

**City of Culver City, California
Agenda Item Report**

Meeting Date: 06/28/2010		Item Number: <u>C-11</u>	
CITY COUNCIL AGENDA ITEM: Adoption of a Resolution Authorizing the Destruction of Certain Records Retained by the Finance Department			
Contact Person/Dept.: Jeff S. Muir/Finance		Phone Number: 310/253-6016	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☐	Attachments: ☒
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification: (E-Mail) Meetings and Agendas – City Council (06/23/10)			
Department Approval: Jeff Muir (06/16/10)		City Attorney Approval: Carol Schwab (by H. Baker) (06/22/10)	
Chief Financial Officer Approval: Jeff Muir (06/16/10)		City Manager Approval: P. Lamont Ewell (06/23/10)	
<u>RECOMMENDATION:</u> Staff recommends the City Council adopt a Resolution authorizing the destruction of certain records retained by the Finance Department. <u>BACKGROUND / DISCUSSION:</u> The Finance Department maintains thousand of records. Storage space for such records is restricted by the physical limitations of the Finance Department and records become obsolete and useless. This request is part of an ongoing records management program by the Finance Department. California Government Code Section 34090 provides authority for the destruction of documents that are no longer legally required to be retained, upon receipt of the 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. <u>FISCAL ANALYSIS:</u> There is no fiscal impact associated with the adoption of this Resolution. The Finance Department has an existing agreement for document shredding services. The destruction of these documents will be accomplished with this existing vendor for approximately \$300, and adequate funding exists in the Finance Department budget for this service.			

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ATTACHMENTS:

1. Proposed Resolution

MOTION:

That the City Council:

Adopt a Resolution authorizing the destruction of certain records retained by the Finance Department,