

MEETING DATE: 02/11/13

AGENDA ITEM: Adoption of a Resolution Authorizing the Destruction of
Certain Records Retained Within the Public Works
Department

ATTACHMENT

		<u>Pages</u>
1	Proposed Resolution (with Exhibit "A" Listing of Documents)	1-9

1 RESOLUTION NO. 2013-R _____

2 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
3 CULVER CITY, CALIFORNIA, AUTHORIZING
4 DESTRUCTION OF CERTAIN FILES IN THE PUBLIC
5 WORKS DEPARTMENT.

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

10
11 WHEREAS, the City Attorney has approved and consented to the
12 destruction of these records as required by law.

13 NOW, THEREFORE, the City Council of the City of Culver City, California,
14 DOES HEREBY RESOLVE AS FOLLOWS:

15 Pursuant to Government Code Section 34090, the Public Works Director
16 or his or her designee is authorized to destroy those records listed in Exhibit "A."

17 APPROVED and ADOPTED this _____ day of _____ 2013.
18
19
20

21 _____
22 ANDREW WEISSMAN, Mayor
23 City of Culver City, California

24 ATTEST:

APPROVED AS TO FORM:

25
26 _____
27 MARTIN R. COLE, City Clerk

28 A13-00056

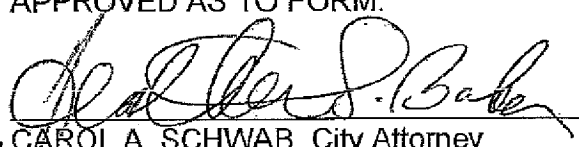
for 
CAROL A. SCHWAB, City Attorney

EXHIBIT "A"

February 11, 2013, Public Works Department Records Destruction list

Public Records Destruction (*Engineering reports, studies, plans, specifications, and surveys will be digitally archived. All original operating manuals will be retained*).

Capital Improvement Projects

- P-132 Culver City Buildings Painting Projects 1998-1999
- P-132 City Hall Parking Waterseal Cosmetic Cracks Project 1997
- P-157 Street Resurfacing & Renovation 1982
- P 247 Elenda Street Improvements Phase 2 1979-1980
- P-295 Alley Reconstruction Projects Files 1996 and 1997
- P-361 and P-383 Tree Replacements 1990
- P-403 Traffic Signal Washington Place/Centinela and Grandview 1985 – 1990
- P-410 Centinela Improvements Project, 1985-1988
- P-413 Residential pavement resurfacing and slurry seal, 1987
- P-426 and P-427 Sepulveda Bl. Pavement Management/Resurfacing 1992-1996
- P-429 Traffic Signal Improvements 1988-1994
- P-434 Pavement Management System 1990-1999
- P-443 Seismic Strengthening City Hall and Fire Station Project 1989 (*old City Hall and Fire Station*)
- P-440 McManus Ave Reconstruction Project, 1993-1994
- P-447 Veteran's Park Play Equipment Replacement Project 1999
- P-451 Bus Pad Construction Project 1991-1994
- P-475 Smart Corridor Project 1990-1997
- P-516 Sepulveda Bl. and Jefferson Bl. connector Road (Machado Road) Project 1991-1994
- P-518 Lindberg Park Recreation Center Addition 1993-1994

P-531 Streetlight Improvement Project, Wesley St., Helms Ave., and Schaeffer St 1993

P-544-554 Slurry Seal Project, 1993-1994

P-555 Street Resurfacing Program Project 1994

P-570 Corner Ramp Construction Project 1995

P-599 Braddock Speed Hump Construction 1996

P-626 Sepulveda Blvd. ATSAC gap closure project, 1996-2000

P-627, Alley Reconstruction at Hannum & Playa 1997

P-647 Culver Blvd/Huron Ave. Traffic Signal Project 1998

P-651 and P-717 Carson Street and Helms Ave. Rehabilitation Projects 2000-2002

P-656 Jefferson Blvd. Resurfacing Project 1998-2000

P-657 Overland Ave. Resurfacing Project (Jefferson Bl. to Hannum Ave) 2000 – 2002

P-669 Overland Ave. Widening Project 1998-2000

P-672 Ivy Way Storm Drain Project 2001-2002

P- 698 and P-718 Alley Sewer Replacement Project from Washington Pl. to Sepulveda Blvd. 2000-2001

P-776 Farragut and Inglewood Sewer Replacement 2002

P-786 Thermoplastic Striping at 9 Intersections 2002

P-787 Washington Pl/Sawtelle St. Improvements Project File 2000-2002

P-791 El Marino Playground Accessibility Project File 2001- 2002

P-847 Hirsh System Upgrade Project File 2002

P-935 CCPD Firing Range Phase I

Hughes Ave Widening in Culver City portion project 1976-1979

Request for Proposals – Annual General Engineering Contract to Provide Project Management, Design, and Drafting Services 1995

Consultant statement of qualifications for General Civil Engineering Services for July 1, 2006 to June 30, 2009

Jefferson Blvd. Improvement 1971-1972

Improvements of Old Slauson Hannum Streets to City Limits 1973

Fox Hills Park Construction Project 1978-1979

Culver West Park Improvement 1972-1977

El Marino School Playground 1976

City Parking Lot 1976-1977

Hannum Widening Fox Hills 1978

Culver West Parking Correspondence and Information 1976-1977

Blanco Park/El Rincon School District Project 1980

Alley Reconstruction Century Park 1974

Sidewalk Repair Culver/Centinela 1969-1974

Street resurfacing projects, 1964-1971

Redevelopment Projects (*Public Works not primary record keeper*)

R-1024 Hannum Media/Slurry Seal 1986

R-1026 Kite/Triangle Sites 1981-1989

R-1027 Old Fire Station Demolition 1987-1989

R-2024 Studio Drive 1982-1994

R-2025 Overland/Jefferson Intersection Improvements 1988-1993

R-3016 Washington Blvd./Higuera St. intersection improvement project, Phase 2, 1987

R-3032 Ince/Robertson Parking Lot 1984

R-3053 Ince/Robertson Demolition of two sites, 3900 Higuera St and 3757 Robertson Blvd.

R-3039 Washington Blvd. Traffic Signal 1988

R-3047 Downtown Streetscape Project 1992

R-3064 Hayden Tract Street Improvements Project 1995

Utility companies

General utility permits – 2000 through 2005

Water Reclamation 1990

Education Foundation Correspondence 1992-2000

Water main Improvements 1990

Water System Deficiency Study Correspondence 1990

Water – Conservation Program 1990

Underground Service Alert Files 1980-2005

Miscellaneous

Proposals to Provide Engineering/Planning Consultant Services 2004

Proposals to Provide Traffic Engineering/Planning Consultant Services 2004

Proposals for Annual General Engineering Contract to Provide Management, Design, and Drafting Services 1995

Request for Proposal Annual Project Management & Contract Administration for Federally Funded Capital Improvement Projects 1995

File of various request for proposals, contracts and consultant scope of services 1990 to 2002

Parcel Map Checking contract with Mitchel Surveys 2000 – 2002

Preferential permit parking renewal forms 2008 and 2009

Miscellaneous Correspondence 1971

New Street Use Study 1971

General administration items 1980-1982

Sewer Facilities Charge 1972-1974

Inspectors Daily Reports 1969-1974

Buckingham Bldg. Culver Industrial Park 1976-1977

Buckingham Heights Business Park 1980-1982

American Hotel 1974

Carl's Jr. 1972-1973

Fox Hills Business Park Tract 22864 Development 1978-1979

Newsracks enforcement files 1996-2006

Sewer Lateral Repairs File 1997

Proof of publication from newspaper, postcard mailings, and legal notices, 2008 and earlier

Request for Bids to Provide Construction Services for Interior Building Repairs at the Fire Training Facility 2006

PW/Traffic Curb Painting 1993

PW/Traffic Parking Citations (response letters to people who wanted to appeal citations) (1995 – 1997)

AQMD Report 1994

Exposition Right-of-Way Bike path files 1996-2000

Special Projects Request – Earth Day 2000

Special Project Distinguished Service 1998

Public Works Special Projects file 1999

Public Works Special Projects Christmas Trees 1997

National Public Works Week 1998 and 1999

Western Hemisphere Marathon 2001 and 2002

Special Events Culver City Marathon 1999

PW/Public Works Municipal Services Building Documents 1994

PW/Maintenance Culver City Bus Correspondence 1994

PW/Graffiti Removal 1994-2005

County Sanitation District No. 5 (monthly transaction reports) 1995 -2001

County Sanitation District No. 11 (notice of public hearing of dissolution) 1995-1997

PW/Sanitation Blue Bag Program 1997-1998

PW/Sanitation Pest Control 1998

Project files pertaining to development project within City of Los Angeles

Lincoln Boulevard 1988

Marina Gate Way Project 1990

Centinela Sewer Project 1991

Rally's 9829 Venice Blvd. 1993

General items - 1993 and 1996

Subscribing Agency Advisory Committee 1991

City of LA Department of Culver Power 1991

Off Site Sludge Transportation & Disposal Program 1988

Centinela Drive-In Site 2000

20th Century Fox Studios 1992

LA City Marathon 1992

West LA Interceptor Sewer Improvements 1996-1999

Corporate Pointe Luxcore Studios Project 1997

Lincoln Corridor Project "1998-1999

Department of Transportation 1993

City of LA Westside Bus Study 1998

City of LA – Storm Water Management Division – Ballona Creek 1993

Culver City project files pertaining to Los Angeles County items

LA County Assessor file 1994

LA County – Auditor Controller Procedures/Assessments 1991

LA County Aid to Cities Funds 1993

Exposition ROW 2000

Media Buy Campaign Contributions 2001

General Information 1994

Congestion Management Plan (CMP) 1997-1998

Marina Del Rey Expansion 1999

Regional Park & Open Space District 1998

S. Cal. Assoc. & Programs South Coast Air Quality District 1998-1999

Solid Waste Management Plan General 1997

General Service Agreement 1989

Rodent Control 1999

South Bay – Heal the Bay Urban Run Off 1992

Misc. Correspondence 1993

Santa Monica Bay Restoration Plan Correspondence 1994-1995

Slauson/La Cienega Intersection Improvements 1991

Southern California Associations Automobile Club of California, 1988

California Association SCAG Highway Performance Monitoring Survey 1998

Southern California Association of Government General information 1988-1994

LA County Transportation Commission (LATC) files 1989-1996

LA County – MTA TIP Calls for Projects general information, 1996-2002

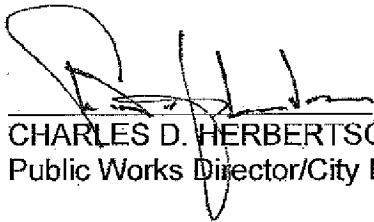
Request for Proposal & Qualifications for the Preparation of County Tax for Waste Water User Charges for Fiscal Year 1995-1996

RFP and proposals for determining Sewer User Service Charges 1996-1997

Request for Proposal to Establish Fees Relating to Culver City's Industrial Waste Ordinance 1995

Request for Proposal for Engineering & Traffic Survey of Various City Street – Culver City 1996

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



CHARLES D. HERBERTSON
Public Works Director/City Engineer

Dated: 02/05/2013

Approved for Destruction:



CAROL SCHWAB
City Attorney

Dated: 02/05/13