

RESOLUTION NO. R01-38

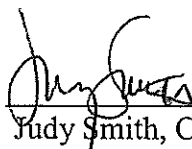
A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF PALOS VERDES ESTATES, CALIFORNIA,  
AUTHORIZING THE DESTRUCTION OF  
SPECIFIC OBSOLETE RECORDS OF THE  
CITY CLERK DEPARTMENT

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:

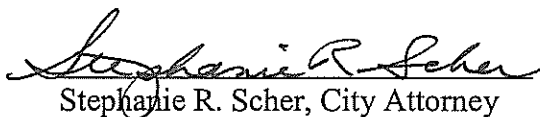
- a. Records affecting the title to real property or liens thereon;
- b. Court records;
- c. Records required to be kept by statute;
- d. Records less than two years old; and
- e. The original minutes, ordinances or resolutions of the legislative body or a City committee or commission.



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.

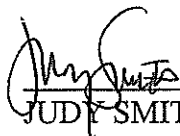
Section 2. The legislative body does hereby approve the destruction of the records and documents set forth in the City Clerk communication attached as "Exhibit A".

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

**PASSED, APPROVED and ADOPTED** this 11th day of September, 2001.

  
\_\_\_\_\_  
JOHN FLOOD, Mayor

ATTEST:

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



REQUEST TO DESTROY OBSOLETE RECORDS

RECORDS OF CITY CLERK  
Department

DATE: 8/6/01

ITEM NO.	TITLE OR DESCRIPTION	TOTAL RETEN. PERIOD	INCLUSIVE DATES		QUANTITY
			FROM	TO	
1.	Polling Locations	6 MO	1999	1999	1 File
2.	Election Supplies	6 MO	1999	1999	1 File
3.	Election Officer Training Materials	6 MO	1999	1999	1 File
4.	Absentee Voter Applications, Procedures, Control sheet	6 MO	1999	1999	1 File
5.	Election Officer Letters & Confirmations	2 Y	1999	1999	1 File
6.	Election Officer Declarations & Appointments	2 Y	1999	1999	1 File
7.	Election Calendar	2 Y	1999	1999	1 File
8.	Resolution for Tie Vote/Run Off Election (Copy)	2 Y	1999	1999	1 File
9.	Election Resolutions & Ordinances (Copies)	2 Y	1999	1999	1 File
10.	Election Material Proofs	2 Y	1999	1999	1 File
11.	Precinct Consolidations	2 Y	1999	1999	1 File
12.	Precinct Maps & Lists	2 Y	1999	1999	1 File
13.	Foreign Language Translations	2 Y	1999	1999	1 File
14.	Declaration of Mayor & Mayor Pro Tem (Copy)	2 Y	1999	1999	1 File
15.	Receipt of Nomination Papers	2 Y	1999	1999	1 File
16.	Election Officer Confirmations	2 Y	1999	1999	1 File
17.	Inspector Declarations	2 Y	1999	1999	1 File

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: 8-23-01  
Department Head

Approved: [Signature] Date: 8.6.01  
DEPUTY City Clerk

Approved: [Signature] Date: 8-27-01  
City Attorney

Approved: [Signature] Date: 9-11-01  
City Council

Retention Code:  
(In yrs. unless noted)

AR = Annual Review  
LA = Last Arrest  
P = Permanent  
TO = Term of Office

AS = After Settlement  
LR = Last Report  
S = Superseded  
T = Termination

C = Completion  
MO = Months  
E/C = Expired or Canceled  
OI = Ownership of Items  
P/M/A = Permanent Microfilm/Archive Copy  
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REQUEST TO DESTROY OBSOLETE RECORDS

RECORDS OF CITY CLERK  
Department

DATE: 8/6/01

ITEM NO.	TITLE OR DESCRIPTION	TOTAL RETEN. PERIOD	INCLUSIVE DATES		QUANTITY
			FROM	TO	
1.	Conflict of Interest	TO + 7Y	June 1980	1984	1 File
2.	Conflict of Interest	TO + 7Y	April 1982	1984	3 Files
3.	Conflict of Interest	TO + 7Y	1976	1982	1 File
4.	Conflict of Interest	TO + 7Y	1988	1992	1 File
5.	Conflict of Interest	TO + 7Y	1980	1988	1 File
6.	Conflict of Interest	TO + 7Y	1986	1994	1 File
7.	Conflict of Interest	TO + 7Y	1976	1980	1 File
8.	Conflict of Interest	TO + 7Y	1986	1990	1 File
9.	Conflict of Interest	TO + 7Y	1978	1982	1 File
10.	City Clerk Chronological File	4Y	Jan. 1996	Dec. 1996	5 Files
11.	Subject Correspondence File-So. Bay Steering Committee	4Y	1994	1995	1 File

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DEPUTY City Clerk

Approved: [Signature] Date: 8-27-01  
City Attorney

Approved: [Signature] Date: 9-4-01  
City Council

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DATE: 8/6/01

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			FROM	TO	
1.	Election Supplies	6 MO	March 1992	March 1992	1 File
2.	Absentee System Instructions	6 MO	1992	1992	1 File
3.	Sample Ballots	6 MO	1992	1992	1 File
4.	Absentee Applications, Procedures	6 MO	1992	1992	1 File
5.	Election Officer Training	6 MO	1992	1992	1 File
6.	Polling Locations	6 MO	1992	1992	1 File
7.	Election Clerk Procedures	6 MO	1992	1992	1 File
8.	Provisional Ballots	6 MO	1992	1992	1 File
9.	Election Officer Confirmations	2 Y	1992	1992	1 File
10.	Inspector Declarations	2 Y	1992	1992	1 File
11.	Run Off Election Resolution (Copy)	2 Y	1992	1992	1 File
12.	Election Resolutions & Ordinances (Copies)	2 Y	1992	1992	1 File
13.	Precinct Consolidations	2 Y	1992	1992	1 File
14.	Precinct Maps	2 Y	1992	1992	1 File
15.	Declaration of Canvass (Copy)	2 Y	1992	1992	1 File
16.	Notice to Inspectors	2 Y	1992	1992	1 File
17.	Election Calendar	2 Y	1992	1992	1 File

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DEPUTY City Clerk

Approved: [Signature] Date: 8-27-01  
City Attorney

Approved: [Signature] Date: 9-11-01  
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REQUEST TO DESTROY OBSOLETE RECORDS

RECORDS OF CITY CLERK  
Department

DATE: 8/6/01

ITEM NO.	TITLE OR DESCRIPTION	TOTAL RETEN. PERIOD	INCLUSIVE DATES		QUANTITY
			FROM	TO	
18.	Election Material Proofs	2 Y	1992	1992	1 File
19.	Nomination Papers (Master for Copies)	2 Y	1992	1992	1 File
20.	Foreign Language Translations	2 Y	1992	1992	1 File
21.	Miscellaneous Election Correspondence	4 Y	1992	1992	1 File
22.	L.A. County Recorder/Registrar Recorder Correspondence	4 Y	1992	1992	1 File
23.	L.A. County Board of Supervisors Correspondence	4 Y	1992	1992	1 File
24.	Secretary of State Correspondence	4 Y	1992	1992	1 File
25.	FPPC Correspondence	4 Y	1992	1992	1 File
26.	Martin & Chapman Correspondence	4 Y	1992	1992	1 File
27.	Nomination Papers Log	4 Y	1992	1992	1 File
28.	Candidate Statement Memorandum	4 Y	1992	1992	1 File
29.	Campaign Disclosures (3 <sup>rd</sup> Candidate Statement)	7 Y	1992	1992	1 File
30.	Candidates Statements	7 Y	1992	1992	1 File

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RECORDS OF CITY CLERK Department DATE: 8/6/01

ITEM NO.	TITLE OR DESCRIPTION	TOTAL RETEN. PERIOD	INCLUSIVE DATES		QUANTITY
			FROM	TO	
1.	Briefing Meeting Memorandum	6 MO	1994	1994	1 File
2.	Sample Ballots	6 MO	1994	1994	1 File
3.	Informational Meeting Material	6 MO	1994	1994	1 File
4.	City Clerk Procedures	6 MO	1994	1994	1 File
5.	Election Officer Training	6 MO	1994	1994	1 File
6.	Provisional Ballot Memorandum	6 MO	1994	1994	1 File
7.	Initiative, Referendum, Recall, Legislation	8 MO	1994	1994	1 File
8.	Resolution Providing Run Off Election (Copy)	2 Y	1994	1994	1 File
9.	Candidate Night	2 Y	1994	1994	1 File
10.	Polling Locations	6 MO	1994	1994	1 File
11.	Foreign Language Translations	2 Y	1994	1994	1 File
12.	Election Officer Confirmations	2 Y	1994	1994	1 File
13.	Election Restrictions	2 Y	1994	1994	1 File
14.	Canvass of Election of Mayor & Mayor Pro Tem (Copy)	2 Y	1994	1994	1 File
15.	Precinct Consolidations	2 Y	1994	1994	1 File
16.	Ballot Measure	2 Y	1994	1994	1 File
17.	Notice to Inspectors	2 Y	1994	1994	1 File

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REQUEST TO DESTROY OBSOLETE RECORDS

RECORDS OF CITY CLERK  
Department

DATE: 8/6/01

ITEM NO.	TITLE OR DESCRIPTION	TOTAL RETEN. PERIOD	INCLUSIVE DATES		QUANTITY
			FROM	TO	
18.	Polling Location Proofs	2 Y	1994	1994	1 File
19.	Election Resolutions & Ordinances (Copies)	2 Y	1994	1994	1 File
20.	Election Material Proofs	2 Y	1994	1994	1 File
21.	Election Officer Confirmations	2 Y	1994	1994	1 File
22.	Precinct Maps & Lists	2 Y	1994	1994	1 File
23.	Candidate Memorandum	2 Y	1994	1994	1 File
24.	Polling Location Index	2 Y	1994	1994	1 File
25.	Martin & Chapman Correspondence	4 Y	1994	1994	1 File
26.	Miscellaneous Correspondence	4 Y	1994	1994	3-File <sup>5</sup>
27.	Miscellaneous Memorandums	4 Y	1994	1994	1 File
28.	Nomination Papers Form	4 Y	1994	1994	1 File
29.	Secretary of State Correspondence	4 Y	1994	1994	1 File
30.	L.A. County Registrar/Recorder Correspondence	4 Y	1994	1994	1 File
31.	L.A. Board of Supervisors Correspondence	4 Y	1994	1994	1 File
32.	F.P.P.C. Correspondence	4 Y	1994	1994	1 File
33.	Nomination Papers Packet (Masters)	4 Y	1994	1994	1 File

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REQUEST TO DESTROY OBSOLETE RECORDS

RECORDS OF CITY CLERK Department DATE: 8/6/01

ITEM NO.	TITLE OR DESCRIPTION	TOTAL RETEN. PERIOD	INCLUSIVE DATES		QUANTITY
			FROM	TO	
34.	Voting Rights Act	5 Y	1994	1994	1 File
35.	Campaign Contribution Restrictions	5 Y	1994	1994	1 File
36.	Candidate Statements (Copies)	5 Y	1994	1994	1 File
37.	Absentee Voter Applications, Control Sheets, Procedures	5 Y	1994	1994	1 File
38.	Voter Registration	5 Y	1994	1994	1 File
39.	Register of Voter Index	5 Y	1994	1994	1 File
40.	Candidate Restrictions	5 Y	1994	1994	1 File
41.	Candidate Statements & Nomination Papers (Non-Elected)	7 Y	1994	1994	1 File
42.	1 <sup>st</sup> Filing of Candidate Statement	7 Y	1994	1994	1 File
43.	2 <sup>nd</sup> Filing of Candidate Statement	7 Y	1994	1994	1 File
44.	3 <sup>rd</sup> Filing of Candidate Statement	7 Y	1994	1994	1 File

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# RECORDS RETENTION SCHEDULE CITY CLERK'S DEPARTMENT

Record Title	Retention Period	Description	Location
<b>ELECTIONS</b>			
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
<b>Fair Political Practices FPPC</b>			
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
<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>			

# RECORDS RETENTION SCHEDULE CITY CLERK'S DEPARTMENT

Record Title	Retention Period	Description	Location
<b>ELECTIONS</b>			
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> <b>AC = Active</b>  <b>E = Election</b>  <b>AS = After Settlement</b>  <b>H = Historical</b>  <b>PMD = Permanent/Microfilm/Destroy Paper</b> </p> <p> <b>C = Complete</b>  <b>P = Permanent</b>  <b>MO = Months</b>  <b>TO = Term of Office</b> </p> <p> <b>CL = Closed</b>  <b>S = Supersede</b>  <b>Y = In Years</b> </p> <p> <b>CU = Current</b>  <b>T = Termination</b>  <b>EC = Expired Cancelled</b> </p> <p style="text-align: right;"><b>PMA = Permanent/Microfilm/Archive Copy</b></p>			

# RECORDS RETENTION SCHEDULE CITY CLERK'S DEPARTMENT

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

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