

MEETING DATE:

06/28/2010

AGENDA ITEM:

**Adoption of a Resolution Authorizing the
Destruction of Certain Records Retained by the
Finance Department.**

ATTACHMENTS

1. Resolution and Exhibit 'A'

1-2

RESOLUTION NO. 2010-R _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF CULVER CITY, CALIFORNIA, AUTHORIZING
DESTRUCTION OF CERTAIN RECORDS RETAINED IN
THE FINANCE DEPARTMENT

WHEREAS, the Chief Financial Officer has certified that certain records in the custody of the Finance Department, as set forth in Exhibit "A," attached hereto and incorporated herein by reference, have been retained for all legally required retention periods; and,

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

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

Pursuant to Government Code Sections 34090, and with the consent of the City Attorney, the City Council hereby approves the destruction by the Chief Financial Officer of the records set forth in Exhibit "A."

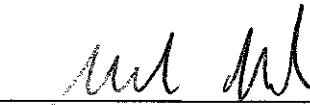
APPROVED and ADOPTED this _____ day of July, 2010.

CHRISTOPHER ARMENTA
MAYOR, CITY OF CULVER CITY

ATTEST

APPROVED AS TO FORM

Martin Cole
City Clerk

for 

Carol A. Schwab
City Attorney

Exhibit "A"

OBSOLETE RECORDS TO BE DESTROYED

The following records, dated prior to December 31, 2003:

- A. Cancelled Checks, Bank Statements, Bank Reconciliations, Deposit Slips, Cash Receipts and Journal Entries.
- B. Cash Accounting records such as: Ledger Cards, Cash Transfer Order, Refuse Payment Listings, Ambulance Accounts, Tax and License Records, Receipt and Transfer Books, Departmental Correspondences, Daily Deposit Records, Parking Records.
- C. Investment Documents

CERTIFICATION

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



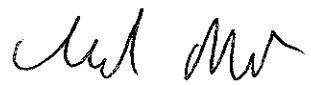
Jeff S. Muir, Chief Financial Officer

6/16/10

Date

CONSENT

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



Carol A. Schwab, City Attorney

6/16/10

Date