

MEETING DATE: 01/25/10

AGENDA ITEM: 1) Adoption of a Resolution Authorizing the Destruction of Examination Materials in the Human Resources Department Which are More than Two (2) Years Old.

ATTACHMENTS

	<u>Pages</u>
1. Resolution, Exhibit "A" and Certification	1 - 2
2. Excerpt from the Civil Service Commission Minutes of the October 7, 2009, November 4, 2009 and January 6, 2010 meetings	3 - 5

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

RESOLUTION NO. 2010-R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CULVER CITY, CALIFORNIA, AUTHORIZING
DESTRUCTION OF CERTAIN FILES IN THE HUMAN
RESOURCES DEPARTMENT, WHICH ARE MORE THAN
TWO (2) YEARS OLD.

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

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

NOW, THEREFORE, the City Council of the City of Culver City, California,
DOES HEREBY resolve as follows:

As authorized by California Government Code §§ 34090 and Council
Policy No. 4305, and with the consent of the City Attorney, the City Council hereby
approves the destruction by the Human Resources Director, or his or her designee, of
the records set forth in Exhibit "A."

APPROVED and ADOPTED this _____ day of _____, 2010.

ANDREW WEISSMAN, Mayor
City of Culver City, California

ATTEST:

MARTIN R. COLE
City Clerk

A10-00006

APPROVED AS TO FORM:

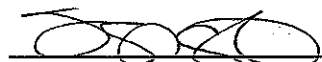


CAROL A. SCHWAB
City Attorney

EXHIBIT "A"

<u>Eligible List</u>	<u>Exam No.</u>	<u>Expiration Date</u>
Administrative Intern	1173	01-19-08
Administrative Secretary	2000	09-28-07
Bus Operator	1151	01-03-08
Forensic Specialist	1053	10-07-06
Graphic Services Assistant	1115	12-02-07
Help Desk Technician	1171	01-12-08
Maintenance Worker I	1042	09-10-06
Permit Technician	1075	04-08-07
Personnel Technician	1150	12-15-07
Police Officer – Lateral Entry	1169A	01-23-08
Police Sergeant (Promotional)	1130	06-21-07
Senior Management Analyst – Transportation	1156	12-04-07
Transit Operations Analyst	1153	11-02-07
Van Driver (Promotional)	1160	12-19-07

I hereby certify that the records listed in this Exhibit "A" have been retained for all legally required retention periods.



SERENA WRIGHT
Human Resources Director

Dated: 1/12/10

Approved for Destruction:



CAROL SCHWAB
City Attorney

Dated: 1/13/10

ATTACHMENT 2

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION,
CITY OF CULVER CITY,
CALIFORNIA

October 7, 2009
7:00 P.M.

Call to Order & Roll Call

The meeting of the Civil Service Commission was called to order at 7:00 P.M.

Present: Chair Sharon Zeitlin
Vice Chair Dan Gallagher
Commissioner Richard Ochoa
Commissioner Sandy Stivers
Commissioner Michael Whitaker

o0o

Consent Items

Item C-4

Destruction of Expired Examination Materials

MOVED BY VICE CHAIR GALLAGHER, SECONDED BY COMMISSIONER OCHOA, AND UNANIMOUSLY CARRIED TO APPROVE CONSENT CALENDAR ITEMS C-1 THROUGH C-4.

THAT THE CIVIL SERVICE COMMISSION RECOMMEND TO THE CITY COUNCIL THAT THE HUMAN RESOURCES DEPARTMENT BE AUTHORIZED TO DESTROY ALL MATERIALS FROM EXPIRED EXAMS AS LISTED ABOVE, PROVIDED THAT ALL ELIGIBLE LISTS ARE MAINTAINED.

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION,
CITY OF CULVER CITY,
CALIFORNIA

November 4, 2009
7:00 P.M.

Call to Order & Roll Call

The meeting of the Civil Service Commission was called to order at 7:00 P.M.

Present: Chair Sharon Zeitlin
Commissioner Richard Ochoa
Commissioner Sandy Stivers
Commissioner Michael Whitaker

Absent: Vice Chair Dan Gallagher - Excused

o0o

Item C-4

Destruction of Expired Examination Materials

MOVED BY COMMISSIONER WHITAKER, SECONDED BY COMMISSIONER STIVERS, AND UNANIMOUSLY CARRIED (ABSENT VICE CHAIR GALLAGHER) TO APPROVE CONSENT CALENDAR ITEMS C-1 THROUGH C-4.

THAT THE CIVIL SERVICE COMMISSION RECOMMEND TO THE CITY COUNCIL THAT THE HUMAN RESOURCES DEPARTMENT BE AUTHORIZED TO DESTROY ALL MATERIALS FROM EXPIRED EXAMS AS LISTED ABOVE, PROVIDED THAT ALL ELIGIBLE LISTS ARE MAINTAINED.

*****UNOFFICIAL MINUTES EXCERPT*****

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION,
CITY OF CULVER CITY,
CALIFORNIA

November 4, 2009
7:00 P.M.

Call to Order & Roll Call

The meeting of the Civil Service Commission was called to order at 7:00 P.M.

Present: Vice Chair Dan Gallagher
Commissioner Richard Ochoa
Commissioner Sandy Stivers
Commissioner Michael Whitaker

Absent: Chair Sharon Zeitlin - Excused

o0o

Item C-4

Destruction of Expired Examination Materials

MOVED, SECONDED, AND UNANIMOUSLY CARRIED (ABSENT CHAIR ZEITLIN) TO APPROVE CONSENT CALENDAR ITEMS C-1 THROUGH C-4.

THAT THE CIVIL SERVICE COMMISSION RECOMMEND TO THE CITY COUNCIL THAT THE HUMAN RESOURCES DEPARTMENT BE AUTHORIZED TO DESTROY ALL MATERIALS FROM EXPIRED EXAMS AS LISTED ABOVE, PROVIDED THAT ALL ELIGIBLE LISTS ARE MAINTAINED.