



City of Culver City

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Staff Report

File #: 16-666, **Version:** 1

Item #: C-3.

Destruction of Examination Materials in the Human Resources Department which are More than Two Years Old.

Meeting Date: March 1, 2017

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 - Civil Service Commission (2/24/17)

Department Approval: Serena Wright-Black, Director of Administrative Services (2/21/17)

RECOMMENDATION

Staff recommends that the Civil Service Commission approve the request and refer to the City Council as recommendation that the Human Resources Department be authorized to destroy 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.

Pursuant to Civil Service Rule 16.4, the Civil Service Commission must approve the request for destruction of all completed examination materials. Examination materials over two years old, with the exception of the resulting eligible lists, are listed in Attachment 1 and are those being requested for destruction. Eligible lists which show who participated in the examination process and their applicable scores, provides a permanent record, and have been and will continue to be retained.

The 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.

REQUEST

In accordance with the established procedures, I recommend that the Civil Service Commission approve the Human Resources Department to destroy the examination materials listed in Attachment 1. If the Civil Service Commission concurs, the City Attorney will draft the necessary resolution for the City Council to authorize the destruction of the listed examination materials related to the expired eligible lists.

AUTHORITY

According to Civil Service Rule 16.4, the Commission must approve the destruction of examination materials.

16.4 Destruction of Records: No records shall be destroyed without prior approval of the Civil Service Commission, the City Attorney and the City Council. Destruction or storage of personnel records shall be carried out pursuant to State laws and City Charter provisions related to the destruction or storage of official public documents.

FISCAL ANALYSIS

There is no fiscal impact associated with the approval of the proposed request.

ATTACHMENTS

1. 2017-03-01 - ATT 1 Destruction of Examination Materials List

MOTION

That the Civil Service Commission:

1. Approve Request and Refer to the City Council the Commissions' Recommendation to Adopt a Resolution Authorizing the Destruction of Examination Materials in the Human Resources Department which are more than two (2) years old.