

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

Meeting Date: 10/28/2013		Item Number: <u>C-4</u>	
CITY COUNCIL AGENDA ITEM: Adoption of a Resolution Authorizing the Destruction of Examination Materials in the Human Resources Department Which are More than Two (2) Years Old.			
Contact Person/Dept.: Serena Wright		Phone Number: 310-253-5640	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Commission Action Required: Yes ☒ No ☐ Civil Service Commission		Dates: 07/03/2013 & 10/02/2013	
Public Notification: (E-Mail) Meetings and Agendas – City Council (10/22/2013)			
Department Approval: Serena Wright (10/15/13)		City Attorney Approval: Carol Schwab (by H. Baker) (10/22/13)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (10/22/13)		City Manager Approval: John M. Nachbar (10/22/13)	
<u>RECOMMENDATION:</u> Staff recommends that the City Council adopt a Resolution authorizing the destruction of examination material in the Human Resources Department which is more than two (2) years old. <u>BACKGROUND / DISCUSSION:</u> At the regular meetings of July 3, 2013 and October 2, 2013 the Civil Service Commission unanimously approved the destruction of all completed examination materials over two years old, with the exception of the resulting eligible lists pursuant to Civil Service Rule 16, Section 4. The affected files are listed in Exhibit “A” of the Resolution. 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 on Exhibit “A”, attached to the Resolution, have been reviewed in accordance with the provisions of Government Code §34090 and meet the requirements for destruction. The City Attorney has consented in writing to the destruction of these records.			

City of Culver City, California
Agenda Item Report

FISCAL ANALYSIS:

There is no fiscal impact associated with the adoption of this resolution.

ATTACHMENTS:

1. Proposed Resolution and Exhibit "A"
2. Excerpt from Civil Service Commission Minutes of the July 3, 2013 and October 2, 2013 meetings.

MOTION:

That the City Council:

Adopt a Resolution authorizing the destruction of examination materials in the Human Resources Department which are more than two (2) years old.