

MEETING DATE: 02/25/08

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

ATTACHMENTS

		<u>Pages</u>
1	Resolution No. 2008-R_	1-4

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EXHIBIT A

February 25, 2008, Public Works Department Records Destruction list

Maintenance operations division

Files older than 1999:

A/C Heating Weekly Reports
Auto Accident Reports
Budget Carryovers*
Budget Prep Materials and Recycling Coordination*
Budget Transfers*
Chronological File of Maintenance Operations Manager
Closed Work Orders
Contracts*
Electrical Maintenance Weekly Reports
Graffiti Work Orders
IOD Reports*
Payables*
Payroll reports*
Purchase Orders*
Purchasing Card Statements*
Redevelopment Agency Minutes and Agendas*
Statements of Expenses*
Statements of Revenue*
Street Lighting Weekly Reports
Terminated Contract Employees (Resumes)
Timesheets (NOT punched timecards)*

Engineering Division:**

P-428 Sidewalk Reconstruction Project File – Fiscal Year 1995/96
P-428 Sidewalk Reconstruction Project File – Fiscal Year 1996/97

Concrete Bus Stop Pads project 1997/98

Vista Pacifica files 1996-2001

Prevailing Wage files 1988-1999

P-230 Bids for sewer video inspection 1999-2002

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

**Plans and geotechnical information are not included in these files.

1984-1987 Rule 20A underground utility general correspondence

1991-1998 Utility coordination meeting files

1990 and 1991 water conservation files

2004 Preferential permit parking renewal forms

1989 through 1999 - CDBG inter-departmental memos and agendas of CDBG meetings files

1996 Slauson Avenue Reconstruction between Hannum and Buckingham Parkway project files, Redevelopment project 1034

1997 Ince Boulevard street reconstruction and sewer replacement project, P-560, Ballona Creek to Poinsettia Court project files.

1996/1997 – Washington Bl. Resurfacing between Overland and Elenda project files, P-597

1994-1995 – Duquesne Avenue Reconstruction and sewer line between Culver and Jefferson Boulevard, P-560

1979 – Renovations to Veterans Memorial Building Illuminated Signs file

1993 – Fire Station #1 Demolition and Site Clearance project file, Redevelopment project R-3058

1991 – Building Demolition and site clearance 5166-5168 Sepulveda Boulevard (Liberty Tire) and 3813-3823 Hoke Avenue (Ziff/Valco Plastics) project specifications and contract change order.

1994, 1995, 1996, 1997, 1998, 1999, 2000, Street tree correspondences files.

1994, 1995, 1996, 1997, 1998, and 1999 Miscellaneous street and sidewalk maintenance correspondence.

1996 – Hines Avenue Reconstruction P-631 between Washington and Adams Bl. project file

1996-1997 Newsrack order to comply file

1984/85, 1986/87, 1987/88, and 1988/1989 – Sewer user service charge per parcel

1991/92 and 1992/93 Operating Budget and monthly statement of expenditures
for Engineering Division

1996/97 Sepulveda Bl. resurfacing project between Venice Boulevard and
Ballona Creek project file, P-426

1996/97 Jefferson Bl. resurfacing project between Overland Avenue and Pearson
Street, project file, P-541

CERTIFICATION

I hereby certify that, to the best of my knowledge, the above-listed records have
been retained for all legally required retention periods and do not relate to any
pending criminal or civil litigation, investigation or disciplinary process.

for 
CHARLES HERBERTSON
Public Works Director

Dated: Feb. 20, 2008

APPROVAL

Based upon the foregoing certification, the above-listed records are hereby
approved for destruction.

for 
CAROL A. SCHWAB
City Attorney

Dated: 02/20/08