

RESOLUTION NO. R00-51

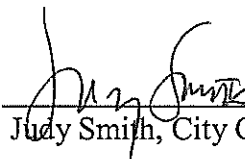
**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF PALOS VERDES ESTATES, CALIFORNIA,
AUTHORIZING THE DESTRUCTION OF
SPECIFIC OBSOLETE RECORDS OF THE
CITY CLERK'S DEPARTMENT**

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 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:

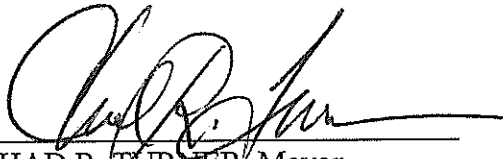
Section 1. That the records the City Clerk has requested to be destroyed ("Exhibit A") are not:

- 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 24th day of October, 2000.



CHAD R. TURNER, 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.	F-FILES	4+4 Y	Jan. 1991 Dec. 1991	3 boxes
2.	F-FILES	4+4 Y	Jan. 1992 Dec. 1992	3 boxes
3.	BALLOTS	E+6 MO	March 1999 March 1999	7 Boxes

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

Approved: _____ Date _____
 DEPUTY City Clerk Date 10/9/00
 Approved: [Signature] Date 10/27/2000
 City Attorney City Council

Retention Code: AR = Annual Review AS = After Settlement E/C = Expired or Cancelled
 (in yrs. unless noted) LA = Last Arrest LR = Last Report MO = Months OI = Ownership of Items
 P = Permanent S = Superceded T = Termination P/M/A = Permanent Microfilm/Archive Copy
 P/M = Permanent/Microfilm/Destroy Paper

RECORDS RETENTION SCHEDULE CITY CLERK'S DEPARTMENT

Record Title	Retention Period	Description	Location
ELECTIONS			
Applications, Absentee Ballots and Envelopes	E + 6 MO	From Date of Election	Off-Site
Voter List, Absentee, Challenged	E + 6 MO	From Date of Election	Off-Site
Ballots, AV Ballots, Provisional, Recounts and Sample	E + 6 MO	From Date of Election; ballots submitted to precincts/City Clerk that were not used unless contested (EC 1730(c)) retention by Court Order	Off-Site
Calendar	E + 2 Y	Election Calendar	Vault
Canvass	P	Notifications and Publications of Election; Records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results; Special Election results	Vault
Oath of Office	TO + 6 Y	Elected Officials	Vault
Petitions	8 MO	From date of filing or election; Initiative, referendum or recall	Off-Site
Precinct Records	6 MO	From date of Election; Precinct board member applications, orders appointing members of precinct boards and designating polling places.	Vault
<p> AC = Active E = Election AS = After Settlement H = Historical PMD = Permanent/Microfilm/Destroy Paper </p> <p> C = Complete P = Permanent MO = Months TO = Term of Office </p> <p> CL = Closed S = Supersede Y = In Years </p> <p> CU = Current T = Termination EC = Expired Cancelled </p> <p style="text-align: right;">PMA = Permanent/Microfilm/Archive Copy</p>			

RECORDS RETENTION SCHEDULE CITY CLERK'S DEPARTMENT

Record Title	Retention Period	Description	Location
ELECTIONS			
Rosters-Voter	E + 5 Y	From date of election; Initiative, referendum recall, general municipal election	Vault
Voter Affidavits	CL + 5 Y		Vault
Voter Registration	CU + 5 Y	Fire, special or school district	Vault
Maps, Precincts/Voter Information	E + 2 Y		Vault
Notifications and Publications	E + 10 Y	Proof of publication or posting, certification and listing of notice of posting; copy of newspaper and certification of offices to be voted for at forthcoming election	Vault
Fair Political Practices FPPC			
Administration/Campaign Statements and Conflict of Interest	CU + 5 Y	FPPC Opinions	Vault
Campaign Disclosure, Elected	P	FPPC Filings	Vault
Campaign Disclosure, Non-Elected	E + 5 Y	FPPC Filings	Vault
Campaign Disclosure, Unsuccessful (all other committees)	E + 7 Y	FPPC Filings	Vault
AC = Active C = Complete CL = Closed CU = Current E = Election P = Permanent S = Supersede T = Termination AS = After Settlement MO = Months Y = In Years EC = Expired Cancelled H = Historical TO = Term of Office AU = Audit PMD = Permanent/Microfilm/Destroy Paper PMA = Permanent/Microfilm/Archive Copy			

RECORDS RETENTION SCHEDULE CITY CLERK'S DEPARTMENT

Record Title	Retention Period	Description	Location
Fair Political Practices FPPC			
Candidate Statements	E + 4 Y	Sample Ballots are retained permanently	Vault
History	P	History of Elections, sample ballots, certificates of destruction, other resolutions re: Elections	Vault
Statement of Economic Interest Elected Official	TO + 7 Y	FPPC Filings	Vault
Statement of Economic Interest Not Elected	E + 5 Y	FPPC Filings	Vault
Nomination Papers Successful Unsuccessful	E + 4 Y E + 2 Y		Vault
<p> AC = Active E = Election AS = After Settlement H = Historical PMD = Permanent/Microfilm/Destroy Paper </p> <p> C = Complete P = Permanent MO = Months TO = Term of Office </p> <p> CL = Closed S = Supersede Y = In Years AU = Audit PMA = Permanent/Microfilm/Archive Copy </p> <p> CU = Current T = Termination EC = Expired Cancelled </p>			

RECORDS RETENTION SCHEDULE CITY CLERK'S DEPARTMENT

Record Title	Retention Period	Description	Location
AGENDA			
Agendas/Action Memos/Executive Summaries	5 + 5 Y	Original Agendas including certificates of posting, Original summaries, original communications and Action memos for Council, Boards and Committees	5 Y Vault 5 Y Off-Site
City Council Staff Reports (Memos)	4 + 4 Y	Documentation received, created and/or submitted to Council	4 Y Vault 4 Y Off-Site
City Council Minutes (Original)	P	Official minutes and hearing procedures of Governing Body or Board, Commission or Committee	Vault
Legal Advertising (Notices)	4 Y	Includes Public Notices and Legal Publications	Vault
Ordinances (Original)	P	Amendments, Municipal Code, etc.	Vault
Ordinances (Copies)	2 Y		Vault
Resolutions (Original)	P	Legislative Actions	Vault
Resolutions (Copies)	2 Y		Vault
Tapes - Audio/Video	CU = 3 MO	When used for Minutes preparation and may have Historical value	Vault Malaga Cove Library
Notices/Meetings	4 Y	Special, Public Hearing, Adjourned, Adjourned Minutes, etc.	Vault
AC = Active E = Election AS = After Settlement H = Historical PMD = Permanent/Microfilm/Destroy Paper			
C = Complete P = Permanent MO = Months TO = Term of Office			
CL = Closed S = Supersede Y = In Years AU = Audit PMA = Permanent/Microfilm/Archive Copy			
CU = Current T = Termination EC = Expired Cancelled			

RECORDS RETENTION SCHEDULE CITY CLERK'S DEPARTMENT

Record Title	Retention Period	Description	Location
GENERAL			
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
AC = Active E = Election AS = After Settlement H = Historical PMD = Permanent/Microfilm/Destroy Paper	C = Complete P = Permanent MO = Months TO = Term of Office	CL = Closed S = Supersede Y = In Years AU = Audit PMA = Permanent/Microfilm/Archive Copy	CU = Current T = Termination EC = Expired Cancelled

RECORDS RETENTION SCHEDULE DEPARTMENT

Record Title	Retention Period	Description	Location
GENERAL CONTINUED			
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> AC = Active E = Election AS = After Settlement H = Historical PMD = Permanent/Microfilm/Destroy Paper C = Complete P = Permanent MO = Months TO = Term of Office CL = Closed S = Supersede Y = In Years AU = Audit PMA = Permanent/Microfilm/Archive Copy CU = Current T = Termination EC = Expired Cancelled </p>			

RECORDS RETENTION SCHEDULE CITY CLERK'S DEPARTMENT

Record Title	Retention Period	Description	Location
LEGAL			
Deeds & Easements	P	Recorded Documentation	Vault
Claims/Damage(s)	CL + 7 Y	Paid/Denied	Vault
Lawsuits/Settlements/Agreements	P		Vault
Insurance Certificates	C + 10	Insurance Certificates filed with Contracts	Vault
Joint Powers Insurance Certificates	P	Authority California Cities Excess Liability Insurance, Accreditation/MOU agreements	Vault
Contracts/Agreements	P/M/D	Includes leases, equipment, services or supplies	Vault
<p> AC = Active E = Election AS = After Settlement H = Historical PMD = Permanent/Microfilm/Destroy Paper </p> <p> C = Complete P = Permanent MO = Months TO = Term of Office </p> <p> CL = Closed S = Supersede Y = In Years AU = Audit PMA = Permanent/Microfilm/Archive Copy </p> <p> CU = Current T = Termination EC = Expired Cancelled </p>			

