

MEETING DATE: 02/11/08

AGENDA ITEM: Consideration of Approval for the Destruction of Expired Examination Materials.

ATTACHMENTS

	<u>Pages</u>
1. Resolution and Exhibit "A"	1-2
2. Excerpt from the Civil Service Commission Minutes of the December 5, 2007 meeting	3

1 **RESOLUTION NO. 2008-R**

2
3 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
4 CULVER CITY, CALIFORNIA, AUTHORIZING DESTRUCTION
5 OF CERTAIN FILES IN THE PERSONNEL DEPARTMENT,
6 WHICH ARE MORE THAN TWO (2) YEARS OLD.

7 WHEREAS, the records in the Personnel Division listed in Exhibit "A" attached hereto,
8 two years and older, have no further administrative, legal or fiscal value and the City
9 Attorney has determined that they are not appropriate for preservation.

10 NOW, THEREFORE, the City Council of the City of Culver City, California, DOES
11 HEREBY RESOLVE AS FOLLOWS:

- 12 1. Pursuant to Government Code Section 34090, the Personnel and Employee
13 Relations Director and/or his designee is authorized to destroy specified City
14 records as listed in Exhibit "A" that have no further administrative, legal or fiscal
15 value and are more than two (2) years old, subject to written consent of the City
16 Attorney.
17

18
19 APPROVED and ADOPTED this _____ day of _____ 2008.
20
21

22
23 _____
24 ALAN CORLIN, Mayor
City of Culver City, California

25 ATTEST:

APPROVED AS TO FORM:

26
27 _____
28 CHRISTOPHER ARMENTA
City Clerk

CAROL A. SCHWAB
City Attorney

EXHIBIT "A"

Accountant (Promotional): Exam #1044 – Expired 7/26/05
Accountant II (Promotional): Exam #1045 – Expired 7/26/05
Battalion Chief (Promotional): Exam #1026 – Expired 12/9/05
Business Tax Inspector: Exam #1064 – Expired 12/27/05
Bus Operator: Exam #1027 – Expired 12/17/04
Bus Operator: Exam #1039 – Expired 5/7/05
Community Services Officer (unclassified): Exam #1055 – Expired 7/1/05
Deputy City Treasurer: Exam #1051 – Expired 10/22/05
Facilities Maintenance Worker: Exam #1025 – Expired 3/3/05
Fire Captain (Promotional): Exam #1048 – Expired 8/26/05
Housing Assistant: Exam #1043 – Expired 8/12/05
Maintenance Worker I: Exam #1042 – Expired 9/10/05
Management Analyst/CDD (unclassified): Expired 8/1/05
Occupancy Specialist (unclassified): Expired 9/1/04
Parking Enforcement Officer: Exam #1028 – Expired 2/18/05
Personnel Analyst (unclassified): Expired 10/1/05
Recreation Supervisor Exam #1050 – Expired 11/16/05
Safety Services Communications Operator: Exam #1029 – Expired 2/19/05
Secretary: Exam #1022 – Expired 12/9/05
Senior Planner: Exam #1059 – Expired 12/7/05
Traffic Engineer: Exam #1008 – Expired 5/28/04
Webmaster (unclassified): Exam #920 – Expired 1/1/02


SERENA WRIGHT
Personnel Director

Dated: 2/4/08

Approved for Destruction:

CAROL A. SCHWAB
City Attorney

Dated: _____

ATTACHMENT 2

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION
CITY OF CULVER CITY, CALIFORNIA

December 5, 2007
7:00 P.M.

Call to Order & Roll Call

The meeting of the Civil Service Commission was called to order
at 7:03 P.M.

Present: Chair Sandy Stivers
Vice Chair Michael Whitaker
Commissioner Dan Gallagher
Commissioner Vincent Motyl
Commissioner Sharon Zeitlin

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(EXCERPT)

Item A-6

DESTRUCTION OF EXPIRED EXAMINATION MATERIALS

Serena Wright, Personnel & Employee Relations Director, gave an
overview of the staff report.

FOLLOWING DISCUSSION, IT WAS MOVED BY VICE CHAIR WHITAKER,
SECONDED BY COMMISSIONER MOTYL AND UNANIMOUSLY CARRIED, THAT THE
CIVIL SERVICE COMMISSION APPROVE ACTION ITEM A-6.

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Minutes Approved: Minutes were approved on January 2, 2008

Serena Wright
PERSONNEL & EMPLOYEE RELATIONS DIRECTOR of the City of Culver
City, California
SECRETARY TO THE CIVIL SERVICE COMMISSION of the
City of Culver City, California
City of Culver City, California