

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 03/27/06		Item Number: <u>A-10</u>	
AGENDA ITEM: Consideration of a Resolution Authorizing the Destruction of Records in the Police Department			
Contact Person/Dept.: William L. Burck		Phone Number: 310-253-5640	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☐	
Public Notification: Master Notification List (03/23/06)			
Department Approval: William L. Burck (03/23/06)		CAO Approval: Martin R. Cole for Jerry B. Fulwood (03/23/06)	
City Controller Approval: Marlee Chang (03/23/06)			
<u>RECOMMENDATION</u> That the City Council adopt the Resolution authorizing the destruction of certain files in the Police Department which are listed in Exhibit "A" of the Resolution. <u>BACKGROUND</u> The Police Department maintains thousands of records. Storage space for such records is restricted by the physical limitations of the building and records become obsolete and useless. <u>DISCUSSION</u> This request is part of an ongoing records management program by the Police Department. California Government Code Section 64090 provides the authority for the destruction of documents that are more than two years old and are no longer required. This Section also requires the consent of the City Attorney and authorization of the City Council prior to the destruction of any documents. The documents listed in Exhibit "A," attached to the Resolution, have been reviewed in accordance with the provisions of the Government Code and meet those requirements for destruction. Records known to be related to litigation or anticipated litigation are isolated and are not part of this destruction request. The City Attorney has consented in writing to their destruction (see attachments).			

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FISCAL ANALYSIS

Funding for the outside cost of the physical destruction of the documents is estimated to be \$2,000.00 and has been budgeted.

ATTACHMENTS

1. Resolution

MOTION

That the City Council:

Adopt the Resolution authorizing the destruction of certain files in the Police Department.