

RESOLUTION NO. R01-41

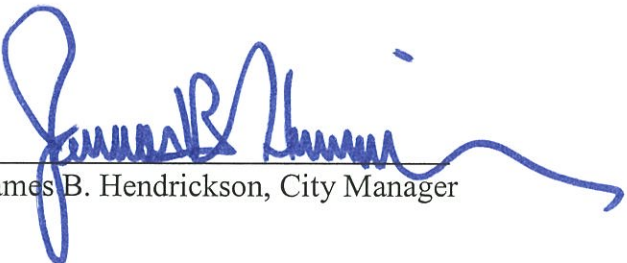
**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF PALOS VERDES ESTATES, CALIFORNIA,
AUTHORIZING THE DESTRUCTION OF
SPECIFIC OBSOLETE RECORDS OF THE
CITY MANAGER DEPARTMENT**

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.

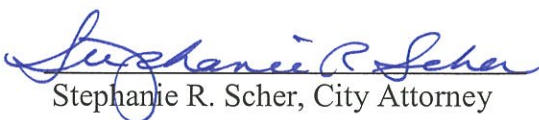
I certify that the foregoing records for destruction, “Exhibit A” do not contain:

- 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.


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 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”.

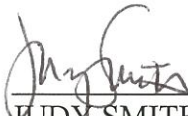
Section 3. The City Clerk shall certify the adoption of this Resolution.

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



JOHN FLOOD, Mayor

ATTEST:



JUDY SMITH, City Clerk

RECORDS OF CITY MANAGER
Department _____

DATE: 8/6/01

ITEM NO.	TITLE OR DESCRIPTION	TOTAL RETEN. PERIOD	INCLUSIVE DATES		QUANTITY
			FROM	TO	
1.	Subject Files--Emergency Preparedness	2 Y	1989	1990	1 File
2.	Subject Files--Health Insurance/CPIA/Prudential	2 Y	1993	1996	1 File
3.	Subject Files--California Constitution Revision Committee	2 Y	1993	1993	1 File
4.	Employment Applications--Engineering Assistant	2 Y	May 1974	1974	1 File
5.	Employment Applications--Administrative Intern	2 Y	May 1974	1974	1 File
6.	Employment Applications--Secretary to City Mgr.	2 Y	May 1974	1974	1 File
7.	Employment Applications--Summer, Temporary Pool	2 Y	1975	1975	1 File
8.	Employment Applications--School Crossing Guard	2 Y	1976	1976	1 File
9.	Applications for Promotional Exam--Fire Engineer	3 Y	Jan. 1974	1974	1 File
10.	Applications for Promotional Exam--Fire Captain	3 Y	Jan. 1974	1974	1 File
11.	L.A. County Civil Service Eligibility Lists	3 Y	1974	1984	1 File
12.	City Manager Chronological File	4 Y	1977	1977	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: 8-13-01
Department Head

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

Approved: [Signature] Date: 8-6-01
DEPUTY City Clerk

Approved: [Signature] Date: _____
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
P/M = Permanent/Microfilm/Destroy Paper

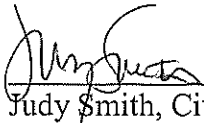
STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF PALOS VERDES ESTATES)

I, Judy Smith, City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution R01-41 as duly and regularly approved and adopted by the City Council of the City of Palos Verdes Estates as its regular meeting of the City Council on the 11th day of September, 2001 by the following vote:

AYES: COUNCILMEMBERS: Flood, Humphrey, Mackenbach and
Turner

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: Sherwood



Judy Smith, City Clerk