



City of Culver City

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Staff Report Details (With Text)

File #: 18-028 **Version:** 1 **Name:** Destruction of Exam Materials
Type: Resolution **Status:** Consent Agenda
File created: 7/6/2017 **In control:** City Council Meeting Agenda
On agenda: 8/14/2017 **Final action:**
Title: CC - Adoption of a Resolution Authorizing the Destruction of Examination Materials in the Administrative Services Department Which are More than Two Years Old.

Sponsors:

Indexes:

Code sections:

Attachments: 1. 2017-08-14 ATT 1 HR_Records Destruction_Proposed Resolution_FINAL

Date	Ver.	Action By	Action	Result
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CC - Adoption of a Resolution Authorizing the Destruction of Examination Materials in the Administrative Services Department Which are More than Two Years Old.

Meeting Date: August 14, 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:** 07/05/17

Public Notification: (E-Mail) Meetings and Agendas - City Council (08/09/17)

Department Approval: Serena Wright-Black, Director of Administrative Services (07/26/17)

RECOMMENDATION

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

BACKGROUND/DISCUSSION

The Administrative Services 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 July 5, 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. 2017-08-14 - ATT 1 Proposed Resolution and Exhibit "A"

MOTION

That the City Council:

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