

MEETING DATE: 8/25/08

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

ATTACHMENTS

	<u>Pages</u>
1. Resolution No. 2008-R- and Associated Exhibit A, Listing of Materials to be Destroyed	2

1 RESOLUTION NO. 2008-R_____

2
3 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
4 CULVER CITY, CALIFORNIA, AUTHORIZING THE
5 DESTRUCTION OF CERTAIN RECORDS RETAINED
6 WITHIN THE TRANSPORTATION DEPARTMENT.

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

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

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

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

18 APPROVED and ADOPTED this _____ day of _____, 2008.

19
20 _____
21 D. SCOTT MALSIN, MAYOR
City of Culver City, California

22 ATTEST:

APPROVED AS TO FORM:

23
24 _____
25 MARTIN R. COLE, City Clerk

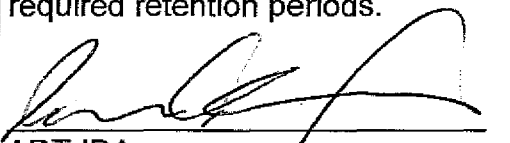
26 _____
27 CAROL A. SCHWAB, City Attorney
28

EXHIBIT "A"
LIST OF MATERIALS TO BE DESTROYED

Annual Vendor Files	2001-2004
Fuel Transaction Detail	2001-2004
Equipment Maintenance Billing Reports	2000-2003
Accident Reports	1999
Bus Revenue Reports	2002-2003
Department Employee Timecards	2001-2003
Payroll Timesheets and Records	2001-2003
Department of Transportation (DOT) Drug & Alcohol Records	1996-2002
Bus PM Checklists and Inspection Cards	Through 2003
Daily Bus Inspection (DBI) Reports	Through 2003

CERTIFICATION

I hereby certify the above-listed records have been retained for all legally
required retention periods.


ART IDA
Transportation Director
PMT CONCRETE EQUIPMENT
MAINTENANCE MANAGER FOR
ART IDA.

Dated: 08/20/08

CONSENT

I hereby consent to the destruction of the above-listed records as required by
law.

CAROL A. SCHWAB
City Attorney

Dated: _____