

RESOLUTION NO. R00-03

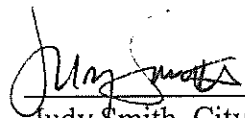
**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF PALOS VERDES ESTATES, CALIFORNIA,  
AUTHORIZING THE DESTRUCTION OF  
SPECIFIC OBSOLETE RECORDS OF THE  
CITY CLERK DEPARTMENT**

WHEREAS, the City Council of the City of Palos Verdes Estates, California has received a communication from the City Clerk in words as follows:

Pursuant to the authority contained in the Government Code Section 34090, permission is required to destroy certain City records without making a copy thereof ("Exhibit A") attached thereto.

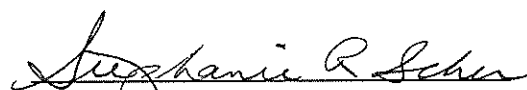
I certify that the foregoing records for destruction, "Exhibit A" do not contain:

- a. Records affecting the title to real property or liens thereon;
- b. Court records;
- c. Records required to be kept by statute;
- d. Records less than two years old; and
- e. The original minutes, ordinances or resolutions of the legislative body or a City committee or commission.

  
\_\_\_\_\_  
Judy Smith, City Clerk

WHEREAS, the City Attorney has given her written consent to the request of the City Clerk in words as follows:

The City Attorney consents in writing to the destruction of the foregoing records.

  
\_\_\_\_\_  
Stephanie R. Scher, City Attorney

NOW, THEREFORE, THE CITY COUNCIL HEREBY FINDS AND RESOLVE AS FOLLOWS:

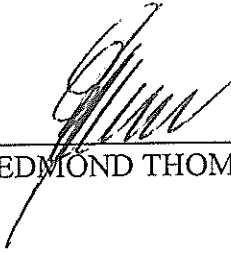
Section 1. That the records the City Clerk has requested to be destroyed ("Exhibit A") are not:

- a. Records affecting the title to real property or liens thereon;
- b. Court records;
- c. Records required to be kept by statute;
- d. Records less than two years old; and
- e. The original minutes, ordinances or resolutions of the legislative body or of a City committee or commission.

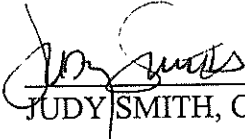
Section 2. The legislative body does hereby approve the destruction of the records and documents set forth in the City Clerk communication attached as "Exhibit A".

Section 3. The City Clerk shall certify the adoption of this Resolution.

**PASSED, APPROVED and ADOPTED** this 25<sup>th</sup> day of January, 2000.

  
\_\_\_\_\_  
EDMOND THOMPSON, Mayor

ATTEST:

  
\_\_\_\_\_  
JUDY SMITH, City Clerk

RECORDS OF CITY CLERK  
DEPARTMENT

ITEM NO.	TITLE OR DESCRIPTION	TOTAL RETEN. PERIOD	INCLUSIVE DATES FROM TO	QUANTITY
1.	CITY COUNCIL F-FILES 1990	5 Yrs + 5 Yrs	Jan. 1990 Dec. 1990	3 Drawers

The above records are submitted for destruction in accordance with procedures outlined in the City of Palos Verdes Estates' Records Management Manual 1986.

Approved: [Signature] Date 1-12-00  
Department Head

Approved: [Signature] Date 1/12/00  
DEPUTY City Clerk

Approved: [Signature] Date 1-12-00  
City Attorney

Approved: [Signature] Date 1/25/00  
City Council

Retention Code:  
(In yrs. unless noted)  
AR = Annual Review  
LA = Last Arrest  
P = Permanent

AS = After Settlement  
LR = Last Report  
S = Superseded  
T = Termination

C = Completion  
MO = Months  
E/C = Expired or Cancelled  
OI = Ownership of Items

P/M/A = Permanent Microfilm/Archive Copy  
P/M = Permanent Microfilm/Destroy Paper

CITY CLERK  
 CITY OF PALOS VERDES ESTATES  
 RECORDS RETENTION SCHEDULE

APPROVED: (City Attorney)  
 APPROVED: (City Council)

Date: 9/89  
 Date:     

ITEM NO.	TITLE OR DESCRIPTION	RETENTION PERIOD*		REMARKS
		Office	Destroy	
1	AGREEMENTS AND DEEDS	P	--	
2	ARTWORK (ORIGINAL CITY)	P	--	
3	CITY CLERK CHRONOLOGICAL FILES	4	4	Historical record
4	CITY COUNCIL AGENDAS	5	10	
5	CITY COUNCIL AGENDA PACKET MEMOS (F FILES)	4	8	
6	CITY COUNCIL MEETING MINUTES	P/M/A	--	
7	CITY COUNCIL MEETING MINUTES - DUPLICATE	2	2	Vital record
8	CITY COUNCIL MEETING MINUTES INDEX	P	--	
9	CONTRACTS & AGREEMENTS	E/C+2AR	E/C+2AR	<i>See R 44-38</i>
10	ELECTION BALLOTS	6MO	6 Mo	
11	ELECTION MATERIAL	5AR	5AR	
12	FPPC FORM 721: for elected officials for candidates not elected reports & statements not listed above	10P 5 7 7	-- 5 7 7	
13	FPPC FORM 730			
14	FPPC FORM 400 SERIES: Mayors, Councilmembers & Committees elected officials other than Councilmembers	P 7	-- --	
15	FPPC INFORMATION MATERIALS	S	S	
16	HISTORICAL RECORDS	P	--	
17	INSURANCE POLICIES	E/C+10	E/C+10	P.W. historical rec. Transfer-vault E/C+10
18	ORDINANCES	P	--	Vital Record
19	ORDINANCES - DUPLICATE	2AR	2AR	
20	PALOS VERDES ESTATES NEWSLETTER	P	--	
21	PHOTOGRAPHS	P	--	
22	PLANNING COMMISSION LEGISLATIVE INDEX	P	--	
23	RESOLUTIONS	P	--	
24	RESOLUTIONS - DUPLICATE	2AR	2AR	Historical record Historical record Vital record
25	SETTLEMENT AGREEMENTS	P	--	
26	SUBJECT AND CORRESPONDENCE FILES	4AR	4AR	
27	WARRANT LOG	C+5	C+5	Obsolete record

Retention Code: AR = Annual Review AS = After Settlement  
 (in years) LA = Last Arrest LR = Last Report  
 unless noted) P = Permanent P/M = Permanent/Microfilm/P...-destroy Paper  
 P/M/A = Permanent/Microfilm/Archiv. copy S = superseded T = Termination

\*RETEMENT PERIOD IN YEARS

STATE OF CALIFORNIA )  
COUNTY OF LOS ANGELES ) SS:  
CITY OF PALOS VERDES ESTATES )

I, Robin Ford, Deputy City Clerk for the City of Palos Verdes Estate, California, do hereby certify that the foregoing Resolution **R00-03** was duly and regularly approved and adopted by the City Council of the City of Palos Verdes Estates at its regular meeting of the City Council on the 25th day of January, 2000, by the following vote:

AYES: COUNCILMEMBERS: Thompson, Turner, Flood, Humphrey,  
Mackenbach

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

  
\_\_\_\_\_  
Robin M. Ford, Deputy City Clerk