

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

Meeting Date: 07/08/13		Item Number: <u>C-3</u>	
CITY COUNCIL AGENDA ITEM: Adoption of a Resolution Authorizing the Destruction of Certain Documents in the Transportation Department Which are More Than Three (3) Years Old			
Contact Person/Dept.: Cara Flores/Transportation		Phone Number: (310) 253-6538	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Commission Action Required: Yes ☐ No ☐		Date: _____	
Public Notification: (E-Mail) Meetings and Agendas – City Council (07/02/13)			
Department Approval: Art Ida (6/11/13)		City Attorney Approval: Carol Schwab (by H. Baker) (07/01/13)	
Chief Financial Officer Approval: Jeff Muir (07/02/13)		City Manager Approval: John M. Nachbar (07/02/13)	

RECOMMENDATION:

Staff recommends that the City Council adopt a resolution authorizing the destruction of certain documents in the Transportation Department which are more than three (3) years old.

BACKGROUND:

The Transportation Department has reviewed numerous files, which are more than three (3) years old and have no further administrative, legal or fiscal value. The files, as described in Exhibit A of the proposed resolution, have been reviewed by the City Attorney in accordance with Government Code Section 34090 and have met the requirements for destruction, subject to approval by the City Council.

FISCAL ANALYSIS:

Records destruction will be performed by a vendor certified by the National Association for Information Destruction. The projected cost for these services is \$200.00. Documents that do not require shredding will be recycled at the Culver City Sanitation Facility.

ATTACHMENTS:

1. Proposed resolution.

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MOTION:

That the City Council:

Adopt a resolution authorizing the destruction of certain files in the Transportation Department which are more than three (3) years old.