

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 11/10/08		Item Number: <u>C-10</u>	
AGENDA ITEM: Adoption of a Resolution Authorizing the Destruction of Certain Records Retained by the Police Department.			
Contact Person/Dept.: Lt. Chris Maddox		Phone Number: (310) 253-6109	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Public Notification: Master E-Mail Notification List (11/05/08)			
Department Approval: Chief Donald Pedersen (09/19/08)		City Attorney Approval: Carol Schwab (by H. Baker) (11/03/08)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (11/3/08)		City Manager Approval: Jerry B. Fulwood (11/05/08)	
<u>RECOMMENDATION:</u> Staff recommends 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 thousands of records. Storage space for such records is restricted by the physical limitations of the Police Department facility and records become obsolete. 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. 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 Council Policy No. 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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Sufficient funding for the outside cost of the physical destruction of the documents is estimated to be \$2,000 and has been included in the Police Department's adopted fiscal 2008-09 budget.

ATTACHMENTS:

Resolution

MOTION:

That the City Council:

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