

MEETING DATE: 10/28/2013

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.

ATTACHMENTS

	<u>Pages</u>
1. Resolution and Exhibit "A"	1 - 2
2. Civil Service Commission Meeting Minutes Excerpts from July 3, 2013 and October 2, 2013	3 - 4

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

RESOLUTION NO. 2013-R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CULVER CITY, CALIFORNIA, AUTHORIZING DESTRUCTION OF CERTAIN FILES IN THE HUMAN RESOURCES DEPARTMENT, WHICH ARE MORE THAN TWO (2) YEARS OLD.

WHEREAS, the Human Resources Director has certified that certain records in the custody of the Human Resources Department, as set forth in Exhibit "A," attached hereto and incorporated herein by reference, have been retained for all legally required retention periods; and

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

NOW, THEREFORE, the City Council of the City of Culver City, California, 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 Human Resources Director, or his or her designee, of the records set forth in Exhibit "A."

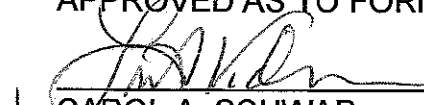
APPROVED and ADOPTED this _____ day of _____, 2013.

JEFFREY COOPER, Mayor
City of Culver City, California

ATTEST:

APPROVED AS TO FORM:

MARTIN COLE
City Clerk



CAROL A. SCHWAB
City Attorney

EXHIBIT "A"

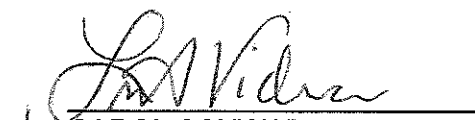
<u>Eligible List</u>	<u>Exam No.</u>	<u>Expiration Date</u>
Bus Operator	1338	09/08/2011
Code Enforcement Analyst	1327	07/27/2011
Code Enforcement Officer	1326	08/18/2011
Fire Captain (Promotional)	1358	06/15/2011
Maintenance Operations Manager (Promotional)	1365	08/31/2011
Police Recruit	1325	07/20/2011
Police Sergeant (Promotional)	1361	07/07/2011

I hereby certify that the records listed in this Exhibit "A" has been retained for all legally required retention periods.


SERENA WRIGHT
Human Resources Director

Dated: 10/15/13

Approved for Destruction:


CAROL SCHWAB
City Attorney

Dated: 10-16-13

ATTACHMENT 2

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION,
CITY OF CULVER CITY,
CALIFORNIA

July 3, 2013
7:00 P.M.

Call to Order & Roll Call

Chair Whitaker called the meeting of the Civil Service Commission to order at 7:01 P.M.

Present: Chair Michael Whitaker
Commissioner Vicki Daly Redholtz
Commissioner Dan Gallagher
Commissioner Richard Ochoa

Absent: Vice Chair Sandy Stivers

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Consent Calendar

MOVED BY COMMISSIONER DALY REDHOLTZ AND SECONDED BY COMMISSIONER GALLAGHER THAT THE CIVIL SERVICE COMMISSION APPROVE CONSENT CALENDAR ITEMS C-1, C-2 AND C-3. THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: DALY REDHOLTZ, GALLAGHER, OCHOA, WHITAKER
NOES: NONE
ABSENT: STIVERS

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Item C-3

Destruction of Expired Examination Materials

THAT THE CIVIL SERVICE COMMISSION RECOMMEND TO THE CITY COUNCIL THAT THE HUMAN RESOURCES DEPARTMENT BE AUTHORIZED TO DESTROY ALL MATERIALS FROM EXPIRED EXAMS AS LISTED IN THE STAFF REPORT, PROVIDED THAT ALL ELIGIBLE LISTS ARE MAINTAINED.

REGULAR MEETING OF THE

October 2, 2013

CIVIL SERVICE COMMISSION,
CITY OF CULVER CITY,
CALIFORNIA

7:00 P.M.

UNOFFICIAL MEETING MINUTES

Call to Order & Roll Call

The meeting of the Civil Service Commission was called to order at 7:05 P.M.

Present: Chair Vicki Daly Redholtz
Vice Chair Dan Gallagher
Commissioner Darryl Cherness
Commissioner Richard Ochoa
Commissioner Michael Whitaker

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Consent Calendar

MOVED BY COMMISSIONER WHITAKER, SECONDED BY COMMISSIONER OCHOA AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE CONSENT CALENDAR ITEMS C-1, C-2 AND C-3.

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