

RESOLUTION NO. R00-12

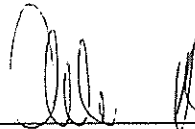
**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF PALOS VERDES ESTATES, CALIFORNIA,
AUTHORIZING THE DESTRUCTION OF
SPECIFIC OBSOLETE RECORDS OF THE
CITY BUILDING, PLANNING & PUBLIC WORKS DEPARTMENT**

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:

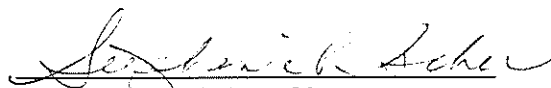
- a. Records affecting the title to real property or liens thereon;
- b. Court records;
- c. Records required to be kept by statute;
- d. Records less than two years old; and
- e. The original minutes, ordinances or resolutions of the legislative body or a City committee or commission.



Allan Rigg, Public Works Director

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".

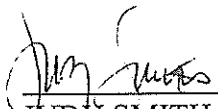
Section 3. The City Clerk shall certify the adoption of this Resolution.

PASSED, APPROVED and ADOPTED this 28 day of March, 2000.



CHAD TURNER, Mayor

ATTEST:



JUDY SMITH, City Clerk

CITY OF PALOS VERDES
ESTATES - CITY CLERK

REQUEST TO DESTROY
OBSOLETE RECORDS

Records of :Building, Planning & Public Works

Department Head: Allan Rigg


Date: March 2000

Item No.	Title or Description	Retention Period	Date From	Date To	Quantity	Location
1	Parkland Committee Meeting Materials January - December 1994	5 years	Jan-94	Dec-94	12 files	
2	Planning Commission Meeting Materials January - December 1997	2 years	Jan-97	Dec-97	3 boxes	
3	Miscellaneous Receipts January - December 1995	4 years	Jan-95	Dec-95	11 books	
4	Building Plan Check Log 1997	2 years	Jan-97	Dec-97	1 file	
5	Building Permits Duplicate January - December 1997	2 years	Jan-97	Dec-97	12 files	
6	Chron files from January - December 1997 for various staff	2 years	Jan-97	Dec-97	5 files	
7	Traffic Accident Reports January - December 1988	5 years	Jan-88	Dec-88	1 file	
9	Traffic Accident Reports January - December 1989	5 years	Jan-89	Dec-89	2 files	
8	Traffic Accident Reports January - December 1990	5 years	Jan-90	Dec-90	1 file	
10	Traffic Accident Reports January - December 1991	5 years	Jan-91	Dec-91	1 file	
11	Traffic Accident Reports January - December 1992	5 years	Jan-92	Dec-92	1 file	
12	Traffic Accident Reports January - December 1993	5 years	Jan-93	Dec-93	6 files	

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

Department Head: 

DEPUTY City Clerk: 

City Attorney: 

City Council: 

CITY OF PALOS VERDES
ESTATES - CITY CLERK

REQUEST TO DESTROY
OBSOLETE RECORDS

Records of : Building, Planning & Public Works


Department Head: Allan Rigg

Date: March 2000

Item No.	Title or Description	Retention Period	Date From	Date To	Quantity	Location
13	Traffic Accident Reports January - December 1994	5 years	Jan-94	Dec-94	1 file	
14	Traffic Counts 1985	5 years	Jan-85	Dec-85	1 file	
15	Traffic Committee Meeting Materials January - December 1991	5 years	Jan-91	Dec-91	3 files	
16	Traffic Committee Meeting Materials January - December 1992	5 years	Jan-92	Dec-92	5 files	
17	Traffic Committee Meeting Materials January -December 1993	5 years	Jan-93	Dec-93	6 files	
18	Traffic Committee Meeting Materials January - December 1994	5 years	Jan-94	Dec-94	2 files	
19	Traffic Committee Meeting Materials January -December 1995	5 years	Jan-95	Dec-95	1 file	
20	Dimension Cable Public Works Permits January - December 1995	Completion & 2 years	Jan-95	Dec-95	1 file	
21	Transportation Permits - Wide/Heavy Load 1985 - 1998	Completion & 6 months	Jun-85	Dec-98	1 file	
22	Public Works Permits for Cox Cable January 1996 - December 1997	Completion & 2 years	Jan-96	Dec-97	1 file	
23	Public Works Permits for Miscellaneous Work January 1992 - December 1997	Completion & 2 years	Jan-92	Dec-97	1 file	
24	Public Works Permits for Southern California Edison 1990-1997	Completion & 2 years	Jan-90	Dec-97	2 files	

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Department Head: 

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City Attorney: 

City Council: 

CITY OF PALOS VERDES
ESTATES - CITY CLERK

REQUEST TO DESTROY
OBSOLETE RECORDS


Records of : Building, Planning & Public Works

Department Head: Allan Rigg

Date: March 2000

Item No.	Title or Description	Retention Period	Date From	Date To	Quantity	Location
25	Public Works Permit for LA Cellular 1997	Completion & 2 years	Jul-97	Jul-97	1 page	
26	Public Works Permits for Southern California Edison 1990-1996	Completion & 2 years	Apr-90	Nov-97	3 permits	
27	Public Works Permits for General Telephone 1990 - 1997	Completion & 2 years	Mar-90	Nov-97	1 file	
28	Public Works Permits for Southern California Gas 1990-1997	Completion & 2 years	Feb-88	Dec-97	4 files	
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Department Head:  DEPUTY City Clerk: 

City Attorney:  City Council: 

ITEM NO.	TITLE OR DESCRIPTION	REVISION PERIOD*		REMARKS
		Office	Offsite	
1	BUILDING PLANS - NONRESIDENTIAL	2	P	Data also entered into computer program. Obsolete record. Last record dated 1965. Obsolete record. Los Angeles County now keeps records. Remove Attorney correspondence and possible litigation material annually and file separately. To be integrated into Master Address Files in future. Obsolete record. Last record dated 1983. To be integrated into Master Address Files in future. Record series will be discontinued in future.
2	BUILDING PLANS - RESIDENTIAL	C+3MO	--	
3	CASH RECEIPTS BOOKS	4	C+3MO	
4	CERTIFICATE OF COMPLETION APPLICATIONS	2	2	
5	CONNECTION FEE LOG BOOK	2	2	
6	CORRESPONDENCE FILES - CHRONOLOGICAL	ZAR	ZAR	
7	GEOLOGY AND SOIL REPORTS	P	--	
8	INSPECTION RECORDS	5	5	
9	JOB FILES	2	--	
10	MASTER ADDRESS FILES	P	P	
11	MONTHLY REPORTS	5	--	
12	PERMIT & FINAL INSPECTION DATE CARD FILE	2AR	2AR	
13	PERMITS	P	--	
14	PERMITS - DUPLICATE	2	2	
15	PLAN CHECK LOG	2	2	
16	PLAN CHECK MATERIALS	2	3	
17	SUBJECT AND CORRESPONDENCE FILES	2AR	2AR	
18	WORKERS COMPENSATION CERTIFICATES	E/C	E/C	

APPROVED: (City Attorney) *Michael Callahan* Date: 12/9/86
 APPROVED: (City Council) *Ruth Helms* Date: 12/23/86

Department: BUILDING
RRR

CITY CLERK
 CITY OF PALOS VERDES ESTATES
 RECORDS RETENTION SCHEDULE

Retention Code: AR = Annual Review AS = After Settlement C = Completion
 IA = Last Arrest LR = Last Report MO = Months
 P = Permanent P/M = Permanent/Microfilm/Destroy Paper
 P/M/A = Permanent/Microfilm/Archive Copy S = Superseded
 E/C = Expired or Cancelled
 OI = Ownership of Items
 T = Termination

ITEM NO.	TITLE OR DESCRIPTION	RETENTION PERIOD*		REMARKS
		Office	Offsite	
1	APPRAISAL REPORTS - ASSESSMENT DISTRICTS	C+2	--	C+2
2	ASSESSMENT DISTRICT RECORDS	C+2	C+18	C+20
3	ASSESSOR'S INFORMATION FILE	S	--	--
4	CORRESPONDENCE FILES - CHRONOLOGICAL DRAWINGS	2AR	--	2AR
5	ENGINEERING REPORTS	3+2	--	--
6	ENVIRONMENTAL DOCUMENTS	5	S	--
7	ENVIRONMENTAL, IMPACT REPORTS (EIRs)	S	--	--
8	GAS TAX FUNDS DOCUMENTS	2	--	2
9	GRADING APPLICATIONS	C+2	C+8	C+10
10	LEGAL (TRACT) FILES	P	--	--
11	MAPS	P	--	--
12	PERMIT LOGS	S	--	--
13	PERMITS	10	--	--
14	PERMITS	--	--	--
	A. CONDITIONAL USE	P	--	--
	B. ENCROACHMENT	P	--	--
	C. FIRE ROAD	E/C+1	--	E/C+1
	D. MOVE WIDE AND HEAVY LOADS	C+6MO	--	C+6MO
	E. PUBLIC WORKS	C+2	--	C+2
	F. TEMPORARY STREET USE	E/C+1	--	E/C+1
	G. TREE TRIMMING	E/C+1	--	E/C+1
	H. VARIANCE	P	--	--
15	PERMITS - DUPLICATE	C	--	C

APPROVED: (City Attorney)
Muriel C. Allums
 Date: 12/9/86

APPROVED: (City Council)
Pete Galow
 Date: 12/23/86

Department:
 PUBLIC WORKS
 PLANNING
RJR

CITY CLERK
 CITY OF PALOS VERDES ESTATES
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ITEM NO.	TITLE OR DESCRIPTION	RETENTION PERIOD*			REMARKS
		Office	Offsite	Destroy	
16	PHOTOGRAPHS - PUBLIC WORKS	2	--	2	Historical record.
17	PLANNING COMMISSION MEETING MATERIALS	2	--	2	
18	PLANNING COMMISSION MEETING MINUTES	P	--	--	Vital record.
19	PROJECT FILES	2	8	10	
20	PROTECTIVE RESTRICTIONS (ART OF INCORP)	P	P/M/A	--	Keep recorded document permanently. Keep recorded document permanently.
21	SANITARY SEWER REPORTS	C+2	--	C+2	
22	SPECIFICATIONS AND STANDARDS	S	--	--	Remove historical material and file separately.
23	STREET AND STORM DRAINAGE INSPECTION REPORTS	S	--	--	
24	STREET RIGHTS-OF-WAY	C+2	--	C+2	Historical record. Historical record.
25	STREET VACATIONS	C+2	--	C+2	
26	SUBJECT AND CORRESPONDENCE FILES	2AR	--	2AR	Police Department has original. To be computerized.
27	SURVEY LOGS	2	--	2	
28	SURVEY RECORDS	P	--	--	To be computerized.
29	TRACT MAPS	P	--	--	
30	TRAFFIC ACCIDENT REPORTS - DUPLICATE	2	3	5	Historical record.
31	TRAFFIC COMMITTEE AGENDA PACKETS	5	--	5	
32	TRAFFIC CONTROL FILES	S	--	--	Police Department has original.
33	TRAFFIC STUDIES	5	S	--	
34	UNDERGROUND SERVICE ALERTS	2	--	2	

APPROVED: (City Attorney) *Mark C. Callahan* Date: *12/9/86*
 APPROVED: (City Council) *Scott Galow* Date: *12/23/86*

Department: PUBLIC WORKS/PLANNING *PL*

CITY CLERK
 CITY OF PALOS VERDES ESTATES
 RECORDS RETENTION SCHEDULE

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