

1 RESOLUTION NO. 2026-R_____

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3 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CULVER
4 CITY, CALIFORNIA, ADOPTING AN AMENDED RECORDS
5 RETENTION SCHEDULE FOR THE CITY OF CULVER CITY,
6 AUTHORIZING DESTRUCTION OF CERTAIN CITY RECORDS IN
7 ACCORDANCE WITH THE AMENDED RETENTION SCHEDULE, AND
8 RESCINDING RESOLUTION NO. 2024-R063.

9 WHEREAS, the maintenance of numerous records is expensive, slows document
10 retrieval, and is not necessary after a certain period of time for the effective and efficient operation of
11 the government of the City of Culver City; and

12 WHEREAS, Section 34090 of the Government Code of the State of California provides
13 a procedure whereby any City record which has served its purpose and is no longer required may be
14 destroyed; and

15 WHEREAS, on August 14, 2017, in an effort to reduce current and future records
16 storage costs, eliminate duplication of effort, increase efficiency and utilize current technology, while
17 addressing the City's specific needs and preserving City records for all legally required retention
18 periods; the City Council, by Resolution No. 2017-R080, adopted the Records Retention Schedule for
19 the City of Culver City ("Retention Schedule") and authorized the destruction of certain City records in
20 accordance with the adopted Retention Schedule; and

21 WHEREAS, on May 13, 2019, the City Council adopted Resolution No. 2019-R026
22 adopting an amended Retention Schedule to reflect necessary changes based on new or updated laws
23 and individual department needs, and rescinding Resolution No. 2017-R080; and

24 WHEREAS, on February 8, 2021, the City Council adopted Resolution No. 2021-R010,
25 adopting an amended Retention Schedule to reflect necessary changes based on new or updated laws
26 and individual department needs, and rescinding Resolution No. 2019-R026; and

27 WHEREAS, on April 25, 2022, the City Council adopted Resolution No. 2022-R032,
28 adopting an amended Retention Schedule to reflect necessary changes based on new or updated laws
and individual department needs, and rescinding Resolution No. 2021-R026; and

WHEREAS, on October 10, 2024, the City Council adopted Resolution No. 2024-R063,

1 adopting an amended Retention Schedule to reflect necessary changes based on new or updated
2 laws and individual department needs, and rescinding Resolution No. 2022-R032; and

3 WHEREAS, new laws have gone into effect and departments have requested changes
4 to more accurately reflect department needs, all of which requires further amendment to the Retention
5 Schedule.

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

8 1. The amended Records Retention Schedule set forth in Exhibit A, attached hereto
9 and incorporated herein by this reference, is hereby adopted as the Records Retention Schedule for
10 the City of Culver City.

11 2. The records of the City identified in the amended Records Retention Schedule are
12 hereby authorized to be destroyed as provided by Government Code Section 34090 et seq., and in
13 accordance with the provisions of the Records Retention Schedule, upon the request of the Department
14 Head and with the consent in writing of the City Clerk and City Attorney, without further action by the
15 City Council.

16 3. With the written consent of the City Manager and City Attorney, the City Clerk is
17 hereby authorized to be make minor updates to the amended Records Retention Schedule without
18 further action by the City Council. Minor updates include changes in Department or Division names,
19 improvements in records descriptions (i.e., categories/types of records), changes in comments, deletion
20 of records descriptions that are no longer applicable, changes to the types of records that may be
21 retained in other forms of media (i.e., scanned), and/or changes to the Active and Inactive retention
22 periods, provided the Total Retention period does not change. Changes in the Total Retention and/or
23 adding new records descriptions must be presented to the City Council for approval prior to taking
24 affect.

25 4. The term "records" as used herein shall include any writing containing information
26 relating to the conduct of the public's business prepared, owned, used, or retained by the City
27 regardless of physical form or characteristics, as defined by the California Public Records Act. Such
28 records include, but are not limited to documents, instructions, books, microforms, electronic files,

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magnetic tape, optical media, or papers.

5. This Resolution and the amended Records Retention Schedule shall become effective immediately upon adoption.

APPROVED and ADOPTED this ____ day of _____, 2026.

FREDDY PUZA, Mayor
City of Culver City, California

ATTEST:

APPROVED AS TO FORM:

JEREMY BOCCHINO
City Clerk



HEATHER BAKER
City Attorney

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3 EXHIBIT A
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5 Thank you for your interest in obtaining a copy of our
6 records retention schedules, produced for the City by
7 Gladwell Governmental Services, Inc. The schedules
8 are protected by various U.S. and international
9 intellectual property laws and cannot be disseminated to,
10 or copied, or used in whole **or part** by third parties
11 without GGS's prior written permission; we will contact
12 Gladwell Governmental Services, Inc. and inform them of
13 your request. If you have any questions, or wish to
14 withdraw your request, please let me know. GGS can be
15 contacted at (909) 337-3516.
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