

RESOLUTION NO. R00-62

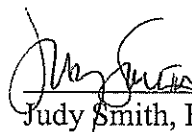
**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF PALOS VERDES ESTATES, CALIFORNIA,
AUTHORIZING THE DESTRUCTION OF SPECIFIC
OBSOLETE RECORDS OF THE FINANCE DEPARTMENT**

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:

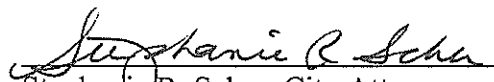
- a. Records affecting the title to real property or liens thereon;
- b. Court records;
- c. Records required to be kept by statute;
- d. Records less than two years old; and
- e. The original minutes, ordinances or resolutions of the legislative body or a City committee or commission.



Judy Smith, Finance 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 RESOLVES AS FOLLOWS:

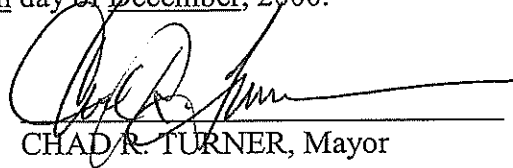
Section 1. That the records which the City Clerk has requested to be destroyed ("Exhibit A") are not:

- 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.

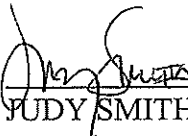
Section 2. The legislative body does hereby approve the destruction of the records and documents set forth in the City Clerk communication attached as "Exhibit A".

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

PASSED, APPROVED, and ADOPTED this 12th day of December, 2000.


CHAD R. TURNER, Mayor

ATTEST:


JUDY SMITH, City Clerk

APPROVED AS TO FORM:

STEPHANIE SCHER, City Attorney

REQUEST TO DESTROY OBSOLETE RECORDS

RECORDS OF FINANCE
DEPARTMENT

ITEM NO.	TITLE OR DESCRIPTION	TOTAL RETEN. PERIOD	INCLUSIVE DATES FROM TO	QUANTITY
1	Invoices - Accounts Payable	6 years	1993 1994	
2	Business License Applications	2 years	1995 1998	
3	Dog License Renewals	2 years	1997 1998	
4	Purchase Order - duplicate	2 years	1997 1998	
5	Receipt books (business license)	4 years	1995 1996	
6	Permits - Duplicate	2 years	1997 1998	
7	Invoices - Duplicate	2 years	1997 1998	
8	Revenues -	6 years	1993 1994	

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 10-17-00
Department Head City Clerk

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

Retention Code: AR = Annual Review AS = After Settlement
 (in yrs, unless noted) LA = Last Arrest LR = Last Report
 P = Permanent S = Superceded
 T = Termination
 C = Completion E/C = Expired or Cancelled
 MO = Months 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

Department: FINANCE
 11/17/86
 S H Barger

APPROVED: (City Attorney)
 [Signature]
 APPROVED: (City Council)
 Leah Shalaw

Date: 12/9/86
 Date: 12/23/86

ITEM NO.	TITLE OR DESCRIPTION	RETENTION PERIOD*		REMARKS
		Office	Offsite	
1	ADDRESS/PENSION LISTING	2	2	
2	AUTOMOBILE OWNERSHIP CERTIFICATES - PINK SLIPS	OI	OI	
3	BONDS	T+2	T+2	
4	BUSINESS LICENSE APPLICATIONS	2	2	
5	CONTRACTS AND AGREEMENTS - DUPLICATE	2	2	
6	DEMANDS	2	4	
7	GENERAL LEDGERS	2	P/M	
8	INSURANCE REPORTS	S	--	
9	INVOICES	2	4	
10	INVOICES - DUPLICATE	2	--	
11	PAYROLL BILLING STATEMENTS	2	--	
12	PAYROLL DEDUCTION RECORDS	2	2	
13	PAYROLL RECORDS	2	2	
14	PAYROLL REGISTERS	2	2	
15	PERMITS - DUPLICATE	2	--	
16	PROPERTY INVENTORY	OI	OI	
17	PURCHASE ORDERS - DUPLICATE	1	1	
18	RECEIPT BOOKS	2	2	
19	REQUISITIONS	2	--	
20	REVENUES	2	--	
21	SALARY RESOLUTIONS - DUPLICATE	2	2	
22	SUBJECT AND CORRESPONDENCE FILES	2AR	2AR	Audit reports removed and kept permanently.
23	W2s AND TAX REGISTERS	2	2	
24	WARRANTS	2	--	

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 *RETENTION 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 R00-62 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 December, 2000, by the following vote:

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

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:



Robin M. Ford, Deputy City Clerk