

1 RESOLUTION NO. 2016-R_____

2
3 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
4 CULVER CITY, CALIFORNIA, AUTHORIZING THE
5 DESTRUCTION OF CERTAIN RECORDS RETAINED
6 WITHIN THE TRANSPORTATION DEPARTMENT.

7 WHEREAS, the Transportation Director has certified that certain records in
8 the custody of the Transportation Department, as set forth in Exhibit "A," attached hereto
9 and incorporated herein by reference, have been retained for all legally required retention
10 periods; and

11 WHEREAS, the City Attorney has consented to the destruction of these
12 records as required by law.

13 NOW, THEREFORE, the City Council of the City of Culver City, DOES
14 HEREBY RESOLVE as follows:

15 As authorized by California Government Code §§ 34090 and 34090.6, and
16 with the consent of the City Attorney, the City Council hereby approves the destruction by
17 the Transportation Director, or his or her designee, of the records set forth in Exhibit "A."

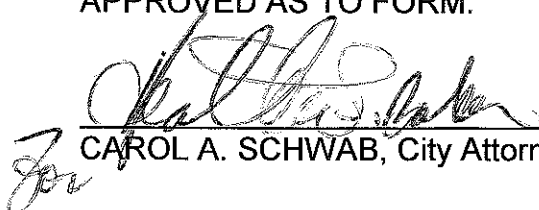
18 APPROVED and ADOPTED this _____ day of _____, 2016.

19
20 _____
21 JIM B. CLARKE, MAYOR
22 City of Culver City, California

23 ATTEST:

APPROVED AS TO FORM:

24
25 _____
26 JEREMY GREEN, Deputy City Clerk

27 
28 CAROL A. SCHWAB, City Attorney

A16-00490

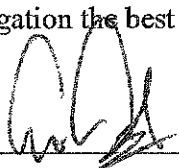
EXHIBIT "A"

LIST OF MATERIALS TO BE DESTROYED

Accidents & Incident Reports	2003-2004
Daily Bus Inspection (DBI) Reports	2008-2013
Department Employee Timecards	2007-2010
Payroll Employee Timesheets	2007-2009
Operator Assignment Sheets	2004-2011
Operator Transfer Logs	2012
Personnel Files	2006-2008
Reports – Rideshare Program	2003-2008
General Departmental Reports	2012
Metro Cards	2005-2006
Vehicle Assignment Reports	1989-2000
Facility Surveillance Video	2006-2007
Statement of Expenses	2009

CERTIFICATION

I certify that the above listed records have been retained for at least the minimum time required by law and that no documents listed herein are required in connection with any criminal or civil litigation the best of my knowledge.



ART IDA
Transportation Director

6/20/16

Date

Approved for Destruction:



CAROL A. SCHWAB
City Attorney

6/20/16

Date