

**RESOLUTION NO. 6095**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD  
AUTHORIZING THE DESTRUCTION OF OBSOLETE CITY RECORDS**

WHEREAS, Resolution 5478 sets forth the City of Maywood's ("City") adopted Records Retention Policy in conformance with Government Code Section 34090 ("Policy");

WHEREAS, the Policy sets forth the retention period for records of the City and authorizes the destruction of certain records and documents by a department head, with the approval of the legislative body by resolution and the written consent of the City Attorney; and

WHEREAS, staff has recommended that certain obsolete records identified on Exhibit A are no longer required or necessary; and

WHEREAS, the City Attorney has given written consent for the destruction of the records herein set forth as Exhibit A;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MAYWOOD DOES HEREBY FIND, RESOLVE AND ORDER AS FOLLOWS:

**Section 1.** The City Council hereby finds and determines that the records identified on Exhibit A are older than the applicable retention period set forth in the City's Policy and are no longer needed or required to be kept by statute or law.

**Section 2.** The City Council hereby authorizes and directs the destruction of the records described on Exhibit A in accordance with the terms and conditions of the City's Policy.

**Section 3.** This Resolution shall be effective immediately upon its passage and approval.

**Section 4.** The City Clerk shall certify to the passage and adoption of this Resolution and shall enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED this 26th day of February 2020.

  
\_\_\_\_\_  
Eduardo De La Riva, Mayor

ATTEST:

  
\_\_\_\_\_  
Gerardo Mayagoitia, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Roxanne Diaz, City Attorney

I, Gerardo Mayagoitia, City Clerk of the City of Maywood, do hereby certify that the foregoing Resolution No.6095 was adopted at a regular meeting of the City Council of the City of Maywood held on the 26th day of February, 2020 by the following vote:

AYES: MARQUEZ, LARA, DE LA RIVA

NOES: ALVAREZ, MEDINA

ABSTAINED:

ABSENT:

  
\_\_\_\_\_  
Gerardo Mayagoitia, City Clerk

## EXHIBIT A

### RECORDS FOR DESTRUCTION

<u>FILE NAME/ SUBJECT/ DESCRIPTION</u>	<u>Dates of Records</u>	<u>Retention Period</u>	<u>Destruction Date*</u>
Vending Machine- 2016 Business License Stickers	2016	2 years	February 2020
HDL Duplicate overnight parking applications	2015	2 years	February 2020
HDL Duplicate overnight parking applications	2016	2 years	February 2020
Closed Business Licenses	2016 and prior years	current + 2 years	February 2020



**MEMORANDUM  
REQUEST FOR DESTRUCTION  
OF OBSOLETE RECORDS**

To: City Clerk

From: Shirley Quinones, Executive Assistant

Subject: Request for Destruction of Obsolete Records

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

Date of Record	Description of Record
1/7/2020	Vending Machine – 2016 Business License Stickers
1/7/2020	2015 – HDL Duplicate overnight parking applications ( 2017 all overnight parking permit holder need to complete a new application)
1/7/2020	2016- HDL Duplicate overnight parking applications ( 2017 all overnight parking permit holder need to complete a new application)
2/7/2020	2016 and prior years – Closed Business Licenses

(If additional space is needed to describe records, please attach additional pages)

**APPROVED**

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

2/26/2020  
\_\_\_\_\_  
Date

The obsolete records described above (and on any attached pages) were approved by the city council for destruction on:

Date: 3/20/2020

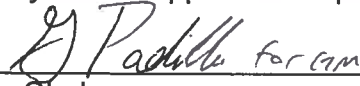
Resolution No. 6095

Shredding

Burning

Other (specify method)

I certify that such destruction meets the requirements of the City's Records Retention and Destruction Policy and all applicable requirements of State and federal law.

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

3/20/2020  
\_\_\_\_\_  
Date of Record Destruction