

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 01/26/08		Item Number: <u>C-13</u>	
AGENDA ITEM: Adoption of a Resolution Authorizing the Destruction of Examination Materials in the Human Resources Department which are More Than Two 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 E-Mail Notification List			
Department Approval: Serena Wright (01/05/09)		City Attorney Approval: Carol Schwab (by H. Baker) (01/15/09)	
Chief Financial Officer Approval: Jeff Muir (01/21/09)		City Manager Approval: Jerry B. Fulwood (01/21/09)	
<u>RECOMMENDATION</u> Staff recommends the City Council adopt a Resolution authorizing the destruction of certain records in the Human Resources Department which are more than two (2) years old. <u>DISCUSSION</u> At the regular meeting of December 3, 2008, 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. Eligible lists, which show who participated in the examination process and their applicable scores, have been determined to be a permanent record and have been and will continue to be retained in perpetuity. California Government Code Section 34090 authorizes destruction documents that are no longer legally required to be retained, after written consent of the City Attorney and authorization of the City Council. Pursuant to the Civil Service Rules, the Civil Service Commission must also approve this destruction (Civil Service Rule 16, Section 4). The documents listed in Exhibit "A," attached to the Resolution, have been reviewed in accordance with the provisions of Government Code § 34090 and meet those requirements for destruction. The City Attorney has consented in writing to the destruction of these records.			

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FISCAL ANALYSIS

There is no fiscal impact associated with this item.

ATTACHMENTS

Proposed Resolution and Exhibit A

MOTION

That the City Council:

Adopt a Resolution authorizing the destruction of certain records in the Human Resources Department which are more than two (2) years old.