

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

Meeting Date: 3/1/2010		Item Number: <u>C-1</u>	
CITY COUNCIL AGENDA ITEM: Adoption of a Resolution Authorizing the Destruction of Certain Records Retained by the Police Department.			
Contact Person/Dept.: Lt. Ed Baughan, Police Dept.		Phone Number: (310) 253-6109	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Commission Action Required: Yes ☐ No ☐		Date: _____	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Public Notification: Meetings and Agendas – City Council (02/24/2010)			
Department Approval: Chief Donald Pedersen (2/17/10)		City Attorney Approval: Carol Schwab (by L. Vidra 2/17/10)	
Chief Financial Officer Approval: Mark Scott (by M. Noller) (02/23/10)		City Manager Approval: Mark Scott (02/24/10)	
<u>RECOMMENDATION:</u> Staff recommends that 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 Resolution, have been reviewed in accordance with the provisions of Government Code §§ 34090 and 34090.6, as well as City Council Policy 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. <u>FISCAL ANALYSIS:</u>			

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Funding for the outside cost of the physical destruction of the documents is estimated to be \$2,000.00. Sufficient funds are available in the Police Department's adopted fiscal year 2009-10 budget.

ATTACHMENTS:

Resolution 2010-R_____

MOTION:

That the City Council:

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