



City of Culver City

Staff Report

File #: 16-710, **Version:** 1

Item #: C-4.

CC - Adoption of a Resolution Authorizing the Destruction of Examination Materials in the Human Resources Department Which are More than Two Years Old.

Meeting Date: March 27, 2017

Contact Person/Dept: Amy Webber/Human Resources
Phone Number: (310) 253-5640

Fiscal Impact: Yes No **General Fund:** Yes No

Public Hearing: **Action Item:** **Attachments:**

Commission Action Required: Yes No **Date:** 03/01/17

Public Notification: (E-Mail) Meetings and Agendas - City Council (03/22/17)

Department Approval: Serena Wright-Black, Director of Administrative Services (03/12/17)

RECOMMENDATION

Staff recommends the City Council adopt a resolution authorizing the destruction of examination materials in the Human Resources Department which are more than two (2) years old.

BACKGROUND/DISCUSSION

The Human Resources Department continues to accumulate many boxes of materials from old exams (used test papers, candidate applications, etc.). The eligible lists generated by these exams have long since expired, and the boxes of exam materials take up valuable storage space and serve no useful purpose.

At the regular meeting of March 1, 2017 the Civil Service Commission unanimously recommended the City Council approve the destruction of all completed examination materials over two years old, with the exception of the resulting eligible lists, pursuant to Civil Service Rule 16, Section 14. The affected files are listed in Exhibit "A" of the proposed resolution.

California Government Code Section 34090 provides authority for the destruction of documents that are no longer legally required to be retained, after written consent of the City Attorney and authorization of the City Council are obtained.

The documents listed on Exhibit "A", attached to the proposed resolution, have been reviewed in accordance with the provisions of Government Code Sections 34090 and 12946 and meet the requirements for destruction. The City Attorney has consented in writing to the destruction of these records.

FISCAL ANALYSIS

There is no fiscal impact associated with the adoption of the proposed resolution.

ATTACHMENTS

1. 2017-03-27 - ATT 1 Proposed Resolution and Exhibit "A"

MOTION

That the City Council:

Adopt a Resolution authorizing the destruction of examination materials in the Human Resources Department which are more than two (2) years old.