

**City of Culver City, California
Agenda Item Report**

Meeting Date: 7/25/2011		Item Number: <u>C-3</u>	
CITY COUNCIL AGENDA ITEM: Adoption of a Resolution Authorizing the Destruction of Certain Records Retained by the Police Department.			
Contact Person/Dept.: Carmen Zarate, Police Dept.		Phone Number: (310) 253-6133	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Commission Action Required: Yes ☐ No ☒ Date: _____			
Public Notification: Meetings and Agendas – City Council (07/20/11)			
Department Approval: Donald Pedersen (07/06/11)		City Attorney Approval: Carol Schwab (by H. Baker) (07/18/11)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (07/07/11)		City Manager Approval: John M. Nachbar (07/20/11)	
<u>RECOMMENDATION:</u> Staff recommends the City Council adopt a Resolution authorizing the destruction of certain records retained by the Police Department. <u>BACKGROUND / DISCUSSION:</u> The Police Department maintains thousand of records. Storage space for such records is restricted by the physical limitations of the Police Department facility and records become obsolete and useless. This request is part of an ongoing records management program by the Police Department. California Government Code Section 34090 provides authority for the destruction of documents that are no longer legally required to be retained, after written consent of the City Attorney and authorization of the City Council are obtained. The documents listed in Exhibit “A,” attached to the proposed resolution, have been reviewed in accordance with the provisions of Government Code §§ 34090 and 34090.6, as well as Council Policy No. 4305, and meet those requirements for destruction. Records known to be related to any pending criminal or civil litigation, investigation, or disciplinary process have been excluded from this destruction. The City Attorney has consented in writing to the destruction of these records.			

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FISCAL ANALYSIS:

Funding for the outside cost of the physical destruction of the documents is estimated to be \$2,000.00 and is included in the City Council Adopted Budget for Fiscal Year 2011/2012.

ATTACHMENTS:

Proposed Resolution

MOTION:

That the City Council:

Adopt a Resolution authorizing the destruction of certain records retained by the Police Department.