

1 RESOLUTION NO. 2017-R____

2
3 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CULVER
4 CITY, CALIFORNIA, ADOPTING A RECORDS RETENTION SCHEDULE
5 OF CERTAIN CITY RECORDS IN ACCORDANCE WITH THE
6 ADOPTED RETENTION SCHEDULE

7 WHEREAS, the maintenance of numerous records is expensive, slows document
8 retrieval, and is not necessary after a certain period of time for the effective and efficient operation of
9 the government of the City of Culver City; and

10 WHEREAS, Section 34090 of the Government Code of the State of California provides
11 a procedure whereby any City record which has served its purpose and is no longer required may be
12 destroyed; and

13 WHEREAS, the City is currently following the retention periods set forth in the Local
14 Government Records Management Guidelines issued by the Secretary of State (revised February
15 2006); and

16 WHEREAS, in an effort to reduce current and future records storage costs, eliminate
17 duplication of effort, increase efficiency and utilize current technology, the City Council is desirous of
18 adopting a records retention schedule for the City of Culver City, which addresses the City's specific
19 needs, while preserving City records for all legally required retention periods.

20 NOW, THEREFORE, the City Council of the City of Culver City, California DOES
21 HEREBY resolve as follows:

22 1. The Records Retention Schedule set forth in Exhibit A, attached hereto and
23 incorporated herein by this reference, is hereby adopted as the Records Retention Schedule for the
24 City of Culver City.

25 2. The records of the City identified in the Records Retention Schedule are hereby
26 authorized to be destroyed as provided by Government Code Section 34090 et seq., and in accordance
27 with the provisions of the Records Retention Schedule, upon the request of the Department Head and
28 with the consent in writing of the City Clerk and City Attorney, without further action by the City Council.

1 3. With the written consent of the City Manager and City Attorney, the City Clerk is
2 hereby authorized to be make minor updates to the Records Retention Schedule without further action
3 by the City Council. Minor updates include changes in Department or Division names, improvements
4 in records descriptions (i.e. categories/types of records), changes in comments, deletion of records
5 descriptions that are no longer applicable, changes to the types of records that may be retained in other
6 forms of media (i.e. scanned), and/or changes to the Active and Inactive retention periods, provided the
7 Total Retention period does not change. Changes in the Total Retention and/or adding new records
8 descriptions must be presented to the City Council for approval prior to taking affect.

9 4. The term "records" as used herein shall include any writing containing information
10 relating to the conduct of the public's business prepared, owned, used, or retained by the City
11 regardless of physical form or characteristics, as defined by the California Public Records Act. Such
12 records include, but are not limited to documents, instructions, books, microforms, electronic files,
13 magnetic tape, optical media, or papers.

14 5. This Resolution and the adopted Records Retention Schedule shall become
15 effective immediately upon its adoption.

16 APPROVED and ADOPTED this ____ day of _____, 2017.

17
18
19 _____
JEFFREY COOPER, Mayor
City of Culver City, California

20
21 ATTEST:

22 APPROVED AS TO FORM:

23 _____
JEREMY GREEN
24 City Clerk

25 _____
for CAROL A. SCHWAB
26 City Attorney
27
28

A17-00516

Thank you for your interest in obtaining a copy of our records retention schedules, produced for the City by Gladwell Governmental Services, Inc. The schedules are protected by various U.S. and international intellectual property laws and cannot be disseminated to, or copied, or used in whole or part by third parties without GGS's prior written permission; we will contact Gladwell Governmental Services, Inc. and inform them of your request. If you have any questions, or wish to withdraw your request, please let me know. GGS can be contacted at (909) 337-3516.

Thanks!

Diane R. Gladwell, MMC
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