

MEETING DATE: 11/22/10

AGENDA ITEM: Consideration of a Resolution Authorizing the Destruction of Certain Files in the Transportation Department Which are More Than Three (3) Years Old

ATTACHMENTS

	<u>Pages</u>
1. Resolution No. 2010-R	1
2. Exhibit "A" – List of Materials to be Destroyed	2

1 RESOLUTION NO. 2010-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 _____, 2010.

19
20 _____
21 CHRISTOPHER ARMENTA, MAYOR
City of Culver City, California

22 ATTEST:

23 APPROVED AS TO FORM:

24 _____
25 MARTIN R. COLE, City Clerk
A10-00408

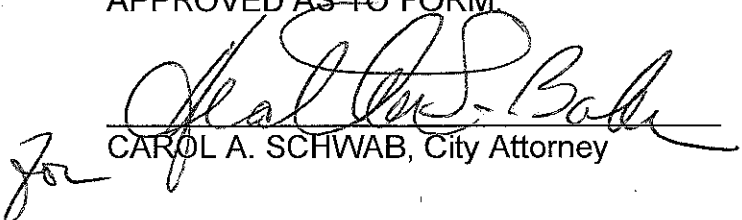
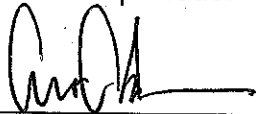
26 
27 CAROL A. SCHWAB, City Attorney
28

EXHIBIT "A"
LIST OF MATERIALS TO BE DESTROYED

Accident/Incident Reports	2001
AQMD Rule 2202 Files	2005
Daily Bus Inspection (DBI) Reports	2003-2005
Department Employee Timecards	2004-2005
Equipment Maintenance Budget Records	2003-2005
Facility Construction Rejected Proposals	1995
Equipment Replacement Fund (ERF) Files	1997-2000
Payroll Timesheets and Records	2001-2005
Transportation Department Revenue Reports	2002-2005
Personnel Files (copies)	1999-2003
Vendor Files	2000-2002

CERTIFICATION

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



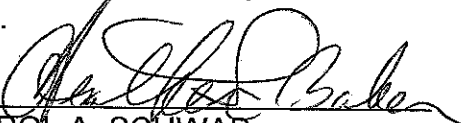
Dated: _____

11/15/10

ART IDA
Transportation Director

CONSENT

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



Dated: _____

11/15/10

CAROL A. SCHWAB
City Attorney