

RESOLUTION NO. R01-07

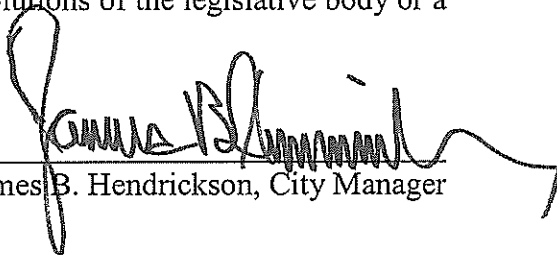
**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF PALOS VERDES ESTATES, CALIFORNIA,  
AUTHORIZING THE DESTRUCTION OF SPECIFIC  
OBSOLETE RECORDS OF THE CITY MANAGER'S DEPARTMENT**

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.

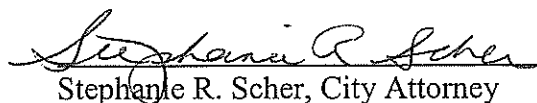
I certify that the following records for destruction, "Exhibit A" do not contain:

- 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.

  
James B. Hendrickson, City Manager

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:

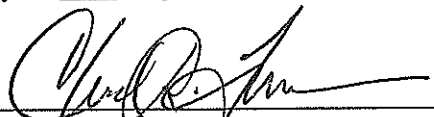
Section 1. That the records which the City Clerk has requested to be destroyed ("Exhibit A") are not:

- 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.

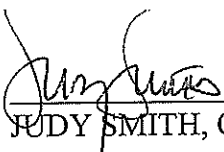
Section 2. The legislative body does hereby approve the destruction of the records and documents set forth in the City Clerk communication attached as "Exhibit A".

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

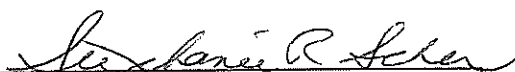
**PASSED, APPROVED, and ADOPTED** this 13th day of February, 2001.

  
\_\_\_\_\_  
CHAD R. TURNER, Mayor

ATTEST:

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

APPROVED AS TO FORM:

  
\_\_\_\_\_  
STEPHANIE SCHER, City Attorney

RECORDS OF CITY MANAGER  
DEPARTMENT

ITEM NO.	TITLE OR DESCRIPTION	TOTAL RETEN. PERIOD	INCLUSIVE DATES FROM TO	QUANTITY
1.	WORKERS' COMPENSATION CLAIM FILES	AS + 2 Y	1983 1985	16 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 2-7-01  
Department Head

Approved: [Signature] Date 1-29-01  
DEPUTY City Clerk

Approved: [Signature] Date 2-14-01  
City Attorney

Approved: [Signature] Date 2-14-01  
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  
P/M/A = Permanent Microfilm/Archive Copy  
P/M = Permanent Microfilm/Destroy Paper

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

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

Record Title	Retention Period	Description	Location
<b>GENERAL</b>			
Reports/Departmental	CU + 2 Y	Special/or final summary review or evaluation	
Reports/Staff	CU + 2 Y	Non-agenda related, includes supporting documentation	
Correspondence/Chronological	CU + 4 Y		City Manager's Office
Management Letters	5 Y		City Manager's Office
Subject and Correspondence Files	2 Y		City Manager's Office
Policy, Council/Proclamations	S + 2	Policies, directives rendered by Council not assigned a Resolution or Ordinance	City Manager's Office
<b>PERSONNEL</b>			
Negotiations/M.O.U.	P	Notes, notebooks, correspondence, contracts and Memorandums of Understanding or Agreement	City Manager's Office
Personnel Records	T + 5 Y T + 25 Y	Attendance, evaluations, drafts, worksheets, etc.	City Manager's Office Off-Site
Recruitment	CL + 3 Y	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; job bulletins, eligibility, electronic database	City Manager's Office
<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 CITY MANAGER'S DEPARTMENT

Record Title	Retention Period	Description	Location
<b>PERSONNEL CONTINUED</b>			
Job Applicant Files	2 Y		
Reports	CU + 2 Y	Employee statistics, benefit activity, liability loss	City Manager's Office
Personnel by Name	T + 7 Y	Paperwork documenting officers-program internal and external training	
Time Cards	1 Y T 30 Y		Office Off-Site
Workers Compensation Reports	AS + 2 Y T 30 Y		Vault Off-Site
<p> <b>AC</b> = Active      <b>C</b> = Complete      <b>CL</b> = Closed      <b>CU</b> = Current  <b>E</b> = Election      <b>P</b> = Permanent      <b>S</b> = Supersede      <b>T</b> = Termination  <b>AS</b> = After Settlement      <b>MO</b> = Months      <b>Y</b> = In Years      <b>EC</b> = Expired Cancelled  <b>H</b> = Historical      <b>TO</b> = Term of Office      <b>AU</b> = Audit  <b>PMD</b> = Permanent/Microfilm/Destroy Paper      <b>PMA</b> = Permanent/Microfilm/Archive Copy         </p>			

