

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 03/27/06		Item Number: <u>A-9</u>	
AGENDA ITEM: Consideration of a Resolution Authorizing the Destruction of Examination Material in the Personnel 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 (03/23/06)			
Department Approval: Serena Wright (03/23/06)		CAO Approval: Martin R. Cole for Jerry B. Fulwood (03/23/06)	
City Controller Approval:			

RECOMMENDATION

That the City Council adopt the Resolution authorizing the destruction of certain files in the Personnel Department which are more than two (2) years old.

DISCUSSION

At the regular meeting of February 8, 2006, 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 XIX, Section 3. The effected files are listed in Exhibit A of the Resolution.

California State law (Government Code Section 34090) authorizes destruction of City records such as our exam files after they are no longer required, except that the records must be at least two years old prior to destruction.

All such destruction must be approved by the City Attorney and the City Council.

FISCAL ANALYSIS

No fiscal impact.

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ATTACHMENTS

Resolution and Exhibit A

MOTION

That the City Council:

Adopt the Resolution authorizing the destruction of certain files in the Personnel Department which are more than two (2) years old.