

MEETING DATE: 2/07/11

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

ATTACHMENTS

	<u>Pages</u>
1. Resolution	1-3

1 RESOLUTION NO. 2011-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 _____ 2011.
18
19
20

21 _____
22 CHRISTOPHER ARMENTA, MAYOR
City of Culver City, California

23 ATTEST:

24 APPROVED AS TO FORM:

25 _____
26 MARTIN R. COLE, City Clerk
A11-00054

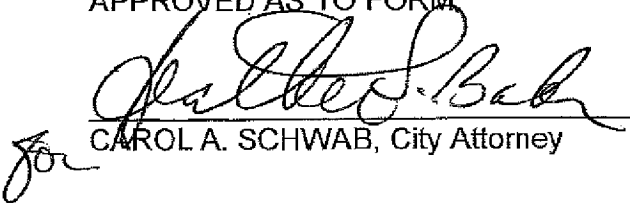
27 _____
28 CAROL A. SCHWAB, City Attorney

EXHIBIT "A"

February 7, 2011, Public Works Department Records Destruction list

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

P-213, P-214 P-367, P-368 Upgrade to street lighting system for La Salle Avenue, Revere Place, Baldwin Avenue, and Duquesne Avenue, and traffic signal modifications at Sepulveda Boulevard and Braddock Drive, Lindblade, Culver Bl., Washington Bl., Washington Pl., and 405 ramp. 1977-1986

P-433 Sunkist Park Neighborhood Traffic Management Plan – 1988

P-440 McManus Avenue Reconstruction Project 1995-1996

P-457 Mesmer Avenue Sewer Pump Station Reconstruction 1990-1994

P-459 Slauson Avenue (Jefferson Bl. to Port Road) landscaping and roadway improvements project and Sunkist Park neighborhood traffic controls project file 1988-1992

P-525 Sanitary Sewer/Storm Drain master plan updates and Graphical Information System Development projects file 1993-1995

P-526 Fire Station #3 (11304 Segrell Way) improvements 1995-1998

P-547 Jefferson Boulevard (Overland Av. To Pearson St) Resurfacing Project 1995-1997

P-549 Energy efficiency program 1996-1998

P-564 Kinston Avenue (Jefferson Bl. to Flaxton Av.) closure project conceptual file 1994

P-569 Culver Boulevard Bikeway/Greenway Project 1989-1997

P-570 City curb ramp project, modification and replacement of handrails at various locations in City, and ADA doors installation and various locations within Veterans' memorial building 1994-1995

P-570A - El Marino Park Restroom ADA Project 1995-1997

P-585 Sawtelle Boulevard (Sepulveda Bl. to Ballona Creek) Resurfacing project – 1997

P-587 Washington Boulevard (Overland Ave. to Elenda Street) Resurfacing project 1996-1997

P-593 Traffic Signal Modification at National Bl. and Hayden Ave. intersection project 1994-1995

P-620 Cattaraugus Avenue (Washington Bl. to terminus at National Bl.) Reconstruction project 1996-1997

P-627 Resurfacing portions of Washington Bl. (Fairfax to La Cienega), National (Venice to Jefferson) and La Cienega (north City limits to Washington) 1995-1996

P-645 and R-3003 East Washington Boulevard Streetscape Project 1996-2000

R-3040 Watseka Parking Structure project, 1989-1993

R-3059 Higuera Street Reconstruction project files 1989-1997

2007 preferential permit parking renewal forms

Purchase orders 2003-2004, 2004-2005, 2005-2006, 2006-2007*

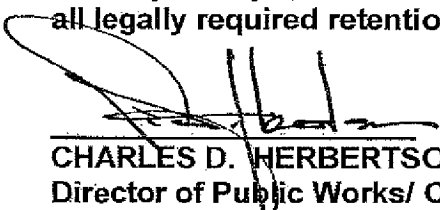
Purchasing card statements, 2003-2004, 2004-2005, 2005-2006, 2006-2007*

1968-1999 Utility, street use, parking lot, driveway approach, driveway, sidewalk, curb, gutter Permits and inspector reports.

1989 Report on categorical and non-categorical significant industrial waste user in Culver City

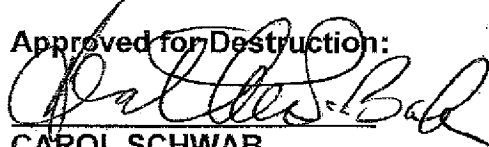
*Duplicate files -- Public Works Department not primary record keeper

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


CHARLES D. HERBERTSON
Director of Public Works/ City Engineer

Dated: 02/01/2011

Approved for Destruction:


CAROL SCHWAB
City Attorney

Dated: 2/1/11

Exhibit "A" to Resolution No. 2011-R__