



City of Culver City

Mike Balkman
Council Chambers
9770 Culver Blvd.
Culver City, CA 90232
(310) 253-5851

Staff Report

File #: 15-906, **Version:** 1

Item #: C-8.

CC - Adoption of a Resolution Authorizing the Destruction of Certain Documents in the Transportation Department.

Contact Person/Dept: Samantha Blackshire/Transportation
Phone Number: (310) 253-6535

Fiscal Impact: Yes ☒ No ☐

General Fund: Yes ☐ No ☒

Public Hearing: ☐

Action Item: ☐

Attachments: Yes ☒ No ☐

Commission Action Required: Yes ☐ No ☐ **Date:**
Commission Name:

Public Notification: (E-Mail) Meetings and Agendas - City Council (06/21/16)

Department Approval: Art Ida, Transportation Director (06/16/16)

RECOMMENDATION

Staff recommends the City Council adopt a resolution authorizing the destruction of certain records in the Transportation Department.

BACKGROUND

The Transportation Department maintains thousands of records. Storage space for such records is restricted by the physical limitations of the Transportation Facility.

DISCUSSION

This request is part of an ongoing records management program by the Transportation Department. 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 in Exhibit A of the proposed resolution have been reviewed in accordance with the provisions of Government Code §§ 34090 and 34090.6 and meet those requirements for destruction. Records known to be related to any pending criminal or civil litigation, investigation or

disciplinary process, have been excluded from the list of identified records. The City Attorney has consented in writing to destruction of the identified records.

FISCAL ANALYSIS

Funding for the physical destruction of the documents is estimated to be \$750.00. There are sufficient funds available to cover this request (Transportation Department account number 20370200.619800).

ATTACHMENT

Proposed Resolution

RECOMMENDED MOTION

That the City Council:

Adopt a resolution authorizing the Transportation Department to destroy certain records as listed in Exhibit A of the proposed resolution.