

MEETING DATE: 01/14/2013

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.

ATTACHMENTS

	<u>Pages</u>
1. Resolution and Exhibit "A"	1 - 4
2. Civil Service Commission Meeting Minutes Excerpts from June 1, 2011, September 7, 2011, November 2, 2011 January 4, 2012, March 4, 2012, May 2, 2012, June 6, 2012, July 11, 2012, September 5, 2012 and October 3, 2012	5 - 13

1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7
8
9
0
1
2
3

WHEREAS, the Human Resources Director has certified that certain records in the custody of the Human Resources Department, as set forth in Exhibit "A," attached hereto and incorporated herein by reference , have been retained for all legally required retention periods; and

NOW, THEREFORE, the City Council of the City of Culver City, California,
DOES HEREBY resolve as follows:

////
////
////
////
////
////

1 approves the destruction by the Human Resources Director, or his or her designee, of
2 the records set forth in Exhibit "A."

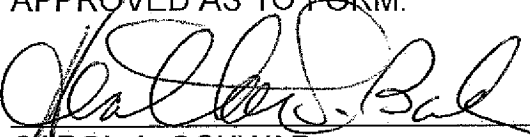
3 APPROVED and ADOPTED this _____ day of _____, 2013.
4
5

6 _____
7 ANDREW WEISSMAN, Mayor
8 City of Culver City, California

9 ATTEST:

APPROVED AS TO FORM:

10 _____
11 MARTIN COLE
12 City Clerk

13 
14 CAROL A. SCHWAB
15 City Attorney
16
17
18
19
20
21
22
23
24
25
26
27
28

A13-00007

EXHIBIT "A"

<u>Eligible List</u>	<u>Exam No.</u>	<u>Expiration Date</u>
Accountant II	1300	12/16/2009
Accounting Division Manager	1280	08/05/2009
Accounting Technician (Promotional)	1242	11/27/2009
Administrative Clerk	1195	07/12/2009
Administrative Secretary	1194	07/10/2009
Assistant Planner	1221	11/07/2009
Associate Analyst	1230	01/28/2010
Associate Planner	1278	09/05/2010
Bus Operator	1244	03/26/2009
Bus Operator	1260	05/22/2009
Bus Operator	1282	05/29/2010
Communications Technician	1127	02/07/2009
Community Service Officer/RPT	1270	12/31/2008
Custodian	1266	06/11/2010
Deputy Transportation Director	1290	09/16/2010
Enforcement Services Manager	1233	01/14/2009
Equipment Service Worker	1178	05/08/2009
Facilities Maintenance Crew Leader	1268	06/30/2010
Fire Captain (Promotional)	1279	06/30/2010
Fire Engineer (Promotional)	1187	05/24/2009
Forensic Specialist	1315	03/24/2010
GIS Technician	1309	02/26/2010
Irrigation Maintenance Technician	1281	08/27/2010
Jailer	1227	12/20/2009
Lifeguard	1243	12/31/2008
Lifeguard	1334	06/15/2010
Maintenance Worker I (Public Works)	1181	04/23/2009
Management Analyst (Parks)	1220A	02/06/2009
Management Analyst (Transit)	1329	09/02/2010
Mechanic	1162	05/02/2009
Mechanic (Promotional)	1163	05/04/2009
Mechanic Assistant	1179	05/07/2009
Permit Technician	1283	08/26/2010
Police Officer - Lateral Entry	1202	01/09/2009
Police Officer - Lateral Entry	1247	07/08/2009
Police Officer - Lateral Entry	1288	12/22/2009
Police Officer - Lateral Entry	1322	04/14/2010
Police Recruit	1201	01/25/2009
Police Recruit	1246	04/04/2009
Police Recruit	1246	05/22/2009
Police Recruit	1287	12/22/2009
Police Recruit	1246	07/08/2009
Police Sergeant (Promotional)	1294	11/03/2009
Recreation Leader II - Day Camps	1321	05/19/2010
Sanitation Crew Supervisor	1276	09/05/2010
Sanitation Driver	1186	08/24/2009
Secretary	1164	02/08/2009

EXHIBIT "A"

Senior Account Clerk	1228	02/08/2009
Senior Accountant	1301	12/16/2009
Senior Management Analyst/Budget Analyst	1306	12/11/2009
Senior Management Analyst (Transportation)	1234	12/26/2008
Senior and Social Services Supervisor	1263	06/02/2010
Senior Recreation Leader - Parks & Playgrounds	1318	05/19/2010
Street Lights Technician	1269	05/21/2010
Traffic Engineering Manager	1272	06/05/2009

I hereby certify that the records listed in this Exhibit "A" has been retained for all legally required retention periods.


SERENA WRIGHT
Human Resources Director

Dated: 1/4/13

Approved for Destruction:


for CAROL SCHWAB
City Attorney

Dated: 1/7/13

ATTACHMENT 2

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION,
CITY OF CULVER CITY,
CALIFORNIA

June 1, 2011
7:00 P.M.

Call to Order & Roll Call

The meeting of the Civil Service Commission was called to order at 7:05 P.M.

Present: Chair Dan Gallagher
Vice Chair Richard Ochoa
Commissioner Sandy Stivers
Commissioner Michael Whitaker
Commissioner Sharon Zeitlin

o0o

Consent Calendar

MOVED BY COMMISSIONER WHITAKER, SECONDED BY VICE CHAIR OCHOA, AND UNANIMOUSLY CARRIED TO APPROVE CONSENT CALENDAR ITEMS C-1 THROUGH C-4.

o0o

Item C-4

Destruction of Expired Examination Materials

THAT THE CIVIL SERVICE COMMISSION RECOMMEND TO THE CITY COUNCIL THAT THE HUMAN RESOURCES DEPARTMENT BE AUTHORIZED TO DESTROY ALL MATERIALS FROM EXPIRED EXAMS AS LISTED IN THE STAFF REPORT, PROVIDED THAT ALL ELIGIBLE LISTS ARE MAINTAINED.

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION,
CITY OF CULVER CITY,
CALIFORNIA

September 7, 2011
7:00 P.M.

Call to Order & Roll Call

The meeting of the Civil Service Commission was called to order at 7:02 P.M.

Present: Chair Richard Ochoa
Vice Chair Sandy Stivers
Commissioner Vicki Daly Redholtz
Commissioner Dan Gallagher

Absent: Commissioner Michael Whitaker

o0o

Consent Calendar

MOVED BY COMMISSIONER DALY REDHOLTZ AND SECONDED BY VICE CHAIR STIVERS THAT THE CIVIL SERVICE COMMISSION APPROVE CONSENT CALENDAR ITEMS C-1 THROUGH C-4. THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: DALY REDHOLTZ, GALLAGHER, OCHOA, STIVERS
NOTES: NONE
ABSENT: WHITAKER

o0o

Item C-4

Destruction of Expired Examination Materials

THAT THE CIVIL SERVICE COMMISSION RECOMMEND TO THE CITY COUNCIL THAT THE HUMAN RESOURCES DEPARTMENT BE AUTHORIZED TO DESTROY ALL MATERIALS FROM EXPIRED EXAMS AS LISTED IN THE STAFF REPORT, PROVIDED THAT ALL ELIGIBLE LISTS ARE MAINTAINED.

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION,
CITY OF CULVER CITY,
CALIFORNIA

November 2, 2011
7:00 P.M.

Call to Order & Roll Call

The meeting of the Civil Service Commission was called to order at 7:01 P.M.

Present: Chair Richard Ochoa
Vice Chair Sandy Stivers
Commissioner Vicki Daly Redholtz
Commissioner Dan Gallagher
Commissioner Michael Whitaker

o0o

Consent Calendar

MOVED BY COMMISSIONER GALLAGHER, SECONDED BY COMMISSIONER DALY REDHOLTZ, AND UNANIMOUSLY CARRIED THAT THE CIVIL SERVICE COMMISSION APPROVE CONSENT CALENDAR ITEMS C-1, C-3 AND C-4.

o0o

Item C-4
(Out of Sequence)

Destruction of Expired Examination Materials

THAT THE CIVIL SERVICE COMMISSION RECOMMEND TO THE CITY COUNCIL THAT THE HUMAN RESOURCES DEPARTMENT BE AUTHORIZED TO DESTROY ALL MATERIALS FROM EXPIRED EXAMS AS LISTED IN THE STAFF REPORT, PROVIDED THAT ALL ELIGIBLE LISTS ARE MAINTAINED.

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION,
CITY OF CULVER CITY,
CALIFORNIA

January 4, 2012
7:00 P.M.

Call to Order & Roll Call

The meeting of the Civil Service Commission was called to order at 7:03 P.M.

Present: Chair Richard Ochoa
Vice Chair Sandy Stivers
Commissioner Vicki Daly Redholtz
Commissioner Dan Gallagher
Commissioner Michael Whitaker

o0o

Consent Calendar

MOVED BY COMMISSIONER WHITAKER, SECONDED BY COMMISSIONER GALLAGHER, AND UNANIMOUSLY CARRIED THAT THE CIVIL SERVICE COMMISSION APPROVE CONSENT CALENDAR ITEMS C-1 THROUGH C-4.

o0o

Item C-4

Destruction of Expired Examination Materials

THAT THE CIVIL SERVICE COMMISSION RECOMMEND TO THE CITY COUNCIL THAT THE HUMAN RESOURCES DEPARTMENT BE AUTHORIZED TO DESTROY ALL MATERIALS FROM EXPIRED EXAMS AS LISTED IN THE STAFF REPORT, PROVIDED THAT ALL ELIGIBLE LISTS ARE MAINTAINED.

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION,
CITY OF CULVER CITY,
CALIFORNIA

March 7, 2012
7:00 P.M.

Call to Order & Roll Call

The meeting of the Civil Service Commission was called to order at 7:02 P.M.

Present:

Vice Chair Sandy Stivers
Commissioner Vicki Daly Redholtz
Commissioner Dan Gallagher
Commissioner Michael Whitaker

Absent: Chair Richard Ochoa

o0o

Consent Calendar

MOVED BY COMMISSIONER WHITAKER, SECONDED BY COMMISSIONER GALLAGHER AND UNANIMOUSLY CARRIED (ABSENT CHAIR OCHOA), THAT THE CIVIL SERVICE COMMISSION APPROVE CONSENT CALENDAR ITEMS C-1 THROUGH C-4.

o0o

Item C-4

Destruction of Expired Examination Materials

THAT THE CIVIL SERVICE COMMISSION RECOMMEND TO THE CITY COUNCIL THAT THE HUMAN RESOURCES DEPARTMENT BE AUTHORIZED TO DESTROY ALL MATERIALS FROM EXPIRED EXAMS AS LISTED IN THE STAFF REPORT, PROVIDED THAT ALL ELIGIBLE LISTS ARE MAINTAINED.

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION,
CITY OF CULVER CITY,
CALIFORNIA

May 2, 2012
7:00 P.M.

Call to Order & Roll Call

The meeting of the Civil Service Commission was called to order at 7:05 P.M.

Present: Chair Richard Ochoa
Vice Chair Sandy Stivers
Commissioner Vicki Daly Redholtz
Commissioner Dan Gallagher
Commissioner Michael Whitaker

o0o

Consent Calendar

Chair Ochoa received clarification that Commissioners had reviewed the minutes and other materials placed on the dais for them.

MOVED BY COMMISSIONER GALLAGHER, SECONDED BY VICE CHAIR STIVERS AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE CONSENT CALENDAR ITEMS C-1, C-2, C-3 AND C-4.

o0o

Item C-4

Destruction of Expired Examination Materials

THAT THE CIVIL SERVICE COMMISSION RECOMMEND TO THE CITY COUNCIL THAT THE HUMAN RESOURCES DEPARTMENT BE AUTHORIZED TO DESTROY ALL MATERIALS FROM EXPIRED EXAMS AS LISTED IN THE STAFF REPORT, PROVIDED THAT ALL ELIGIBLE LISTS ARE MAINTAINED.

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION,
CITY OF CULVER CITY,
CALIFORNIA

June 6, 2012
7:00 P.M.

Call to Order & Roll Call

The meeting of the Civil Service Commission was called to order at 7:01 P.M.

Present: Chair Richard Ochoa
Vice Chair Sandy Stivers
Commissioner Vicki Daly Redholtz
Commissioner Dan Gallagher
Commissioner Michael Whitaker

o0o

Consent Calendar

MOVED BY COMMISSIONER DALY REDHOLTZ, SECONDED BY VICE CHAIR STIVERS AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE CONSENT CALENDAR ITEMS C-1, C-2, C-3 AND C-4.

o0o

Item C-4

Destruction of Expired Examination Materials

THAT THE CIVIL SERVICE COMMISSION RECOMMEND TO THE CITY COUNCIL THAT THE HUMAN RESOURCES DEPARTMENT BE AUTHORIZED TO DESTROY ALL MATERIALS FROM EXPIRED EXAMS AS LISTED IN THE STAFF REPORT, PROVIDED THAT ALL ELIGIBLE LISTS ARE MAINTAINED.

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION,
CITY OF CULVER CITY,
CALIFORNIA

July 11, 2012
7:00 P.M.

Call to Order & Roll Call

The meeting of the Civil Service Commission was called to order at 7:00 P.M.

Present: Chair Richard Ochoa
Vice Chair Sandy Stivers
Commissioner Vicki Daly Redholtz
Commissioner Dan Gallagher
Commissioner Michael Whitaker

o0o

The Consent Calendar was considered out of order.

Consent Calendar

MOVED BY COMMISSIONER DALY REDHOLTZ, SECONDED BY COMMISSIONER GALLAGHER AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE CONSENT CALENDAR ITEMS C-1, C-2, C-3 AND C-4.

o0o

Item C-4

Destruction of Expired Examination Materials

THAT THE CIVIL SERVICE COMMISSION RECOMMEND TO THE CITY COUNCIL THAT THE HUMAN RESOURCES DEPARTMENT BE AUTHORIZED TO DESTROY ALL MATERIALS FROM EXPIRED EXAMS AS LISTED IN THE STAFF REPORT, PROVIDED THAT ALL ELIGIBLE LISTS ARE MAINTAINED.

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION,
CITY OF CULVER CITY,
CALIFORNIA

September 5, 2012
7:00 P.M.

Call to Order & Roll Call

The meeting of the Civil Service Commission was called to order at 7:02 P.M.

Present: Chair Michael Whitaker
Vice Chair Sandy Stivers
Commissioner Vicki Daly Redholtz
Commissioner Dan Gallagher
Commissioner Richard Ochoa

o0o

Consent Calendar

MOVED BY COMMISSIONER DALY REDHOLTZ, SECONDED BY VICE CHAIR STIVERS AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE CONSENT CALENDAR ITEMS C-1, C-2 AND C-3.

o0o

Destruction of Expired Examination Materials

THAT THE CIVIL SERVICE COMMISSION RECOMMEND TO THE CITY COUNCIL THAT THE HUMAN RESOURCES DEPARTMENT BE AUTHORIZED TO DESTROY ALL MATERIALS FROM EXPIRED EXAMS AS LISTED IN THE STAFF REPORT, PROVIDED THAT ALL ELIGIBLE LISTS ARE MAINTAINED.

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION,
CITY OF CULVER CITY,
CALIFORNIA

October 3, 2012
7:00 P.M.

Call to Order & Roll Call

The meeting of the Civil Service Commission was called to order at 7:01 P.M.

Present: Chair Michael Whitaker
Vice Chair Sandy Stivers
Commissioner Vicki Daly Redholtz
Commissioner Dan Gallagher
Commissioner Richard Ochoa

o0o

Consent Calendar

MOVED BY COMMISSIONER OCHOA, SECONDED BY VICE CHAIR STIVERS AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE CONSENT CALENDAR ITEMS C-1, C-2 AND C-3.

o0o

Destruction of Expired Examination Materials

THAT THE CIVIL SERVICE COMMISSION RECOMMEND TO THE CITY COUNCIL THAT THE HUMAN RESOURCES DEPARTMENT BE AUTHORIZED TO DESTROY ALL MATERIALS FROM EXPIRED EXAMS AS LISTED IN THE STAFF REPORT, PROVIDED THAT ALL ELIGIBLE LISTS ARE MAINTAINED.