

MEETING DATE: 07/08/2013

AGENDA ITEM: Adoption of a Resolution Authorizing the Destruction of
Certain Documents in the Transportation Department
Which are More Than Three (3) Years Old

ATTACHMENTS

	<u>Pages</u>
1. Resolution No. 2013-R	1
2. Exhibit "A" – List of Materials to be Destroyed	2

1 RESOLUTION NO. 2013-R_____

2
3 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
4 CULVER CITY, CALIFORNIA, AUTHORIZING THE
5 DESTRUCTION OF CERTAIN RECORDS RETAINED
6 WITHIN THE TRANSPORTATION DEPARTMENT.

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

11 WHEREAS, the City Attorney has consented to the destruction of these
12 records as required by law.

13 NOW, THEREFORE, the City Council of the City of Culver City, DOES
14 HEREBY RESOLVE as follows:

15 As authorized by California Government Code § 34090, and with the consent
16 of the City Attorney, the City Council hereby approves the destruction by the Transportation
17 Director, or his or her designee, of the records set forth in Exhibit "A."

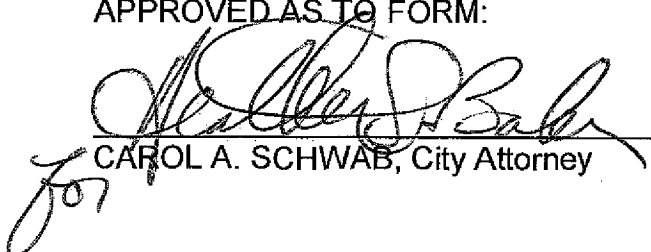
18 APPROVED and ADOPTED this _____ day of _____, 2013.

19
20 _____
21 JEFFREY COOPER, MAYOR
22 City of Culver City, California

23 ATTEST:

24 APPROVED AS TO FORM:

25 _____
26 MARTIN R. COLE, City Clerk

27 
28 CAROL A. SCHWAB, City Attorney

A13-00372

EXHIBIT "A"
LIST OF MATERIALS TO BE DESTROYED

Accident/Incident Reports	2002
Bus Revenue Receipts	1998-2008
Daily Bus Inspection (DBI) Reports	2006
Employee Files (related to former employees)	2004-2005
Employee Timecards	2006
Equipment Maintenance Budget Records	2006-2007
Fuel Tax Documents	2004
Government Entity Diesel Fuel Records	2000-2007
NTD Submissions	2004
Payroll Timesheets and Records	2001-2006
Purchase Orders	2004-2007
Purchasing Card Statements	2000-2007
RFP Schedule Design (Unsuccessful Bidders)	2008
Rideshare Records	2006
State Controller Reports	2005
Underground Storage Tank Fee	2003
Transportation Department Revenue Reports	1999-2006
Vendor Files	2000-2008

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CERTIFICATION

I hereby certify the above-listed records have been retained for all legally
required retention periods.

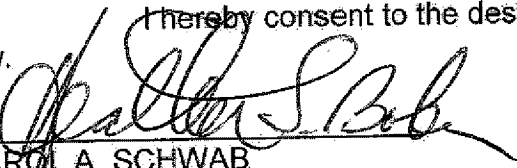


Dated: 6/26/13

ART IDA
Transportation Director

CONSENT

I hereby consent to the destruction of the above-listed records as required by
law.


CAROL A. SCHWAB
City Attorney

Dated: 6/26/13