

1 RESOLUTION NO. 2021-R_____

2
3 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CULVER
4 CITY, CALIFORNIA, ADOPTING AN AMENDED RECORDS
5 RETENTION SCHEDULE FOR THE CITY OF CULVER CITY,
6 AUTHORIZING DESTRUCTION OF CERTAIN CITY RECORDS IN
7 ACCORDANCE WITH THE AMENDED RETENTION SCHEDULE, AND
8 RESCINDING RESOLUTION NO. 2019-R026.

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

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

15 WHEREAS, on August 14, 2017, in an effort to reduce current and future records
16 storage costs, eliminate duplication of effort, increase efficiency and utilize current technology, while
17 addressing the City's specific needs and preserving City records for all legally required retention
18 periods; the City Council, by Resolution No. 2017-R080, adopted the Records Retention Schedule for
19 the City of Culver City ("Retention Schedule") and authorized the destruction of certain City records in
20 accordance with the adopted Retention Schedule; and

21 WHEREAS, on May 13, 2019, the City Council adopted Resolution No. 2019-R026
22 adopting an amended Retention Schedule to reflect necessary changes based on new or updated laws
23 and individual department needs, and rescinding Resolution No. 2017-R080; and

24 WHEREAS, new laws have gone into effect and departments have requested changes
25 to more accurately reflect department needs, all of which requires further amendment to the Retention
26 Schedule.

27 NOW, THEREFORE, the City Council of the City of Culver City, California DOES
28 HEREBY resolve as follows:

1. The amended Records Retention Schedule set forth in Exhibit A, attached hereto
and incorporated herein by this reference, is hereby adopted as the Records Retention Schedule for

1 the City of Culver City.

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

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

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

21 ///

22 ///

23 ///

24 ///

25 ///

26 ///

27 ///

28 ///

1 5. This Resolution and the amended Records Retention Schedule shall become
2 effective immediately upon adoption.

3
4 APPROVED and ADOPTED this _____ day of _____, 2021.

5
6 _____
7 ALEX FISCH, Mayor
8 City of Culver City, California

9
10 ATTEST:

11 APPROVED AS TO FORM:

12 _____
13 JEREMY GREEN
14 City Clerk

15 _____
16 CAROL A. SCHWAB
17 City Attorney

18
19
20
21
22
23
24
25
26
27
28
A21-00017

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
President, Gladwell Governmental Services, Inc.
office 909.337.3516
cell 951.288.7360 <http://www.gladwellgov.org>