

**RESOLUTION NO. R00-45**

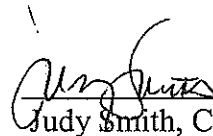
**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF PALOS VERDES ESTATES, CALIFORNIA,  
AUTHORIZING THE DESTRUCTION OF SPECIFIC  
OBSOLETE RECORDS OF THE  
CITY CLERK'S DEPARTMENT**

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 requested to destroy certain City records without making a copy thereof ("Exhibit A") attached thereto.

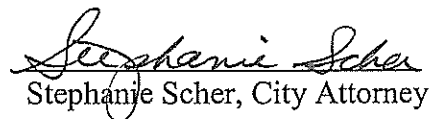
I certify that the following records for destruction, "Exhibit A" do not contain:

- 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 as follows:

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

  
\_\_\_\_\_  
Stephanie Scher, City Attorney

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

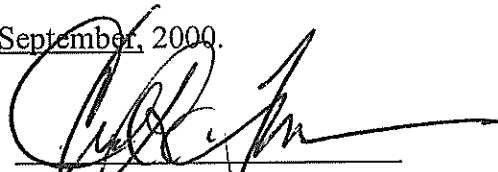
Section 1. That the records which the City Clerk has requested to be destroyed ("Exhibit A") are not:

- 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 a City committee or commission.

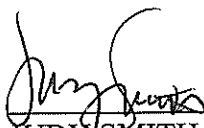
Section 2. The legislative body does hereby approve the destruction of the records and documents set forth in the City Clerk communication attached as "Exhibit A".

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

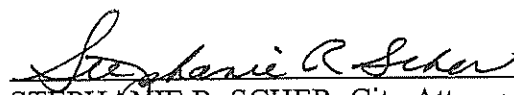
**PASSED, APPROVED, and ADOPTED** this 12<sup>th</sup> day of September, 2000.

  
\_\_\_\_\_  
CHAD TURNER, Mayor

ATTEST:

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

APPROVED AS TO FORM:

  
\_\_\_\_\_  
STEPHANIE R. SCHER, City Attorney

RECORDS OF CITY CLERK  
DEPARTMENT

ITEM NO.	TITLE OR DESCRIPTION	TOTAL RETEN. PERIOD	INCLUSIVE DATES FROM	INCLUSIVE DATES TO	QUANTITY
1.	CITY CLERK CHRONOLOGICAL FILES	4 Y	Jan. 1994	Dec. 1994	4 Files
2.	CITY CLERK CHRONOLOGICAL FILES	4 Y	Jan. 1995	Dec. 1995	4 Files

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 9-12-00  
Department Head

Approved: [Signature] Date 9/5/00  
DEPUTY City Clerk

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
City Attorney

Approved: [Signature] Date 9/12/00  
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

EXHIBIT "B"  
**RECORDS RETENTION SCHEDULE**  
**CITY CLERK'S DEPARTMENT**

Record Title	Retention Period	Description	Location
<b>GENERAL</b>			
Correspondence/Originating Department	CU + 4 Y	If not attached to an Agreement or Project File	Deputy File Cabinet
Support Services	CU + 2 Y	Reproduction; printing; postal/mailing services, other internal resources	
Applications, Boards, Commissions, Committees-Not Appointed	CL + 2 Y	Planning Commission, Parklands Committee, Traffic & Safety Committee applications	Deputy File Cabinet
Applications, Boards, Commissions, Committees-Appointed	CL + 5 Y	Planning Commission, Parklands Committee Traffic & Safety Committee applications	Deputy File Cabinet
Article of Incorporation	P		Vault
Municipal Code Supplements	P S + P		Vault Vault
Public Records Requests	CL + 2 Y		Deputy File Cabinet
Records Retention Schedule	S + 4 Y		Deputy City Clerk's Office
Newsletters	P		Vault
Artwork	P	Original City, Logo, etc.	Vault
<b>AC = Active</b> <b>E = Election</b> <b>AS = After Settlement</b> <b>H = Historical</b> <b>PMD = Permanent/Microfilm/Destroy Paper</b>			
<b>C = Complete</b> <b>P = Permanent</b> <b>MO = Months</b> <b>TO = Term of Office</b>			
<b>CL = Closed</b> <b>S = Supersede</b> <b>Y = In Years</b> <b>AU = Audit</b> <b>PMA = Permanent/Microfilm/Archive Copy</b>			
<b>CU = Current</b> <b>T = Termination</b> <b>EC = Expired Cancelled</b>			

# RECORDS RETENTION SCHEDULE DEPARTMENT

Record Title	Retention Period	Description	Location
<b>GENERAL CONTINUED</b>			
Records Management Disposition Certification	P	Documentation of final disposition or records (through Resolution)	Vault
Media Relations	CU + 2 Y	Includes cable, newspaper, radio, message boards, presentations	Vault
City Clerk Chronological Files	4 Y		Vault
Historical Records	P	Articles, pictures, Council, Committee, Commission Rosters, etc.	Vault
<p> <b>AC</b> = Active  <b>E</b> = Election  <b>AS</b> = After Settlement  <b>H</b> = Historical  <b>PMD</b> = Permanent/Microfilm/Destroy Paper  <b>C</b> = Complete  <b>P</b> = Permanent  <b>MO</b> = Months  <b>TO</b> = Term of Office  <b>CL</b> = Closed  <b>S</b> = Supersede  <b>Y</b> = In Years  <b>AU</b> = Audit  <b>PMA</b> = Permanent/Microfilm/Archive Copy  <b>CU</b> = Current  <b>T</b> = Termination  <b>EC</b> = Expired Cancelled         </p>			

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 R00-45 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 12th day of September, 2000, by the following vote:

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

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

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