

RESOLUTION NO. R01-47

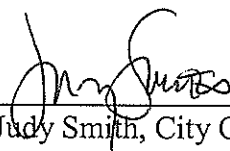
**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF PALOS VERDES ESTATES, CALIFORNIA,
AUTHORIZING THE DESTRUCTION OF
SPECIFIC OBSOLETE RECORDS OF THE
FINANCE DEPARTMENT**

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 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:

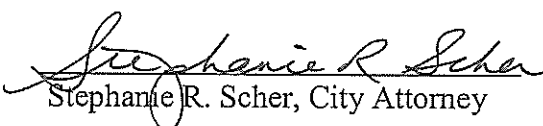
- a. Records affecting the title to real property or liens thereon;
- b. Court records;
- c. Records required to be kept by statute;
- d. Records less than two years old; and
- e. The original minutes, ordinances or resolutions of the legislative body or a City committee or commission.



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".

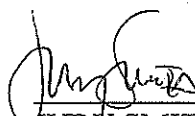
Section 3. The City Clerk shall certify the adoption of this Resolution.

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



JOHN FLOOD, Mayor

ATTEST:



JUDY SMITH, City Clerk

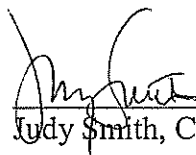
STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF PALOS VERDES ESTATES)

I, Judy Smith, City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution R01-47 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 23rd day of October, 2001 by the following vote:

AYES: COUNCILMEMBERS: Flood, Humphrey, Mackenbach
Sherwood and Turner

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None



Judy Smith, City Clerk

RECORDS OF FINANCE
DEPARTMENT

ITEM NO.	TITLE OR DESCRIPTION	TOTAL RETEN. PERIOD	INCLUSIVE DATES FROM	INCLUSIVE DATES TO	QUANTITY
1	Invoices - Accounts Payable	6 years	1994	1995	
2	Business license applications	2 years	1998	1999	
3	Purchase Orders - Duplicate	2 years	1998	1999	
4	Dog License Renewals		1998	1999	
5	Receipt books - business license	4 years	1999	2000	
6	Permits - duplicate	2 years	1996	1997	
7	Invoices - duplicate	2 years	1998	1999	
8	Payroll records (time cards)	4 years	1998	1999	
9	Revenues	6 years	1995	1996	
10	Miscellaneous Files		1994	1995	1 box

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 10-3-01 Approved: [Signature] Date 10-9-01
 Department Head City Clerk
 City Attorney City Council

Retention Code: AR = Annual Review AS = After Settlement E/C = Expired or Cancelled
 (In yrs. unless noted) LA = Last Arrest LR = Last Report MO = Months OI = Ownership of Items
 P = Permanent S = Superseded T = Termination P/M/A = Permanent/Microfilm/Archive Copy
 P/M = Permanent/Microfilm/Destroy Paper

Department: FINANCE
 11/17/86
 S H Boyer

APPROVED: (City Attorney) *William G. Callahan*
 APPROVED: (City Council) *Keith Shalver*

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

TITLE CLERK
 CITY OF PALOS VERDES ESTATES
 RECORDS RETENTION SCHEDULE

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	ZAR	ZAR	Audit reports removed and kept permanently.
23	W2s AND TAX REGISTERS	2	2	
24	WARRANTS	2	--	

Analysis of claims (City Manager record).

Audit reports removed and kept permanently.

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 *RETENTION PERIOD IN YEARS

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