

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 08/25/08		Item Number: <u>C-5</u>	
AGENDA ITEM: Adoption of a Resolution Authorizing the Destruction of Certain Files Retained within the Transportation Department.			
Contact Person/Dept.: Jane Leonard, Transportation		Phone Number: 310-253-6523	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☐	Attachments: ☒
Public Notification: Master E-Mail Notification List (08/20/2008).			
Department Approval: Art Ida (08/12/08)		City Attorney Approval: Carol Schwab (by H. Baker) (08/19/08)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (08/20/08)		City Manager Approval: Jerry B. Fulwood (08/20/08)	

RECOMMENDATION:

Staff recommends the City Council adopt a resolution authorizing the destruction of certain files retained within the Transportation Department.

BACKGROUND:

California Government Code Section 34090 provides authority for the destruction of documents that are no longer legally required to be retained, after written consent of the City Attorney and authorization of the City Council.

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.

FISCAL ANALYSIS:

Records destruction will be performed by a properly certified vendor. The projected cost for these services is \$200, and sufficient funding is available within the Transportation Department's fiscal 2008-09 budget. Documents that do not require shredding will be recycled at the Culver City Sanitation Facility.

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ATTACHMENTS:

1. Resolution

MOTION:

That the City Council:

Adopt a Resolution authorizing the destruction of certain files retained within the Transportation Department.