of Commerce or any City board, committee or commission.

Section 2. The City Attorney has reviewed Exhibit A and has consented in writing to the destruction of documents as set forth therein.

Section 3. The destruction of any record as provided for herein shall be by shredding or other effective method of destruction.

PASSED AND ADOPTED by the City Council of the City of Commerce at a meeting held on the 6th day of August, 2018.

Hugo A. Argumedo, Mayor

Attest:

Lena Shuwmay, City Clerk