

MEETING DATE: 02/26/07

AGENDA ITEM: Adoption of a Resolution Authorizing the Destruction of Certain Records Retained Within the Transportation Department.

ATTACHMENTS

Pages

1. Proposed Resolution

1-2

RESOLUTION NO. 2007-R_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CULVER CITY, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS RETAINED WITHIN THE TRANSPORTATION DEPARTMENT.

WHEREAS, the Transportation Director has certified that certain records in the custody of the Transportation Department, as set forth in Exhibit "A," attached hereto and incorporated herein by reference, have been retained for all legally required retention periods, and do not relate to any pending criminal or civil litigation; and

WHEREAS, there has become a critical need for storage space in the Transportation Department facility; and

WHEREAS, the City Attorney has approved the destruction of these records as required by law.

NOW, THEREFORE, the City Council of the City of Culver City, DOES HEREBY RESOLVE as follows:

As authorized by California Government Code §§ 34090, and with the consent of the City Attorney, the City Council hereby approves the destruction by the Transportation Director, or his designee, of the records set forth in Exhibit "A."

APPROVED and ADOPTED this _____ day of _____, 2007.

GARY SILBIGER, MAYOR
City of Culver City, California

ATTEST:

APPROVED AS TO FORM:

CHRISTOPHER ARMENTA, City Clerk

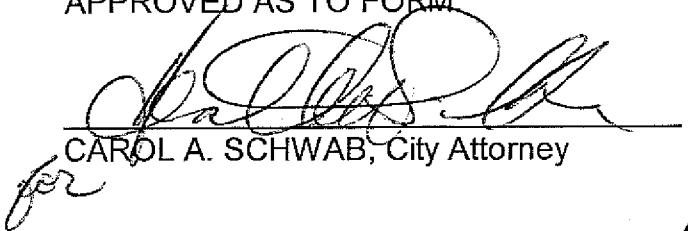

CAROL A. SCHWAB, City Attorney

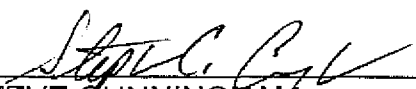
EXHIBIT "A"

LIST OF MATERIALS TO BE DESTROYED

Culver City Municipal Bus Lines Financial Statements	1988 – 1993
Culver City Municipal Bus Lines Claim for LFT & STA	1982 – 1994
Annual Vendor Files	1992 – 2000
Personnel Files (copies)	1989 – 2000
State Board of Equalization Reports	1988 – 1997
Fuel Transaction Detail	1995 – 2000
Accident Reports	1992 – 1998
Bus Revenue Reports	2000 – 2001
Purchase Orders	1990 – 1997
Department Employee Timecards	1997 – 2000
Payroll Timesheets and Records	1998 – 2000

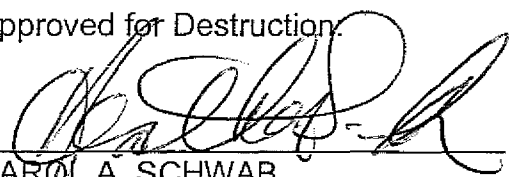
CERTIFICATION

I certify that the above listed records have been retained for at least the minimum time required by law and that no documents listed herein are required in connection with any criminal or civil litigation to the best of my knowledge.


STEVE CUNNINGHAM
Transportation Director

Dated: 2/19/07

Approved for Destruction:


for CAROL A. SCHWAB
City Attorney

Dated: 2/19/07