

MEETING DATE: 1/25/10

AGENDA ITEM: Adoption of a Resolution Authorizing the
Destruction of Certain Records Retained Within
the Public Works Department

ATTACHMENTS

	<u>Pages</u>
1 Resolution	1-6

1 RESOLUTION NO. 2010-R____

2
3 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
4 CULVER CITY, CALIFORNIA, AUTHORIZING
5 DESTRUCTION OF CERTAIN FILES IN THE PUBLIC
6 WORKS DEPARTMENT.

7 WHEREAS, the Public Works Director has certified that certain records in
8 the custody of the Public Works Department, as set forth in Exhibit "A," attached hereto
9 and incorporated herein by reference, have been retained for all legally required
10 retention periods; and

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

13 NOW, THEREFORE, the City Council of the City of Culver City, California,
14 DOES HEREBY RESOLVE AS FOLLOWS:

15 Pursuant to Government Code Section 34090, the Public Works Director
16 or his or her designee is authorized to destroy those records listed in Exhibit "A."

17 APPROVED and ADOPTED this ____ day of _____ 2010.
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19
20

21 _____
22 ANDREW WEISSMAN, MAYOR
23 City of Culver City, California

24 ATTEST:

25 APPROVED AS TO FORM:

26 _____
27 MARTIN R. COLE, City Clerk
28 A10-00013

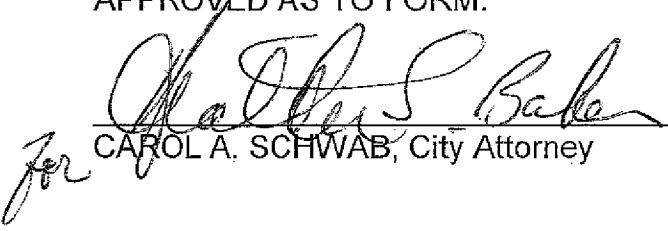
for 
CAROL A. SCHWAB, City Attorney

EXHIBIT "A"

January 25, 2010, Public Works Department Records Destruction list

Public Records Destruction (*Engineering reports, studies, plans, specifications, and surveys will be digitally archived. All original executed agreements, legal documents, and operating manuals will be retained*).

Public Works Department/Engineering Division:

P-230 Whitburn and Kelmores Streets Sewer Replacement Projects 1998-1999

P-230 Sewer Manhole Addition Project 1996 – 1997

P-230 Sewer grease removal at Washington Bl. and Del Rey Avenue. – 1998 (*Project was not completed – contract was terminated due to lack of performance by Contractor*)

P-230 Sewer Video Inspection project files 1997-2004 (*sewer videos have been archived on DVD*)

P-295 Alleys Reconstruction project between Elenda and Midway, Playa and Bush, and Caroline and Helms, project files – 1998

P-428 Sidewalk Reconstruction Project File – 1994-1995

P-428 Sidewalk Reconstruction Project File – 1997-1998

P-434 and P-546 Pavement Management System file 1988-1999

P-440 Caroline Avenue Reconstruction 1988-1992

P-456 Citywide Aerial Base Photography and Digital Model Development project file— 1988-1998

P-499 Audible Traffic Signal Project – 1990

P-521 Sewer flow data project files prior to 2000 (*Sewer flow data will be digitally archived*)

P-522 Fox Hills Mall Bus Transit Stop Project 1991-1996

P-539 Jasmine Pump Station Reconstruction Project 1994-1997

P-540 Sewer Pump Station doors replacement 1994-1995

P-541 Bristol Pump Station Repairs 1999

P-545 Overland Avenue Resurfacing Project (Ballona Creek to Jefferson Boulevard)
1996-1997

P-549 Senior Center HVAC Upgrade project – 1996-1998

P-551 Interpretive Nature Trail Project 1996-1997

P-578 Fire Training Facility Repair project – 1998-1999

P-581 Transfer Station – 2nd floor addition project – 1995-1996

P-597 Transfer Station Repairs – 1994

P-582 and P-615 The Golf Course Links or Sports Facility Project at Culver City – 1994
-1997 (*Project never pursued due to large expense for unincorporated land acquisition,
remediation of soil on oil fields, and construction of golf course*)

P-595 Gateway Sign Construction and Landscaping Project 1995-1996

P-625 Final City Hall Post Move-In Non-Structural Modification project 1998-1999

P-629 Culver Park Road Reconstruction files 1998

P-642 Public Services Facility Renovation 1995-1997

P-645 East Washington Bl. Streetscape project grant file, 1997-1998

P-653 and P-654 Culver Parks Drive and Berryman Avenue between Segrell Way and
McDonald Street Reconstruction project files, – 1997-1999

P-659 – Culver Boulevard Reconstruction between Overland and Elenda
Project. 1998-1999

P-687 Leahy Street Reconstruction 1997

P-689 Commonwealth Sewer Replacement Project 1998-1999

P-690 Vinton Sewer Replacement Project – 1998

P-691 Motor Sewer Replacement Project – 1998

P-692 Mentone Sewer Replacement Project – 1998

P-693 Le Bourget Sewer Replacement Project - 1998

P-697 Washington Bl. (Grandview Bl. to Marcasel Ave) Sewer Replacement Project,
1998-1999

P-702 Slauson Avenue Reconstruction 1997

P-727 Culver Bl. Resurfacing Project (Elenda Street to westerly City limits) 1998

P-733 Transfer Station Tipping Floor - 1998

P-742 Pickford Way Resurfacing – 1998

R-4007 Interim City Hall Dismantling project 1995-1996*

R-2027 Kinston Avenue Reconstruction 1995-1996

R-2028 Kinston Avenue Permanent Traffic Barrier Project 1998-1999

R-3003 East Washington Bl. Streetscape Project design file 1993-1996

R-3048 Ivy Way Substation Renovation Project file 1987-1994

R-3066 and P-495 Police Station Expansion 1997-1998*

1996-1997 Installation of 400 square feet of bricks adjacent to Culver Hotel project file.

1995-1996 Girard and Madison Avenues speed hump construction file

1998 - Survey at corner of Lotz Lane and Jefferson Blvd file.

1987-1993 - City of Los Angeles' North Outfall Replacement Sewer Project construction in Culver City

1996-2000 - State Local Transportation Partnership Program for transportation projects file

1993-1997 MTA Call for Projects - Culver Bl. Bikeway application file.

1995 MTA Call for Projects - Sepulveda Bl. ATSAC Gap Closure application file

1999 MTA Call for Projects - Video Surveillance System Integration Gap Closure Project, Exposition Corridor Commuter Bikepath Project, Exposition ROW landscape Improvement Project, and Sepulveda Bl. Pedestrian and Commuter Improvement applications file.

2001 MTA Call for Projects - Fox Hills Traffic Signal Synchronization Project and Citywide Automated Traffic Signal Control and Monitoring project application file. *(The entire 2001 MTA Call for Projects was cancelled. The 2003 application to MTA for this same project was approved).*

2003 MTA Call for Projects application for Sepulveda Bl. widening project. *(Not approved by MTA. The 2007 application to MTA for Sepulveda Bl. widening project was approved.)*

2003 MTA Call for Projects application for Culver Bl. realignment project. *(Not approved. The 2009 application to MTA for Culver Bl. realignment project was approved.)*

2003 MTA Call for Projects application to MTA for Culver Bl. and Overland Ave. Bikeway gap closure *(Not approved)*.

1996-2000 MTA Call for Projects application and project file for the Expo Bikeway project. *(Approved but never funded. The Expo light rail project and adjacent bike path are currently being constructed at same location.)*

Sewer User Service Charges data per parcel spreadsheets 1990/91, 1991/92, 1992/93, 1993/94, 1994/95

1995-1996 Interim City Hall Dismantling file 4095 Overland Avenue

1997-1999 Cardiff Parking Structure construction project file*

1997-1999 Fire Station #3 Seismic Retrofit file *(project not constructed per City Council decision)*

Purchase orders 1991-1992, 1995-96, 1996-97, 1997-98, 1998-1999, 1999-2000, 2000-2001, 2002-2003*

Purchasing card statements 1990-1999, 2000-01, 2001-02, 2002-03*

1995 and 1996 Industrial Waste violations files

2005 and 2006 preferential permit parking renewal forms

1996/97 General geotechnical engineering services file

1995/96 General civil engineering services file

1996/97 City-wide surveying services file

2001 federal audit of federally funded Washington Bl. SMART corridor project and Jefferson Blvd/Sepulveda Bl. connector road. *(these projects were constructed in 1992-1994).*

Traffic engineering correspondences excluding neighborhood traffic management plans (NTMP) prior to 2000.

Traffic Committee agendas and memorandums prior to 2000 (*staff reports and meeting minutes will be digitally archived*)

Caltrans memorandums and correspondences on Federal Transportation Improvement Program and Intermodal Surface Transportation Efficiency Act, 1990-1999

1994 Northridge Earthquake FEMA files

* Duplicate files - Public Works Department not primary record keeper.

I hereby certify that the records listed in this Exhibit "A" have been retained for all legally required retention periods.

for 
CHARLES HERBERTSON
Public Works Director

Dated: 01/20/10

Approved for Destruction:

for 
CAROL SCHWAB
City Attorney

Dated: 01/20/10