

MEETING DATE: 07/08/2013

AGENDA ITEM: 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 and Exhibit "A"	1 - 2
2. Civil Service Commission Meeting Minutes Excerpts from February 6, 2013, March 6, 2013, April 3, 2013 and May 1, 2013	3 - 6

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RESOLUTION NO. 2013-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 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 _____, 2013.

JEFFREY COOPER, Mayor
City of Culver City, California

ATTEST:

APPROVED AS TO FORM:

MARTIN COLE
City Clerk


for CAROL A. SCHWAB
City Attorney

EXHIBIT "A"

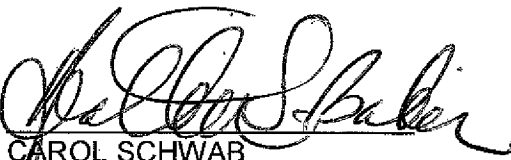
<u>Eligible List</u>	<u>Exam No.</u>	<u>Expiration Date</u>
Accountant	1299	11/17/2010
Administrative Secretary	1297	02/26/2011
Animal Services Officer	1307	02/05/2011
Battalion Chief (Promotional)	1331	11/17/2010
Bus Operator	1346	12/22/2010
Emergency Preparedness Coordinator	1292	01/28/2011
Fire Engineer (Promotional)	1330	10/08/2010
Firefighter	1291	11/25/2010
Graphic Services Assistant	1308	04/02/2011
Heavy Equipment Operator	1313	03/20/2011
Park Patrol Officer	1293	02/26/2011
Police Captain (Promotional)	1038	06/16/2006
Police Captain (Promotional)	1343	11/09/2010
Police Lieutenant (Promotional)	1037	06/16/2006
Police Lieutenant (Promotional)	1344	01/08/2011
Police Records Technician	1316	04/14/2011
Police Sergeant (Promotional)	1036	06/16/2006
Police Sergeant (Promotional)	1345	12/19/2010
Pool Manager	1342	01/04/2011
Safety Services Communications Operator	1304	01/21/2011
Sanitation Collector	1274	02/09/2011
Secretary	1298	02/23/2011
Senior Recreation Leader – Parks & Playgrounds	1332	01/03/2011
Sewer Lift Station Electro-Mechanic	1245	10/15/2010
Traffic Signal Technician	1285	11/03/2010

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


 SERENA WRIGHT
 Human Resources Director

Dated: 6/24/13

Approved for Destruction:


 for CAROL SCHWAB
 City Attorney

Dated: 6/29/13

ATTACHMENT 2

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

February 6, 2013
7:00 P.M.

Call to Order & Roll Call

The meeting of the Civil Service Commission was called to order at 7:01 P.M.

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

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Consent Calendar

MOVED BY COMMISSIONER GALLAGHER, SECONDED BY VICE CHAIR STIVERS AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE CONSENT CALENDAR ITEMS C-1, C-2 AND C-3.

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Item C-3

Destruction of Expired Examination Materials

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 IN THE STAFF REPORT, PROVIDED THAT ALL ELIGIBLE LISTS ARE MAINTAINED.

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

March 6, 2013
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 Michael Whitaker
Vice Chair Sandy Stivers
Commissioner Dan Gallagher
Commissioner Vicki Daly Redholtz
Commissioner Richard Ochoa

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Consent Calendar

MOVED BY COMMISSIONER GALLAGHER, SECONDED BY VICE CHAIR STIVERS AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE CONSENT CALENDAR ITEMS C-1, C-2 AND C-3.

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Item C-3

Destruction of Expired Examination Materials

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 IN THE STAFF REPORT, PROVIDED THAT ALL ELIGIBLE LISTS ARE MAINTAINED.

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

April 3, 2013
7:00 P.M.

Call to Order & Roll Call

The meeting of the Civil Service Commission was called to order at 7:03 P.M.

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

Absent: Chair Michael Whitaker (excused)
Commissioner Vicki Daly Redholtz (excused)

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Consent Calendar

MOVED BY COMMISSIONER GALLAGHER AND SECONDED BY
COMMISSIONER OCHOA THAT THE CIVIL SERVICE COMMISSION
APPROVE CONSENT CALENDAR ITEMS C-1, C-2 AND C-3. THE MOTION
CARRIED BY THE FOLLOWING VOTE:

AYES: GALLAGHER, OCHOA, STIVERS
NOES: NONE
ABSENT: DALY REDHOLTZ, WHITAKER

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Item C-3

Destruction of Expired Examination Materials

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COUNCIL THAT THE HUMAN RESOURCES DEPARTMENT BE AUTHORIZED
TO DESTROY ALL MATERIALS FROM EXPIRED EXAMS AS LISTED IN
THE STAFF REPORT, PROVIDED THAT ALL ELIGIBLE LISTS ARE
MAINTAINED.

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

May 1, 2013
7:00 P.M.

Call to Order & Roll Call

The meeting of the Civil Service Commission was called to
order at 7:02 P.M.

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

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Consent Calendar

MOVED BY VICE CHAIR STIVERS, SECONDED BY COMMISSIONER GALLAGHER AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE CONSENT CALENDAR ITEMS C-1, C-2 AND C-3.

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Item C-3

Destruction of Expired Examination Materials

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 IN THE STAFF REPORT, PROVIDED THAT ALL ELIGIBLE LISTS ARE MAINTAINED.