

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 02/11/08		Item Number: <u>C-8</u>	
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.			
Contact Person/Dept.: Serena Wright		Phone Number: 310-253-5640	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒	Attachments: ☒
Public Notification: Master Notification List (02/06/08)			
Department Approval: Serena Wright (02/04/08)		City Attorney Approval: Carol Schwab (by H. Baker) (02/06/08)	
Fiscal Impact Review: Jeff Muir (by M. Noller) (02/06/08)		City Manager Approval: Jerry B. Fulwood (02/06/08)	

RECOMMENDATION

Staff recommends the City Council adopt a Resolution authorizing the destruction of certain files in the Human Resources Department which are more than two (2) years old.

BACKGROUND / DISCUSSION

At the regular meeting of December 5, 2007, the Civil Service Commission unanimously approved the destruction of all materials over two years old that relate to completed examinations, with the exception of the resulting eligible lists pursuant to Civil Service Rule 16, Section 4. The effected files are listed in Exhibit "A" of the Resolution.

California Government Code Section 34090 provides authority for the destruction of documents that are no longer legally required to be retained, after written consent of the City Attorney and authorization of the City Council.

The documents listed in Exhibit "A," attached to the Resolution, have been reviewed in accordance with the provisions of Government Code §§ 34090 and 12946 and meet those requirements for destruction. The City Attorney has consented in writing to the destruction of these records

FISCAL ANALYSIS

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There is no fiscal impact associated with this item.

ATTACHMENTS

1. Resolution and Exhibit A
2. Excerpt from Civil Service Commission Minutes of the December 5, 2007 meeting

MOTION

That the City Council:

Adopt a Resolution authorizing the destruction of exam materials in the Human Resources Department which are more than two (2) years old.