

## **RESOLUTION NO. 8437**

### **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HAWTHORNE, CALIFORNIA AUTHORIZING THE DESTRUCTION OF VARIOUS FINANCE DEPARTMENT RECORDS PURSUANT TO GOVERNMENT CODE § 34090 AND RESOLUTION NO. 7170.**

**WHEREAS**, the retention of numerous records is unnecessary after a certain period of time for the effective and efficient operation of the government of the City of Hawthorne; and

**WHEREAS**, Government Code Section 34090 provides for the destruction of certain City records and documents with the approval of the legislative body by Resolution and the written consent of the City Attorney; and

**WHEREAS**, the City Council of the City of Hawthorne adopted Resolution No. 7170 (Retention Schedule for the Maintenance and Disposition of Records) on or about April 22, 2008; and

**WHEREAS**, the Finance Director is requesting City Council authorization to destroy the documents described in on Exhibit "A" for the periods specified thereon. This form includes the finding that all of the records are more than two years old and/or have been retained for the minimum retention period as specified in Resolution 7170; and

**WHEREAS**, this form also includes the determination that the records no longer have any administrative, legal, evidential, fiscal or research and historical value. This form also contains a detailed list of all of the records with a description sufficient for identification, including the year of the record and specific description of the record; and

**WHEREAS**, the City Clerk and the City Attorney have also authorized the destruction of records on a "Destruction List Approval" form (see attached Exhibit "B"). This form includes the determination that the records no longer have any administrative, legal, evidential, fiscal, research or historical value; and

**WHEREAS**, a "Certificate of Destruction" form shall be completed when the records have been destroyed. This form shall state the date of the destruction, the destruction method used and who supervised the destruction. All three forms shall be maintained as permanent City records in the City Clerk's office.

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

**Section 1.** The records identified in Exhibit "A" are hereby ordered destroyed pursuant to California Government Code § 34090 and Resolution No. 7170.

**Section 2.** The City Clerk or his/her designee is hereby authorized and directed to destroy those items listed in the attached Exhibit "A", pursuant to the procedures established in

Resolution No. 7170.

**Section 3.** The City Clerk shall certify to the adoption of this Resolution and shall cause this Resolution and this certification to be entered in the Book of Resolutions of the Council of the City.

**Section 4.** This resolution shall be in full force and effect immediately upon its passage and adoption thereof.

**PASSED, APPROVED, and ADOPTED** this 10<sup>th</sup> day of October, 2023.

**ATTEST:**

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**ALEX VARGAS, Mayor**  
**City of Hawthorne, California**

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**DAYNA WILLIAMS-HUNTER, City Clerk**  
**City of Hawthorne, California**

**APPROVED AS TO FORM:**

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**ROBERT KIM, City Attorney**  
**City of Hawthorne, California**

## Exhibit A

<u>No. of Boxes:</u>	<u>Record Series Title &amp; Contents:</u>	<u>Retention Schedule Page No.:</u>	<u>Date of Records:</u>	<u>Retention Destruction Requirements:</u>	<u>Permissible Destruction Date:</u>
1	AP – AB	13	12/13	A+5	2023
2	AP – C-COS	13	12/13	A+5	2023
3	AP – COU-F	13	12/13	A+5	2023
4	AP – G-H	13	12/13	A+5	2023
5	AP – I-LI	13	12/13	A+5	2023
6	AP – LL-N	13	12/13	A+5	2023
7	AP – O-R	13	12/13	A+5	2023
8	AP – S-TA	13	12/13	A+5	2023
9	AP – TE-Z	13	12/13	A+5	2023
10	AP – AT&T	13	12/13	A+5	2023
11	AP – SCE	13	12/13	A+5	2023
12	AP – A-B	13	13/14	A+5	2023
13	AP – C	13	13/14	A+5	2023
14	AP – D – GOE	13	13/14	A+5	2023
15	AP – GOI – I	13	13/14	A+5	2023
16	AP – J-L	13	13/14	A+5	2023
17	AP – M-O	13	13/14	A+5	2023
18	AP – P-SI	13	13/14	A+5	2023
19	AP – SM-TO	13	13/14	A+5	2023
20	AP – TR-Z	13	13/14	A+5	2023
21	AP – AT&T	13	13/14	A+5	2023
22	AP-SCE	13	13/14	A+5	2023

23	AP – A-B	13	14/15	A+5	2023
24	AP – C	13	14/15	A+5	2023
25	AP – D-GO	13	14/15	A+5	2023
26	AP – GR-J	13	14/15	A+5	2023
27	AP – K-ME	13	14/15	A+5	2023
28	AP – MI-PR	13	14/15	A+5	2023
29	AP – PR-SO	13	14/15	A+5	2023
30	AP – SP-T	13	14/15	A+5	2023
31	AP – U-Z	13	14/15	A+5	2023
32	AP – AT&T-SCE	13	14/15	A+5	2023
33	AP – SCE	13	14/15	A+5	2023
34	AP – 3-CALI	13	15/16	A+5	2023
35	AP – CALO-D	13	15/16	A+5	2023
36	AP – E-HA	13	15/16	A+5	2023
37	AP – HE-LA	13	15/16	A+5	2023
38	AP – LE-M	13	15/16	A+5	2023
39	AP – N-RE	13	15/16	A+5	2023
40	AP – RI-S	13	15/16	A+5	2023
41	AP – T-Z	13	15/16	A+5	2023
42	AP – V-Z	13	15/16	A+5	2023
43	AP – AT&T-SCE	13	15/16	A+5	2023
44	AP – SCE	13	15/16	A+5	2023
45	DAILY CASH	12	03/30/2005 – 04/27/2005		2023
46	DAILY CASH	12	12/15/2005 – 01/12/2006		2023
47	DAILY CASH	12	05/08/2006 – 05/25/2006		2023

48	DAILY CASH	12	05/30/2006 – 06/19/2006	2023
49	DAILY CASH	12	08/28/2006 – 09/25/2006	2023
50	DAILY CASH	12	6/03/2008 – 6/13/2008	2023
51	DAILY CASH	12	6/16/2008 – 6/27/2008	2023
52	DAILY CASH	12	6/30/2008 – 7/14/2008	2023
53	DAILY CASH	12	7/15/2008 – 8/06/2008	2023
54	DAILY CASH	12	8/07/2008 – 8/28/2008	2023
55	DAILY CASH	12	9/02/2008 – 9/23/2008	2023
56	DAILY CASH	12	9/24/2008 – 10/16/2008	2023
57	DAILY CASH	12	10/17/2008 – 11/06/2008	2023
58	DAILY CASH	12	11/10/2008 – 11/26/2008	2023
59	DAILY CASH	12	12/01/2008 – 12/17/2008	2023
60	DAILY CASH	12	12/18/2008 – 1/09/2009	2023
61	DAILY CASH	12	1/12/2009 – 1/23/2009	2023
62	DAILY CASH	12	1/26/2009 – 2/05/2009	2023
63	DAILY CASH	12	2/06/2009 – 2/18/2009	2023
64	DAILY CASH	12	2/19/2009 – 3/06/2009	2023
65	DAILY CASH	12	3/09/2009 – 3/30/2009	2023
66	DAILY CASH	12	3/31/2009 – 4/20/2009	2023
67	DAILY CASH	12	4/21/2009 – 5/14/2009	2023
68	DAILY CASH	12	5/15/2009 – 6/02/2009	2023
69	DAILY CASH	12	6/03/2009 – 6/17/2009	2023
70	DAILY CASH	12	6/18/2009 – 6/30/2009	2023
71	DAILY CASH	12	7/01/2009 – 7/22/2009	2023
72	DAILY CASH	12	7/23/2009 – 8/12/2009	2023

73	DAILY CASH	12	8/13/2009 – 9/09/2009	2023
74	DAILY CASH	12	9/10/2009 – 10/02/2009	2023
75	DAILY CASH	12	10/05/2009 – 10/30/2009	2023
76	DAILY CASH	12	11/02/2009 – 12/01/2009	2023
77	DAILY CASH	12	12/02/2009 – 12/28/2009	2023
78	DAILY CASH	12	12/29/2009 – 1/19/2010	2023
79	DAILY CASH	12	1/20/2010 – 1/28/2010	2023
80	DAILY CASH	12	2/01/2010 – 2/16/2010	2023
81	DAILY CASH	12	2/17/2010 – 3/03/2010	2023
82	DAILY CASH	12	3/04/2010 – 3/19/2010	2023
83	DAILY CASH	12	3/22/2010 – 4/12/2010	2023
84	DAILY CASH	12	4/13/2010 – 5/05/2010	2023
85	DAILY CASH	12	5/06/2010 – 5/28/2010	2023
86	DAILY CASH	12	5/31/2010 – 6/17/2010	2023
87	DAILY CASH	12	6/21/2010 – 6/30/2010	2023
88	DAILY CASH	12	7/01/2010 – 7/23/2010	2023
89	DAILY CASH	12	7/26/2010 – 8/17/2010	2023
90	DAILY CASH	12	8/18/2010 – 9/14/2010	2023
91	DAILY CASH	12	9/15/2010 – 10/14/2010	2023
92	DAILY CASH	12	10/18/2010 – 11/15/2010	2023
93	DAILY CASH	12	11/16/2010 – 12/09/2010	2023

**EXHIBIT B**

**DESTRUCTION LIST APPROVAL**

Attached is a Request for Destruction of Records submitted by the Finance Department, dated May 9, 2019 requesting authorization to destroy the records described in the detailed list.

Pursuant to Hawthorne City Council Resolution No.7170, the types of records listed in the City's current records retention schedule are authorized for disposition as outlined in that schedule upon the written consent of the City Clerk and the City Attorney and approval by the City Council. The review by the City Clerk and the City Attorney must include the determination that the records requested for destruction no longer have any administrative value, legal value, evidential value, fiscal value, or research and historical value. The resolution also provides that the destruction of any record shall be by disposal, recycling, shredding or other effective method of destruction, as approved by the City Clerk. All records of a sensitive or confidential nature must be shredded, under the direct supervision of the City Clerk.

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I have reviewed the list of records described in the attached request for destruction and have found the listed records to be in compliance with the established retention requirements specified in Resolution No. 7170. I have also determined that the subject records no longer have any administrative, legal, evidential, fiscal, or research and historical value. I hereby consent to their destruction and to the department-proposed method of destruction unless otherwise noted below.

\_\_\_\_\_  
Finance Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Attorney

I have reviewed the list of records described in the attached request for destruction and have found the listed records to be in compliance with the established retention requirements. I have also determined that the subject records no longer have any administrative, legal, evidential, fiscal, or research and historical value. I hereby consent to their destruction.

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Date

## EXHIBIT C

### CERTIFICATE OF DESTRUCTION

I hereby certify that the destruction of the records described in the attached list was approved by the Hawthorne City Clerk on 10-\_\_\_\_-2023 \_\_\_\_\_ and by the City Attorney on 10-\_\_\_\_-2023 pursuant to the authority provided by Hawthorne City Council Resolution No. 7170. These records were destroyed in my presence by placing providing these documents to South Bay Document Recycling and Destruction for shredding at their place of business.

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

I hereby certify that, pursuant to the foregoing authority, the records described in the attached list as requested by Finance Department were picked-up by South Bay Document Destruction on (date) \_\_\_\_\_. I further certify that the method of destruction used was shredding by South Bay Document Destruction and that I or the Deputy City Clerk or the designated representative of the Chief of Police supervised the destruction of said records by personally providing said records to the bonded South Bay Document Destruction employee to be shredded at their facility.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

This certification must be completed and signed by the person supervising the destruction of records and the original form must be filed with the City Clerk to be maintained as a permanent record attached to the original Request for Destruction of Records and Destruction List Approval forms.