



AGENDA ITEM NO. 6

CITY OF HAWTHORNE City Council AGENDA BILL

For the meeting of October 10, 2023

Originating Department: Finance

City Manager:


Vontray Norris

Dir. of Finance:


Felice Lopez

SUBJECT:

Resolution No. 8437, Authorizing the Destruction of Various Finance Department Records Pursuant to Resolution No. 7170 and Government Code § 34090.

RECOMMENDED MOTION:

Staff recommends that the City Council Approve Resolution No. 8437, authorizing the Destruction of Various Finance Department Records.

DISCUSSION:

The Finance Department has requested the destruction of Accounts Payable and Daily Cash documents. Pursuant to the document retention policy adopted by the City Council, the subject documents are authorized to be destroyed because the City has maintained them for the statutory period of time. This Resolution also includes a determination that the records no longer have any administrative, legal, evidential, fiscal or research and historical value. The Resolution 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.

ECONOMIC DEVELOPMENT STRATEGIC PLAN:

FISCAL IMPACT:

None.

NOTICING PROCEDURES:

72 hours posted notice pursuant to the Ralph M. Brown Act

ATTACHMENT(S):

1. Resolution No. 8437