



# City of Culver City

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## Staff Report

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**File #:** 16-180, **Version:** 2

**Item #:** C-3.

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### **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:** October 24, 2016

**Contact Person/Dept:** Amy Webber/Human Resources Department

**Phone Number:** 310-253-5640

**Fiscal Impact:** Yes ☐ No ☒

**General Fund:** Yes ☐ No ☐

**Public Hearing:** ☐

**Action Item:** ☐

**Attachments:** ☒

**Public Notification:** (Email) Meetings and Agendas - City Council (10/19/16)

**Department Approval:** Serena Wright-Black, Director of Administrative Services (10/11/16)

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### **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 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 no longer serve a useful purpose.

At the regular meeting of September 7, 2016 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 4. The affected files are listed in Exhibit "A" of the proposed Resolution.

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 Resolution, have been reviewed in accordance with the provisions of the 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. Proposed Resolution and Exhibit "A"

### **MOTION**

That the City Council:

1. Adopt a Resolution Authorizing the Destruction of Examination Materials in the Human Resources Department which are more than two years old.