

RESOLUTION NO. R01-03

**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 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:

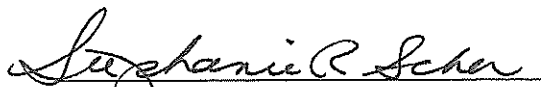
- a. Records affecting the title to real property or liens thereon;
- b. Court records;
- c. Records required to be kept by statute;
- d. Records less than two years old; and
- e. The original minutes, ordinances or resolutions of the legislative body or a City committee or commission.



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 RESOLVES AS FOLLOWS:

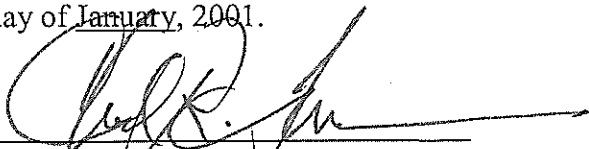
Section 1. That the records which the City Clerk has requested to be destroyed ("Exhibit A") are not:

- 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".

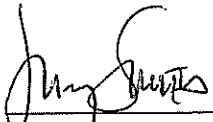
Section 3. The City Clerk shall certify the adoption of this Resolution.

PASSED, APPROVED, and ADOPTED this 23rd day of January, 2001.



CHAD R. TURNER, Mayor

ATTEST:



JUDY SMITH, City Clerk

APPROVED AS TO FORM:



STEPHANIE SCHER, City Attorney

CITY OF PALOS VERDES
ESTATES - CITY CLERKREQUEST 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 1995	5 years	Jan-95	Dec-95	12 files	
2	Planning Commission Meeting Materials January - December 1998	2 years	Jan-98	Dec-98	2 boxes	
3	Miscellaneous Receipts January - December 1996	4 years	Jan-96	Dec-96	12	
4	Building Plan Check Log 1998	2 years	Jan-98	Dec-98	1 file	
5	Building Permits Duplicate January - December 1998	2 years	Jan-98	Dec-98	12 files	
6	Building Run Sheets 1995	5 years	Jan-95	Dec-95	12 files	
7	Building Permits log 1994-1996	4 Years	Jan-94	Dec-96	1 file	
8	Chron files from January - December 1998 for various staff	2 years	Jan-98	Dec-98	16 files	
9	Traffic Accident Reports January - December 1995	5 years	Jan-95	Dec-95	1 file	
10	Transportation Permits - Wide/Heavy Load 1999	Completion & 6 months	Jan-99	Dec-99	1 file	

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

City Attorney:



City Council:



Department Head:



DEPUTY City Clerk:



CITY CLERK
CITY OF PALOS VERDES ESTATES
RECORDS RETENTION SCHEDULE

Department:
PUBLIC WORKS
PLANNING

RR

APPROVED: (City Attorney)

Muriel C. Allums

Date:

12/9/86

APPROVED: (City Council)

Ruth Galow

Date:

12/23/86

ITEM NO.	TITLE OR DESCRIPTION	RETENTION PERIOD*		REMARKS
		Office	Offsite	
1	APPRAISAL REPORTS - ASSESSMENT DISTRICTS	C+2	--	C+2 Obsolete record. Last record dated 1970. Remove real property material and keep permanently.
2	ASSESSMENT DISTRICT RECORDS	C+2	C+18	C+20 Remove historical material and file separately.
3	ASSESSOR'S INFORMATION FILE	S	--	Copy available in Homes Association
4	CORRESPONDENCE FILES - CHRONOLOGICAL DRAWINGS	2AR	--	
5	ENGINEERING REPORTS	S+2	--	
6	ENVIRONMENTAL DOCUMENTS	S	S	
7	ENVIRONMENTAL IMPACT REPORTS (EIRs)	S	--	
8	GAS TAX FUNDS DOCUMENTS	2	2	
9	GRADING APPLICATIONS	C+2	C+8	C+10 Federally funded. To be filed w Historical record. To be filed w Master Address files.
10	LEGAL (TRACT) FILES	P	--	Historical record. To be filed w Master Address files.
11	MAPS	P	--	
12	PERMIT LOGS	S	--	
13	PERMITS	10	--	
14	PERMITS	--	--	
	A. CONDITIONAL USE	P	--	
	B. ENCROACHMENT	P	--	
	C. FIRE ROAD	P	--	
	D. MOVE WIDE AND HEAVY LOADS	E/C+1	--	To be filed in Master Address File
	E. PUBLIC WORKS	C+6MO	--	To be filed in Master Address File
	F. TEMPORARY STREET USE	C+2	--	
	G. TREE TRIMMING	E/C+1	--	
	H. VARIANCE	E/C+1	--	
15	PERMITS - DUPLICATE	P	--	To be filed in Master Address File
		C	C	

Retention Code:
(In years unless noted)

AR = Annual Review
IA = Last Arrest
P = Permanent
P/M/A = Permanent/Microfilm/Archive Copy

AS = After Settlement
IR = Last Report
P/M = Permanent/Microfilm/Destroy Paper
S = Superseded

C = Completion
MO = Months

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

*RETENTION PERIOD IN YEARS

CITY CLERK
CITY OF PALOS VERDES ESTATES
RECORDS RETENTION SCHEDULE

Department:
PUBLIC WORKS/
PLANNING
RR

APPROVED: (City Attorney) *Wanda C. Ollman* Date: *12/9/86*
APPROVED: (City Council) *Keith Galow* Date: *12/23/86*

ITEM NO.	TITLE OR DESCRIPTION	RETENTION PERIOD*		REMARKS
		Office	Offsite	
16	PHOTOGRAPHS - PUBLIC WORKS	2	2	Historical record.
17	PLANNING COMMISSION MEETING MATERIALS	2	2	
18	PLANNING COMMISSION MEETING MINUTES	P	8	Vital record.
19	PROJECT FILES	2	P/M/A	
20	PROTECTIVE RESTRICTIONS (ART OF INCORP)	P	---	Keep recorded document permanent]
21	SANITARY SEWER REPORTS	C+2	C+2	
22	SPECIFICATIONS AND STANDARDS	S	---	Keep recorded document permanent]
23	STREET AND STORM DRAINAGE INSPECTION REPORTS	S	---	
24	STREET RIGHTS-OF-WAY	C+2	C+2	Remove historical material and f: separately.
25	STREET VACATIONS	C+2	C+2	
26	SUBJECT AND CORRESPONDENCE FILES	2AR	2AR	Historical record.
27	SURVEY LOGS	2	2	
28	SURVEY RECORDS	P	---	Historical record.
29	TRACT MAPS	P	---	
30	TRAFFIC ACCIDENT REPORTS - DUPLICATE	2	3	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	---	To be computerized.

Retention Code: (In years unless noted)

AR = Annual Review AS = After Settlement C = Completion
 LA = Last Arrest LR = Last Report MO = Months
 P = Permanent P/M = Permanent/Microfilm/Destroy Paper
 P/M/A = Permanent/Microfilm/Archive Copy S = Superceded
 T = Termination

*RETENTION PERIOD IN YEARS

E/C = Expired or Cancelled
 OI = Ownership of Items

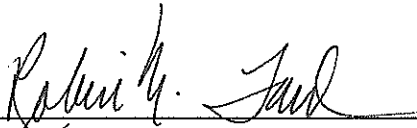
STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF PALOS VERDES ESTATES)

I, Robin Ford, Deputy City Clerk for the City of Palos Verdes Estate, California, do hereby certify that the foregoing Resolution **R01-03** 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 23rd day of January, 2001, by the following vote:

AYES: COUNCILMEMBERS: Turner, Humphrey, Flood, Mackenbach

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS: Thompson



Robin M. Ford, Deputy City Clerk