

MEETING DATE: 01/24/2011

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 - 3
2. Excerpt from the Civil Service Commission Minutes of the regular meetings for February 2, 2010, April 7, 2010, May 5, 2010, June 2, 2010, July 7, 2010 and January 5, 2011	4 -8

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. 2011-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."

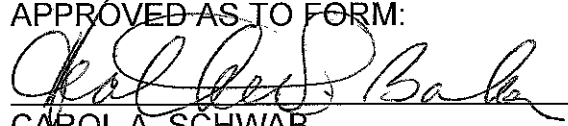
APPROVED and ADOPTED this _____ day of _____, 2011.

CHRISTOPHER ARMENTA, Mayor
City of Culver City, California

ATTEST:

APPROVED AS TO FORM:

MARTIN COLE
City Clerk
A11-00024


CAROL A. SCHWAB

for City Attorney

EXHIBIT "A"

<u>Eligible List</u>	<u>Exam No.</u>	<u>Expiration Date</u>
Administrative Intern (Information Technology)	1211	07/25/2008
Associate Analyst (Promotional)	1165	01/29/2008
Budget Division Manager	1112	06/21/2008
Bus Operator	1175	04/10/2008
Bus Operator	1219	11/02/2008
Cashier	1192	05/25/2008
Clerk Typist	1121	10/16/2008
Code Enforcement Officer	1189	06/29/2008
Deputy City Attorney I & II	1182	05/17/2008
Facilities Maintenance Worker	1206	08/24/2008
Fire Captain (Promotional)	1139	06/19/2008
Firefighter	1157	12/11/2008
Heavy Truck Driver	1119	08/29/2008
Help Desk Technician	1216	09/17/2008
Lifeguard	1190	05/25/2008
Lifeguard/Swim Instructor	1191	05/25/2008
Management Analyst	1166	12/28/2007
Management Analyst (Promotional)	1167	12/28/2007
Management Analyst (Cultural Affairs)	1208	08/09/2008
Mechanic Assistant (Promotional)	1180	05/07/2008
Parking Enforcement Officer	1152	12/21/2008
Parks Manager	1168	10/10/2008
Police Sergeant	1130	06/21/2008
Police Recruit	1161C	03/09/2008
Police Recruit	1201A	07/18/2008
Police Recruit	1201-08/14/07	08/30/2008
Police Recruit	1201-09/26/07	10/11/2008
Police Officer – Lateral Entry	1169	03/12/2008
Police Officer – Lateral Entry	1202-06/21/07	07/27/2008
Recreation Coordinator	1200	08/09/2008
Recreation Specialist	1205	06/07/2008
Scout Vehicle Operator	1147	12/18/2008
Senior Accountant	1184	05/07/2008
Senior Account Clerk	1149	08/31/2008
Senior Management Analyst	1218	09/17/2008
Senior Recreation Leader (Adult Sports)	1212	07/13/2008
Traffic Signal Technician	1176	09/21/2008
Transit Operations Analyst	1170	04/05/2008
Transit Operations Supervisor (Promotional)	1196	07/17/2008
Transit Operations Supervisor	1197	07/17/2008
Traffic Painter	1210	07/30/2008
Van Driver	1226	11/16/2008
Warehouse Supervisor	1136	05/16/2008

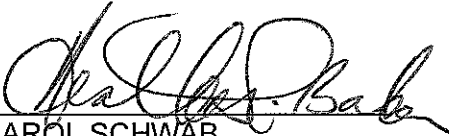
EXHIBIT "A"

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: 1/12/11

Approved for Destruction:


for CAROL SCHWAB
City Attorney

Dated: 1/12/11

ATTACHMENT 2

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

February 3, 2010
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: Chair Sharon Zeitlin
Vice Chair Dan Gallagher
Commissioner Richard Ochoa
Commissioner Sandy Stivers
Commissioner Michael Whitaker

o0o

Consent Calendar

MOVED BY VICE CHAIR GALLAGHER, SECONDED BY COMMISSIONER OCHOA, AND UNANIMOUSLY CARRIED TO APPROVE CONSENT CALENDAR ITEMS C-1, C-3 AND C-4.

o0o

Item C-4

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 7, 2010
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 Calendar

MOVED BY COMMISSIONER WHITAKER, SECONDED BY VICE CHAIR GALLAGHER, AND UNANIMOUSLY CARRIED TO APPROVE CONSENT CALENDAR ITEMS C-1, C-2, C-3 AND C-4.

o0o

Item C-4

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

May 5, 2010
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 Calendar

MOVED BY VICE CHAIR GALLAGHER, SECONDED BY COMMISSIONER STIVERS, AND UNANIMOUSLY CARRIED TO APPROVE CONSENT CALENDAR ITEMS C-1, C-2, C-3 AND C-4.

o0o

Item C-4

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

June 2, 2010
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 Sharon Zeitlin
Vice Chair Dan Gallagher
Commissioner Richard Ochoa
Commissioner Sandy Stivers
Commissioner Michael Whitaker

o0o

Consent Calendar

MOVED BY VICE CHAIR GALLAGHER, SECONDED BY COMMISSIONER STIVERS, AND UNANIMOUSLY CARRIED TO APPROVE CONSENT CALENDAR ITEMS C-1, C-2, C-3 AND C-4.

o0o

Item C-4

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

July 7, 2010
7:00 P.M.

Call to Order & Roll Call

The meeting of the Civil Service Commission was called to order at 7:08 P.M.

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

Absent: Chair Sharon Zeitlin
Commissioner Richard Ochoa

o0o

Consent Calendar

MOVED BY COMMISSIONER STIVERS, SECONDED BY COMMISSIONER WHITAKER, AND UNANIMOUSLY CARRIED (ABSENT CHAIR ZEITLIN AND COMMISSIONER OCHOA) TO APPROVE CONSENT CALENDAR ITEMS C-1, C-2, C-3 AND C-4.

o0o

Item C-4

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.

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

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

January 5, 2011
7:00 P.M.

Call to Order & Roll Call

The meeting of the Civil Service Commission was called to order at 7:11 P.M.

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

Absent: Vice Chair Richard Ochoa

o0o

Consent Calendar

MOVED BY COMMISSIONER WHITAKER, SECONDED BY COMMISSIONER STIVERS, AND UNANIMOUSLY (ABSENT COMMISSIONER OCHOA) CARRIED TO APPROVE CONSENT CALENDAR ITEMS C-1, C-2 AND C-4.

o0o

Item C-4

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.