

**City of Culver City, California
Agenda Item Report**

Meeting Date: 12/06/2010		Item Number: <u>C-1</u>	
CITY COUNCIL AGENDA ITEM: Adoption of a Resolution Authorizing the Destruction of Certain Records Retained by the Finance Department.			
Contact Person/Dept.: Jeff Muir		Phone Number: (310) 253-6016	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☐	Attachments: ☒
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification: (E-Mail) Agenda and Meetings – City Council (12/02/2010);			
Department Approval: Jeff Muir (12/01/10)		City Attorney Approval: Carol Schwab (by H. Baker) (12/01/10)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (12/01/10)		City Manager Approval: John M. Nachbar (12/02/10)	

RECOMMENDATION:

Staff recommends the City Council adopt a resolution authorizing the destruction of certain records retained by the Finance Department.

BACKGROUND / DISCUSSION:

California Government Code Section 34090 (GC 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 are obtained.

The documents listed in Exhibit “A,” attached to the proposed resolution, have been reviewed in accordance with the provisions of GC 34090 and meet the requirements for destruction. The City Attorney has consented in writing to the destruction of these records.

FISCAL ANALYSIS:

There is no fiscal impact associated with this item. The destruction of non-confidential records will be completed in-house. The Finance Department currently contracts with Goodwill Shredding for the destruction of confidential material and will use their services for the destruction of such materials included on Exhibit A.

ATTACHMENTS:

- 1) Proposed Resolution

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MOTIONS:

That the City Council:

Adopt a resolution authorizing the destruction of certain records retained by the Finance Department.