

City of Culver City, California
Agenda Item Report

Meeting Date: January 27, 2014		Item Number: <u>C-3</u>	
AGENDA ITEM: Adoption of a Resolution Authorizing the Destruction of Certain Documents in the Police Department.			
Contact Person/Dept.: Lt. Heidi Hattrup		Phone Number: 310-253-6327	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Public Notification: Meetings and Agendas – City Council (01/21/14)			
Department Approval: Don Pedersen (01/14/14)		City Attorney Approval: Carol Schwab (by L. Vidra 01/16/14)	
Chief Financial Officer Approval: Jeff Muir (01/14/14)		City Manager Approval: John M. Nachbar (01/21/14)	
<u>RECOMMENDATION:</u> Staff recommends the City Council adopt a resolution authorizing the destruction of certain records in the Police Department. <u>BACKGROUND:</u> The Police Department maintains thousands of records. Storage space for such records is restricted by the physical limitations of the building. As records become obsolete, and as permitted by applicable law, the Chief of Police periodically will present a resolution to the City Council requesting authorization to destroy certain records. <u>DISCUSSION:</u> 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 more than two years old and are no longer required. This Section also requires the consent of the City Attorney and authorization of the City Council prior to the destruction of any documents. The documents listed in Exhibit A of the proposed resolution have been reviewed in accordance with the provision of the Government Code and meet those requirements for destruction. Records known to be related to litigation or anticipated litigation are isolated and are not part of this proposal. The City Attorney has consented in writing to destruction of the identified records.			

FISCAL ANALYSIS:

Funding for the outside cost of the physical destruction of the documents is estimated to be \$300.00. There are sufficient funds in the City Council Adopted Budget for Fiscal Year 2013/2014 to cover this request.

ATTACHMENTS:

1. Proposed Resolution
2. Exhibit "A"
 - List of documents to be destroyed
 - Certification

MOTION:

That the City Council:

Adopt a resolution authorizing the Police Department to destroy certain obsolete records as listed in Exhibit A of the proposed resolution.