

RESOLUTION NO. R00-09

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

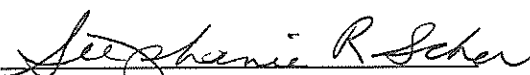
- a. Records affecting the title to real property or liens thereon;
- b. Court records;
- c. Records required to be kept by statute;
- d. Records less than two years old; and
- e. The original minutes, ordinances or resolutions of the legislative body or a City committee or commission.



Ed Ritscher, City Treasurer

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 8th day of February, 2000.



EDMOND THOMPSON, Mayor

ATTEST:



JUDY SMITH, City Clerk

CITY CLERK
CITY OF PALOS VERDES ESTATES

EXHIBIT "A"

REQUEST TO DESTROY OBSOLETE RECORDS

PAGE 1 OF 2

DATE: 02/08/2000

RECORDS OF CITY TREASURER
DEPARTMENT

ITEM NO.	TITLE OR DESCRIPTION	TOTAL RETEN. PERIOD	INCLUSIVE DATES FROM TO	QUANTITY																																																																																										
1	<p><u>ASSESSMENT DISTRICT FILES</u> Excess Assessment District Bond Blanks (Retained two blanks of each series for permanent records).</p> <table border="1"> <thead> <tr> <th>SERIES</th> <th>AD#</th> <th>PAY TO</th> <th>ISSUE DATE</th> <th>QTY</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>Bearer</td><td>08/19/60</td><td>28</td></tr> <tr><td>2</td><td>5</td><td>Bearer</td><td>04/28/61</td><td>8</td></tr> <tr><td>3</td><td>4A</td><td>A. Schuh</td><td>08/11/61</td><td>18</td></tr> <tr><td>4</td><td>3</td><td>Bearer</td><td>02/24/62</td><td>5</td></tr> <tr><td>5</td><td>8</td><td>Bearer</td><td>03/30/62</td><td>2</td></tr> <tr><td>6</td><td>1</td><td>Bearer</td><td>10/19/62</td><td>22</td></tr> <tr><td>7</td><td>4B</td><td>Bearer</td><td>11/13/63</td><td>28</td></tr> <tr><td>8</td><td>10</td><td>Bearer</td><td>10/17/64</td><td>69</td></tr> <tr><td>9</td><td>4C</td><td>Bearer</td><td>04/23/66</td><td>11</td></tr> <tr><td>10</td><td>11</td><td>Bearer</td><td>08/15/66</td><td>68</td></tr> <tr><td>11</td><td>12</td><td>Meriwether</td><td>12/23/66</td><td>8</td></tr> <tr><td>12</td><td>4D</td><td>Bearer</td><td>10/28/67</td><td>18</td></tr> <tr><td>13</td><td>16</td><td>Bearer</td><td>10/28/67</td><td>2</td></tr> <tr><td>14</td><td>14</td><td>Griffith</td><td>01/13/68</td><td>7</td></tr> <tr><td>15</td><td>15</td><td>Bearer</td><td>05/17/69</td><td>8</td></tr> <tr><td>16</td><td>6</td><td>Meriwether</td><td>6/10/72</td><td>8</td></tr> <tr><td>17</td><td>19</td><td>Bearer</td><td>09/17/78</td><td>18</td></tr> </tbody> </table>	SERIES	AD#	PAY TO	ISSUE DATE	QTY	1	2	Bearer	08/19/60	28	2	5	Bearer	04/28/61	8	3	4A	A. Schuh	08/11/61	18	4	3	Bearer	02/24/62	5	5	8	Bearer	03/30/62	2	6	1	Bearer	10/19/62	22	7	4B	Bearer	11/13/63	28	8	10	Bearer	10/17/64	69	9	4C	Bearer	04/23/66	11	10	11	Bearer	08/15/66	68	11	12	Meriwether	12/23/66	8	12	4D	Bearer	10/28/67	18	13	16	Bearer	10/28/67	2	14	14	Griffith	01/13/68	7	15	15	Bearer	05/17/69	8	16	6	Meriwether	6/10/72	8	17	19	Bearer	09/17/78	18	2 YRS & 2 YRS	AUG. 1960 SEPT. 1978	3/4 DRAWER
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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 2/3/00 Approved: [Signature] Date 2-3-00

Department Head City Attorney
Approved: [Signature] Date 2-7-00 Approved: [Signature] Date 2/8/00

Retention Code:
(In yrs. unless noted)

AR = Annual Review
LA = Last Arrest
P = Permanent

AS = After Settlement
LR = Last Report
S = Superceded
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

RECORDS OF CITY TREASURER
DEPARTMENT

ITEM NO.	TITLE OR DESCRIPTION	TOTAL RETEN. PERIOD	INCLUSIVE DATES FROM	INCLUSIVE DATES TO	QUANTITY
2	BANK BOOK DEPOSIT RECORDS Security Pacific Bank Bank of America	2YRS 2YRS	OCT. 1976 JAN. 1993	SEPT. 1992 MAY 1993	1/8 DRAWER

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 2/3/00
Department Head

Approved: [Signature] Date 2-3-00
City Clerk

Approved: [Signature] Date 2-7-00
City Attorney

Approved: [Signature] Date 2/8/00
City Council

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Exhibit "B"

CITY CLERK
CITY OF PALOS VERDES ESTATES
RECORDS RETENTION SCHEDULE

Department:
TREASURER
Raymond E. Giblin

APPROVED: (City Attorney)
Mark C. Ollman

APPROVED: (City Council)
Lutz Schalaw

Date: 12/9/86

Date: 12/23/86

ITEM NO.	TITLE OR DESCRIPTION	RETENTION PERIOD*		REMARKS
		Office	Offsite Destroy	
1	ASSESSMENT DISTRICT REFUND TRUST CHECK STUBS	2	10	
2	ASSESSMENT DISTRICT FILES	2	4	
3	ASSESSMENT DISTRICTS OFFICIAL LEDGER	2	P	
4	AUDIT REPORTS - DUPLICATE	2	--	Vital record.
5	BANK AUTHORIZATION LETTERS	3	2	
6	BANK DEPOSIT SLIPS	2	3	
7	BANK STATEMENTS	2	2	
8	BUDGET WORKING PAPERS	2	4	
9	BUDGETS - DUPLICATE	2	2	
10	CANCELLED CHECKS	2	2	
11	CHECK AND CASH TRANSMITTAL FORMS	4	10	
12	CHECK STUBS - GENERAL	2	4	
13	DISBURSEMENT RECORDS	2	2	
14	FOUNDATION RECORDS	2	2	
15	INVESTMENT RECORDS	T+4	T+4	
16	LEDGERS	2	5	
17	MOTIONS TO PAY DEMANDS	10	--	
18	PROPERTY TAX RECORD CARD FILE	2	2	
19	PROPERTY TAX RECORDS	P	--	
20	PURCHASE ORDERS - DUPLICATE	2	4	
21	REMITTANCE BANKING RECORDS	2	2	
22	SUBJECT AND CORRESPONDENCE FILES	4	4	
23	TREASURER'S REPORTS	2	5	
		2	10	Historical record.

Retention Code: AR = Annual Review, LA = Last Arrest, P = Permanent, P/M/A = Permanent/Microfilm/Archive Copy, *RETENTION PERIOD IN YEARS

AS = After Settlement, LR = Last Report, P/M = Permanent/Microfilm/Destroy Paper, S = Superceded

C = Completion, MO = Months

E/C = Expired or Cancelled, OI = Ownership of Items, T = Termination

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 **R00-09** 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 8th day of February, 2000, by the following vote:

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

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:



Robin M. Ford, Deputy City Clerk