

**RESOLUTION NO. 8553**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HAWTHORNE,  
CALIFORNIA, AUTHORIZING THE DIGITIZATION AND DESTRUCTION OF CERTAIN  
CITY CLERK RECORDS PURSUANT TO GOVERNMENT CODE § 34090 AND  
RESOLUTION NO. 7170**

**WHEREAS**, the retention of numerous records is unnecessary after a certain period for the effective and efficient operation of the City Clerk's Office of the City of Hawthorne; and

**WHEREAS**, California Government Code Section 34090 provides for the destruction of City records that are no longer required, provided such destruction is authorized by the legislative body and approved in writing by 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 City Clerk is requesting City Council authorization to digitize and destroy the records listed in **Exhibit "A"**, which consist of permanent records that have been determined to no longer require retention in physical format, provided that accurate, high-quality digital copies are created and maintained in compliance with applicable laws and standards; and

**WHEREAS**, the digitized copies of records in Exhibit "A" will serve as the official, legally recognized versions, and all digitization will be performed in a manner that ensures integrity, accessibility, and compliance with Government Code § 34090.5 and other applicable regulations; and

**WHEREAS**, the City Clerk is also requesting authorization to destroy records listed in Exhibit "B", which are non-permanent records that have met or exceeded their required retention periods and have been determined to have no remaining administrative, legal, fiscal, historical, or research value, consistent with the City's approved retention schedule and with the written consent of the City Attorney; and

**WHEREAS**, a "Certificate of Destruction" will be completed following the destruction of all records, documenting the date, method of destruction, and person supervising the process, and all associated records, including approval forms, will 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", which are permanent in nature, are hereby approved for digitization and subsequent destruction of the physical originals, pursuant to California Government Code § 34090, § 34090.5, and Resolution No. 7170, provided that the digital copies meet all legal and archival standards.

**Section 2.** The records identified in Exhibit "B", which are non-permanent and have satisfied the minimum retention requirements, are hereby approved for destruction pursuant to California Government Code § 34090 and Resolution No. 7170.

**Section 3.** The City Clerk or their designee is authorized and directed to carry out the digitization and/or destruction of records listed in Exhibits “A” and “B” in accordance with established legal and administrative procedures.

**Section 4.** The City Clerk shall certify to the adoption of this Resolution and shall cause this Resolution and certification to be entered in the Book of Resolutions of the City Council of the City of Hawthorne.

**Section 5.** This Resolution shall take effect immediately upon its passage and adoption.

**PASSED, APPROVED, and ADOPTED** this 26<sup>th</sup> day of August, 2025.

\_\_\_\_\_  
ALEX VARGAS, Mayor

City of Hawthorne, California

ATTEST:

\_\_\_\_\_  
DAYNA WILLIAMS-HUNTER, City Clerk

City of Hawthorne, California

APPROVED AS TO FORM:

\_\_\_\_\_  
Robert Kim, City Attorney

# **“EXHIBIT A”**

## **BOX 4- Agenda Packets**

**January 8, 2001**  
**January 22, 2001**  
**February 12, 2001**  
**February 26, 2001**  
**March 12, 2001**  
**March 26, 2001**  
**April 10, 2001**  
**April 23, 2001**  
**May 14, 2001**  
**May 29, 2001**  
**June 11, 2001**  
*June 25, 2001*  
**July 9, 2001**  
**July 23, 2001**  
**August 13, 2001**  
**August 27, 2001**

## **BOX 5**

### **AGENDA PACKETS FOR 2001, 2002**

September 10, 2001  
September 24, 2001  
October 8, 2001  
October 22, 2001  
November 13, 2001  
November 26, 2001  
December 10, 2001  
December 17, 2001  
January 14, 2002  
January 28, 2002  
February 11, 2002  
February 25, 2002

## **BOX 6**

### **AGREEMENTS**

*Alarm Systems & Communications, Inc. – Alarm System - 1979*

**Ameriflight, Inc.** – Daily Small Package Air Cargo Service at Hawthorne Airport – 1991

**Anastasi Construction** – Reimbursement Agreement

*Bekins Archival Services – Records Storage – 1976*

**Budget Rent A Car** – Hold Harmless Agreement – Police Vehicles - 1989

*Burglary Investigator Services – Redondo Beach – 1975*  
*Cable Television Franchise Agreement – 10-26-82 as amended 4-29-87*  
**California** Dept. of Transportation FAU Agreement – 120<sup>th</sup> St. Improvement - 1982  
*Centinela Valley Union HSD – Amendment to Community Recreation - 1982*  
*Centinela Valley Union HSD – Centrex Equipment - 1981*  
*Centinela Valley Union HSD – Community Recreation and Swimming Pool. – 1956*  
**Central** and West Basin Water Replenishment District – In Lieu Replenishment – 1979  
**Central** and West Basin Water Replenishment District – In Lieu Replenishment – 1984  
**Central** and West Basin Water Replnshmnt District – In Lieu Replenishment – 1991/1992  
**Central** and West Basin Water Replnshmnt District – In Lieu Replenishment – 1982/1983  
**City of Commerce** – Assignment of Prop A Funds - 1991  
**Coast** Media Inc. (CMI) Recreational Brochures – exp. 1985  
**Command** Data Systems – Police/Mgmnt System – exp. 86  
**CMSI** – Computer Support Services – 1979  
**CMSI** – Computer Support Services - 1983  
**County** of Los Angeles- Crime Reduction Force – various years  
*County of Los Angeles – Dept. of Public Works – Prop A Funds Exchange – 1990/1991*  
*County of Los Angeles – Dept. of Public Works – Relinquishment of Jurisdiction – 1985*  
**County** of L A – LA County Sheriff's Justice Data Interface Controller System - 1977  
**County** of Los Angeles – Paramedic Communication System – 1978  
**County** of Los Angeles – Paramedic Communication System – 1980  
*Culver City – Assignment Agreement – FAU Monies – 1987*  
**Culver City** – Reciprocal Police Aid Agreement – 1965  
*Elro Sign Mfg. Co/AAA Flag & Banner – Design & Sign Construction – 1987*  
**Fair** Housing Foundation of Long Beach – 1993  
**Federal** Aviation Administration - Grant Agreement – Airport Improvement – 1986  
**Federal** Aviation Agency – Operation of Traffic Control Tower – 1962 & 1992  
**Gardena** – Maintenance of Traffic Control Signals – 1963  
**Gardena** – Supplemental Fire Protection - 1976

*Hawthorne Plaza – Police Service Center – 1982*

*Hawthorne School District – Police Vehicle/Security Surveillance – '80, '85, '87*

*Inglewood – Centinela Valley Juvenile Diversion Project – 1976*

*Inglewood – Inglewood Fire Training Facility Authority - 1970*

**Joint Powers Agreement – Job Training Partnership – 1983**

**Joint Powers Agreement – Lawndale – Sales Tax Lucky Shopping Center – 1968**

**Joint Powers Agreement – Parking Citations – 1981**

**Joint Powers Agreement – Reconstruction of Intersection on Aviation & Rosecrans – 1990**

**Joint Powers Agreement – South Bay Corridor Study Phase III – 1981**

**Joint Powers Agreement – South Bay Corridor Study Phase III – 1981**

**Joint Powers Agreement – South Bay Corridor Study Phase III – 1988**

**Joint Powers Agreement – South Bay Corridor Transportation Study - 1977**

**Joint Powers Agreement – South Bay Regional Communications Authority - 1975**

**Joint Powers Agreement – South Bay Cities – South Bay Corridor - 1991**

**Katz, Hollis, Coren & Assoc. – Financial & Fiscal Mngmnt, RDA – 1980**

**Lawndale - Traffic Control Signal – 147<sup>th</sup> St. & Inglewood Ave. – 1967**

**L A County Transportation Commission – Century-El Segundo Rail Transit – 1988**

**Los Angeles Regional Transportation Study – 1964**

**Master K-9 – Police Dogs - 1986**

**McCormick Ambulance Services Agreement – 1983**

**National Safety Council (LA Chapter) Safety Belt Project – exp. 1986**

**Pacific Electric Railway Co. – Prairie Ave. Crossing, Maintenance 1960**

**Pigeon Control Enterprises – Pigeon Control Services – 1980**

**Police Depts (Various Cities) HPD System Computer Sharing 1984-85**

**Redondo Beach – Install and Maintain Traffic Signals – 1965**

**Redondo Beach – Maintenance of Traffic Signal - 1969**

**South Bay Regional Public Communications Authority – Service Agreement – 1987**

**R.F. Dickson Co. Inc. – Sweeping of Streets, Etc.**

*Supplemental Fire Protection – Various Cities – 1961*

*Supplemental Fire Protection – Various Cities - 1971*

West Basin Municipal Water District – Retrofit Financing Agreement W461 - 1995

West Hollywood – FAU Funds Agreement – 1988

**BOX 9- Agenda Packets**

March 11, 2002

March 25, 2002

April 8, 2002

April 22, 2002

May 13, 2002

June 10, 2002

June 24, 2002

July 8, 2002

July 22, 2002

August 12, 2002

August 26, 2002

March 10, 2003

March 24, 2003

April 14, 2003

April 28, 2003

May 12, 2003

June 23, 2003

**BOX 10 – AGENDA PACKETS**

May 27, 2003

*June 9, 2003*

July 7, 2003

July 14, 2003

July 16, 2003

July 28, 2003

August 1, 2003

August 11, 2003

August 25, 2003

September 8, 2003

September 22, 2003

September 26, 2003

October 13, 2003

October 27, 2003

November 10, 2003

November 25, 2003

December 9, 2003

**BOX 11**

Planning Commission Agendas 1993  
Planning Commission Agendas 1994  
Planning Commission Agendas 1995  
Planning Commission Agendas 1996  
Planning Commission Agendas 1997  
Planning Commission Agendas 1998  
Planning Commission Agendas 1999  
Public Hearings Legal Notices 1994

**BOX 7- Lease/Agreements**

Proposal for Lease of Hawthorne Municipal Water System Made by California Water Service Company October 9, 1995

**Water Plan '95 1995 Urban Water Management Plan November 1995 Central Basin Municipal Water District West Basin Municipal Water District in cooperation with Water Replenishment District of Southern California City of Hawthorne Technical Proposal for Professional Auditing Services February 26, 1997**

City of Hawthorne Consolidated Plan Amended 4<sup>th</sup> Year Action Plan FY 1998-99  
**Consolidated Annual Performance and Evaluation Report City of Hawthorne Community Development Block Grant and Home Programs 1998-1999 Program Year**

**Hawthorne Community Redevelopment Agency Financial Statements June 30, 1999 Comprehensive Annual Financial Report for the year ended June 30, 1999**  
Plans and Specifications for Improvements for Rosecrans Avenue from Inglewood Ave. & Hindry Avenue from Rosecrans to the I-405 Ramps & Improvements along the I-405 Ramps (Project #00-08)

**Before the Public Utilities Commission of the State of California – In the Matter of the Application of San Diego Gas & Electric Company and Southern California Gas Company for Approval of a Gas tariff which Caps Rates for small EG Customers (U 902-G and U-904-G). June 19, 2000**

Comprehensive Annual Financial Report for the year ended June 30, 2000

**Comprehensive Annual Financial Report for the year ended June 30, 2001**  
Hawthorne Community Redevelopment Agency Financial Statements June 30, 2001

**City of Hawthorne Consolidated Annual Performance and Evaluation Report**

**(CAPER) Program Year 2001 July 1, 2001 – June 30, 2002 - Review Period**  
**September 5, 2002 to September 20, 2002**

Comprehensive Annual Financial Report for the year ended June 30, 2002

**Administrative Plan for the Section 8 Certificate and Voucher Programs**  
City of Hawthorne, California City Engineer's Report Street Lighting Maintenance

District Proposed Assessments for Fiscal Year 2002-2003

**Hawthorne Community Redevelopment Agency Financial Statements June 30, 2002**  
City of Hawthorne, California City Engineer's Report Street Lighting Maintenance

District Proposed Assessments for Fiscal Year 2003-2004

**City of Hawthorne Consolidated Plan, Annual Plan Program Year 2003 July 1, 2003**  
to June 30, 2004 Final Plan

**Box 31 – Agenda Packets**

January 10, 2000  
January 24, 2000  
February 14, 2000  
February 28, 2000  
March 13, 2000  
March 27, 2000  
May 11, 2000  
June 12, 2000  
June 26, 2000  
August 14, 2000  
August 28, 2000  
September 11, 2000  
September 25, 2000  
October 9, 2000  
November 13, 2000  
September 9, 2002  
September 23, 2002  
October 14, 2002  
October 28, 2002  
November 12, 2002  
November 25, 2002

June 8, 2004  
June 22, 2004

**Box 32 – Agenda Packets**

April 10, 2000  
April 24, 2000  
May 8, 2000  
May 22, 2000  
June 1, 2000  
July 10, 2000  
July 24, 2000  
November 27, 2000  
December 11, 2000  
March 9, 2004  
March 23, 2004  
April 13, 2004  
April 27, 2004  
May 11, 2004  
July 13, 2004  
July 27, 2004  
August 24, 2004  
September 14, 15 and 28, 2004

**Box 33-Agenda Packets**

January 12, 1998  
January 26, 1998  
February 9, 1998  
February 23, 1998  
March 9, 1998  
March 23, 1998  
April 13, 1998  
April 21, 1998  
April 27, 1998  
May 11, 1998  
May 26, 1998  
June 8, 1998  
July 27, 1998  
August 10, 1998  
August 24, 1998  
January 11, 1999  
January 25, 1999  
February 8, 1999  
February 22, 1999  
March 8, 1999

March 22, 1999  
April 26, 1999  
May 10, 1999  
June 14, 1999  
June 28, 1999  
July 12, 1999  
July 26, 1999  
August 9, 1999  
August 23, 1999  
September 13, 1999  
September 27, 1999  
October 11, 1999  
October 25, 1999  
November 8, 1999  
November 22, 1999  
December 13, 1999  
December 27, 1999

**Box 38**

**AGENDA PACKETS-**

January 9, 2007  
January 23, 2007  
February 27, 2007  
March 6, 2007  
March 13, 2007  
March 27, 2007  
April 10, 2007  
April 24, 2007  
May 8, 2007  
May 22, 2007

**Box 39**

**AGENDA PACKETS**

August 8, 2006  
August 22, 2006  
September 12, 2006  
September 26, 2006  
October 10, 2006  
October 24, 2006  
November 14, 2006

November 28, 2006  
December 12, 2006  
June 12, 2007  
June 26, 2007  
July 10, 2007  
August 14, 2007  
August 28, 2007  
September 25, 2007  
October 9, 2007  
October 23, 2007

**Box 41 – Agenda Packets**

November 13, 2007  
November 0, 2007  
December 11, 2007  
January 8, 2008  
January 22, 2008  
February 12, 2008  
March 23, 2010  
April 8, 2008  
April 22, 2008  
March 11, 2008  
March 25, 2008  
May 27, 2008  
May 13, 2008  
June 24, 2008  
June 10, 2008  
July 22, 2008

**Box 42 – Insurance Certificates**  
2009

**Box 43 – Agenda Packets**

August 12, 2008  
August 26, 2008  
September 23, 2008  
October 14, 2008  
November 25, 2008  
December 9, 2008  
January 13, 2009  
January 27, 2009  
February 10, 2009  
February 24, 2009

March 10, 2009  
March 24, 2009  
April 14, 2009  
April 28, 2009  
May 12, 2009  
May 26, 2009

**Box 44 – Agenda Packets**

June 9, 2009  
June 23, 2009  
July 28, 2009  
August 11, 2009  
August 25, 2009  
September 8, 2009  
September 22, 2009  
October 13, 2009  
October 27, 2009  
November 10, 2009  
November 24, 2009  
December 8, 2009  
December 22, 2009  
January 12, 2010  
January 26, 2010  
February 9, 2010  
February 23, 2010  
March 1, 2010  
March 9, 2010  
April 13, 2010  
April 27, 2010  
May 11, 2010  
June 8, 2010  
June 22, 2010  
June 24, 2010  
July 13, 2010  
July 27, 2010  
August 24, 2010  
May 26, 2010

**BOX 45 – AGENDA PACKETS**

September 7, 2010  
September 14, 2010  
September 28, 2010  
October 12, 2010  
October 26, 2010

November 9, 2010  
December 14, 2010  
January 11, 2011  
January 25, 2011  
February 8, 2011  
February 22, 2011  
March 8, 2011  
March 22, 2011  
April 12, 2011  
April 26, 2011  
June 14, 2011  
June 28, 2011  
July 5, 2011  
July 12, 2011  
July 19, 2011  
July 26, 2011  
August 23, 2011  
September 6, 2011  
September 13, 2011  
September 20, 2011  
September 27, 2011  
September 27, 2011 Spl mtg  
October 11, 2011  
October 25, 2011  
November 22, 2011  
December 12, 2011  
December 13, 2011

**BOX 46 – AGENDA PACKETS**

January 10, 2012  
January 24, 2012  
February 14, 2012  
March 13, 2012  
March 27, 2012  
April 10, 2012  
April 24, 2012  
May 8, 2012  
May 22, 2012  
June 12, 2012  
June 18, 2012  
June 26, 2012  
July 10, 2012  
July 24, 2012  
August 14, 2012  
August 20, 2012  
August 28, 2012

September 11, 2012  
September 25, 2012  
October 9, 2012  
October 23, 2012  
November 13, 2012  
November 27, 2012  
December 11, 2012 (Successor Agency)  
December 11, 2012

**BOX 47- AGENDA PACKETS**

October 2010  
January 2012  
February 2012  
March 2012  
April 2012  
May 2012  
June 2012  
August 2012  
October 2010  
October 2012  
November 2012  
December 2012  
October 2010  
October 2012  
November 2012  
December 2012

**Box 67 – AGENDA PACKETS**

June 11, 2019  
June 25, 2019  
July 09, 2019  
July 23, 2019  
August 27, 2019  
September 10, 2019  
September 24, 2019  
October 8, 2019  
November 12, 2019  
November 26, 2019  
December 10, 2019  
January 14, 2020  
January 16, 2020  
January 28, 2020 (Special Mtg)  
February 11, 2020  
February 20, 2020 (Special Mtg)  
February 25, 2020  
February 27, 2020 (Special Mtg)

**Box 68 – AGENDA PACKETs**

April 14, 2020  
April 28, 2020  
June 9, 2020  
June 23, 2020 (Special Mtg)  
  
July 1, 2020 (Special Mtg)  
July 9, 2020  
July 14, 2020  
July 23, 2020 (Special Mtg)  
July 28, 2020  
August 5, 2020  
August 11, 2020  
August 25, 2020  
September 8, 2020  
September 22, 2020  
October 13, 2020  
November 10, 2020  
November 24, 2020

March 10, 2020  
March 15, 2020

December 15, 2020  
December 15, 2020 (Special Mtg)

**BOX 69 – AGENDA PACKETS**

January 12, 2021  
January 19, 2021  
January 26, 2021  
February 9, 2021  
February 16, 2021 (Special Mtg)  
February 23, 2021  
March 9, 2021  
March 16, 2021 (Special Mtg)  
March 23, 2021  
March 30, 2021 (Special Mtg)  
April 7, 2021 (Special Mtg)  
April 13, 2021  
April 27, 2021  
May 11, 2021  
May 25, 2021sw  
June 8, 2021  
June 22, 2021  
July 13, 2021  
August 10, 2021

**Box 70 – AGENDA PACKETS**

September 14, 2021  
September 28, 2021  
September 28, 2021 (Special Mtg)  
October 12, 2021  
October 26, 2021  
November 9, 2021  
December 7, 2021 (Special Mtg)  
December 14, 2021 (Special Mtg)

**Box 101- Public Hearings**

1990 – 2001

**Box 102- Public Hearings**

2002 - 2011

**Box 103 – Agreements**

A - C

**Box 104 – Agreements**

D - G

**Box 105 – Agreements**

G – F

**Box 106 – Agreements**

H – K

**Box 107 – Agreements**

L

**Box 108 – Agreements**

M

**Box 109 – Agreements**

N – Q

**Box 110 – Agreements**

R – S

**Box 111 – Agreements**

S – T

**Box 112 – Agreements**

U - Z

**Box 113 –Certificate of Liability Insurance**

Jan 2013 – Dec 2013

**Box 114 –Certificate of Liability Insurance**

Jan 2014 – Dec 2014

**Box 115 –Certificate of Liability Insurance**

Jan 2016 – Dec 2016

**Box 116 –Parking Authority Redevelopment Agency**

Successor Resolutions

**Box 117- Ordinances**

1 – 600 + 1 – 972

**Box 118 - Ordinances**

601- 975

**Box 119 - Ordinances**

976 – 1230

**Box 120 - Ordinances**

1231 – 1479

**Box 121 - Ordinances**

1480 – 1752

**Box 122 - Ordinances**

1753 – 1920

**Box 123 - Ordinances**

1921 – 2223

**Box 124 – Resolutions**

6771 – 7082

**Box 125 – Resolutions**

6433 – 6770

**Box 126 – Resolutions**

6050 – 6432 (Missing 6049)

**Box 127 – Resolutions**

5601 - 6048

**Box 128 – Resolutions**

4961 - 5600

**Box 129 – Resolutions**

4326 – 4959

**Box 130 – Resolutions**

3401 – 4325

**Box 131 – Resolutions**

2421 – 3400

**Box 132 – Resolutions**

1501 - 2420

**Box 133 – Resolutions**

1501 – 2420

**Box 134 – Resolutions**

8119 – 8288, 8347 – 8416

**Box 135 – Resolutions**

7768 – 8118

**Box 136 – Resolutions**

7327 - 7767

**Box 137 – Resolutions**

7083 - 7326

**Box 138 – Deeds**

1923 – 1951

**Box 139 – Deeds**

1952 – 1963

**Box 140 – Deeds**

1964 – 1972

**Box 141 – Deeds**

1973 - 2000

**Box 142 – Deeds**

A – V



**“EXHIBIT B”**

**BOX 28 – BID FILES- 1994-1999- 10 years**

- 203.1 Roofing Replacement Hawthorne Memorial Center Building September 1994
- 203.1 Street Tree Trimming Project October 1994 - 1995
- 203.1 Imprvmnt of Hawthorne Blvd. from Rosecrans to El Segundo Project 99-07
- 203.1 Removal and Replacement of Play Equipment at Jim Thorpe Park, Eucalyptus Park and Holly Glen Park Including Americans with Disabilities Act (ADA) Accessible Improvements Project 98-09
- 203.1 Improvement of 132<sup>nd</sup> Street from Prairie to Hawthorne Project 98-07
- 203.1 1998 Fall Street Tree Trimming Project: Holly Glen Area, Hawthorne Blvd, Crenshaw Blvd, Birch Ave, Van Ness Ave, Manor Dr, Broadway Ave, 117<sup>th</sup> St, 118<sup>th</sup> St 126<sup>th</sup> St, 140<sup>th</sup> St and various other areas throughout the City of Hawthorne Project 98-08
- 203.1 Replacement of Aviation/Rosecrans Underpass (P.U.C. 2H-15.5B) Project 93-010
- 203.1 Hawthorne Police Department Patrol Cars 1998
- 203.1 Hawthorne Blvd Bus Stop Imprvmnt Project in the COH Project 97-17
- 203.1 1998 Local Street Improvement Project 97-15

**BOX 29 BID FILES 2000-2002- 10 years**

- 203.1 Improvement of El Segundo Blvd from Inglewood to Crenshaw Project 00-06
- 203.1 1999 Fall Street Tree Trimming Project 99-10
- 203.1 ADA Modifications and Carpet Installation at Hawthorne City Hall Project 00-01
- 203.1 Traffic Signal Installation @ Intersection of El Segundo & Kornblum Project 00-02
- 203.1 Abatement of Weeds and General Maintenance Project 00-03
- 203.1 Street Tree Trimming Project 00-05
- 203.1 1999 Construction of Sidewalks at Various Locations in the COH Project 99-04
- 203.1 Roofing Replacement on the Yard Located at 12501 S Truro Street Project 99-05
- 203.1 Local Street Improvements & Local Rehabilitation Project 99-09
- 203.1 Abatement of Weeds and Removal of Rubbish Project 97-01
- 203.1 Memorial Park Gymnasium and Sports Center Project 97-09
- 203.1 ADA Modifications at Senior Citizen Center, Hawthorne Memorial Center and Memorial Park Project 99-01
- Traffic Control, Street Closures and Detours for Crenshaw Blvd, Prairie Ave and Hawthorne Blvd –Union Pacific Railroad Crossing Improvements Project 99-02

**BOX 30 - BID FILES- 2000-2002 – 10 years**

- Improvement of Rosecrans Ave. Project 00-08
- 2000 Construction of Sidewalks at Various Locations in the COH Project 00-11
- 2001 Local Street Improvements Project 01-08
- 135<sup>th</sup> St Resurfacing from Prairie Ave to Yukon Ave and Yukon Ave from 135<sup>th</sup> St to 139<sup>th</sup> St Project 01-07 (2001)

Construction of Speed Humps Project 01-02 (2001)  
Resurfacing of 120<sup>th</sup> St (from Crenshaw to Felton) Project 02-02 (2002)  
Local Street Improvements Project 02-07 (2002)  
Jim Thorpe Park Ballfield Renovation Project 01-10 (2001)  
118<sup>th</sup> St Resurfacing – Hawthorne to Inglewood Project 01-09 (2002)  
Washington Ave Resurfacing Project 01-01 (2001)  
Roofing Replacement at the Senior Cntr & Various Park Restrooms Project 00-10 (2000)  
Two Hydraulic Elevators Modification and Maintenance Project 01-04 (2001)  
Refinishing the Wood Floor at the Memorial Center Project 00-09 (2000)

**BOX 50- Public Record Requests- 2 years**

Public records requests January 2017 to July 2017

**BOX 51- Public Record Requests – 2 Years**

July 2017 to December 2017

January 2018 to April 2018

**BOX 52- Public Record Requests – 2 Years**

May 2018 to August 2018 Public records requests

**Box 63 Public Records Requests(For Destruction) – 2 years**

**Box 71 – Claims (For Destruction) – 2 years**

2014 Through 2019

**Box 72 – Claims (For Destruction) – 2 years**

2020-2022

**Box 73- Public Records Request (For Destruction) – 2 years**

2003-2022

**Box 74 – Public Records Request (For Destruction) – 2 years**

2016, 2020, 2021

**Box 75 – Public Records Request (For Destruction) – 2 years**

2021-2022

**Box 76 – Public Records Request (For Destruction) – 2 years**

2020

**Box 77 – Public Records Request (For Destruction) – 2 years**

2005, 2006, 2009, 2017

**Box 78 – Public Records Request (For Destruction) – 2 years**  
2022

**Box 79 – Public Records Request (For Destruction) – 2 years**  
2019, 2022

**Box 80 – Public Records Request (For Destruction) – 2 years**  
2019, 2020, 2021, 2022

**Box 81- Public Records Request (For Destruction) – 2 years**  
2020, 2021

**Box 82 – Public Records Request (For Destruction) – 2 years**  
2016, 2018, 2019, 2020, 2021, 2022

**Box 170 – Summons & Subpoenas (For Destruction)- 2 years**  
2017 - 2022

**Box 171 – Summons & Subpoenas (For Destruction) 2 years**  
2021 - 2022

**SAMPLE FORM - EXHIBIT "B"**

**DESTRUCTION LIST APPROVAL**

Attached is a Request for Destruction of Records submitted by \_\_\_\_\_  
(Department Head) of the \_\_\_\_\_ Department, dated \_\_\_\_\_  
requesting authorization to destroy the records described in the detailed list which is included  
with the (attached) request.

Pursuant to Hawthorne City Council Resolution No. 7170 adopted April 22, 2008, 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. 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.

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City Clerk

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Date

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

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Date

**“EXHIBIT C”**

**SAMPLE FORM - 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 (date) \_\_\_\_\_ and by the City Attorney on (date) \_\_\_\_\_ pursuant to the authority provided by Hawthorne City Council Resolution No. 7170. The approved method of destruction for these records is to have South Bay Document Destruction or another bonded document destruction company pick-up the documents and provide the City Clerk with an executed affidavit certifying to the destruction.

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

\_\_\_\_\_  
Date

I hereby certify that, pursuant to the foregoing authority, the records described in the attached list as requested by the \_\_\_\_\_ Department were destroyed on (date) \_\_\_\_\_. I further certify that the method of destruction used was providing the documents to a bonded document destruction company, identified as: \_\_\_\_\_ and that I, \_\_\_\_\_, as the Department Head or his/her designee, supervised the destruction of said records.

\_\_\_\_\_  
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.