

RESOLUTION NO. 2022-R_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CULVER CITY, CALIFORNIA, ADOPTING AN AMENDED RECORDS RETENTION SCHEDULE FOR THE CITY OF CULVER CITY, AUTHORIZING DESTRUCTION OF CERTAIN CITY RECORDS IN ACCORDANCE WITH THE AMENDED RETENTION SCHEDULE, AND RESCINDING RESOLUTION NO. 2021-R010.

WHEREAS, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the City of Culver City; and

WHEREAS, Section 34090 of the Government Code of the State of California provides a procedure whereby any City record which has served its purpose and is no longer required may be destroyed; and

WHEREAS, on August 14, 2017, in an effort to reduce current and future records storage costs, eliminate duplication of effort, increase efficiency and utilize current technology, while addressing the City's specific needs and preserving City records for all legally required retention periods; the City Council, by Resolution No. 2017-R080, adopted the Records Retention Schedule for the City of Culver City ("Retention Schedule") and authorized the destruction of certain City records in accordance with the adopted Retention Schedule; and

WHEREAS, on May 13, 2019, the City Council adopted Resolution No. 2019-R026 adopting an amended Retention Schedule to reflect necessary changes based on new or updated laws and individual department needs, and rescinding Resolution No. 2017-R080; and

WHEREAS, on February 28, 2021, the City Council adopted Resolution 2021-R010, adopting an amended Retention Schedule to reflect necessary changes based on updated laws and department needs, and rescinding Resolution No. 2019-R026; and

WHEREAS, new laws have gone into effect and departments have requested changes to more accurately reflect department needs, all of which requires further amendment to the Retention Schedule.

NOW, THEREFORE, the City Council of the City of Culver City, California DOES

1 HEREBY resolve as follows:

2 1. The amended Records Retention Schedule set forth in Exhibit A, attached hereto
3 and incorporated herein by this reference, is hereby adopted as the Records Retention Schedule for
4 the City of Culver City.

5 2. The records of the City identified in the amended Records Retention Schedule are
6 hereby authorized to be destroyed as provided by Government Code Section 34090 et seq., and in
7 accordance with the provisions of the Records Retention Schedule, upon the request of the Department
8 Head and with the consent in writing of the City Clerk and City Attorney, without further action by the
9 City Council.

10 3. With the written consent of the City Manager and City Attorney, the City Clerk is
11 hereby authorized to be make minor updates to the amended Records Retention Schedule without
12 further action by the City Council. Minor updates include changes in Department or Division names,
13 improvements in records descriptions (i.e., categories/types of records), changes in comments, deletion
14 of records descriptions that are no longer applicable, changes to the types of records that may be
15 retained in other forms of media (i.e., scanned), and/or changes to the Active and Inactive retention
16 periods, provided the Total Retention period does not change. Changes in the Total Retention and/or
17 adding new records descriptions must be presented to the City Council for approval prior to taking
18 effect.

19 4. The term "records" as used herein shall include any writing containing information
20 relating to the conduct of the public's business prepared, owned, used, or retained by the City
21 regardless of physical form or characteristics, as defined by the California Public Records Act. Such
22 records include, but are not limited to documents, instructions, books, microforms, electronic files,
23 magnetic tape, optical media, or papers.

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1 5. This Resolution and the amended Records Retention Schedule shall become
2 effective immediately upon adoption.

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4 APPROVED and ADOPTED this _____ day of _____, 2022.

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6 _____
7 DR. DANIEL LEE, Mayor
8 City of Culver City, California

9
10 ATTEST:

11 APPROVED AS TO FORM:

12 _____
13 JEREMY GREEN
14 City Clerk

15 _____
16 HEATHER BAKER
17 City Attorney