

RESOLUTION NO. R02-05

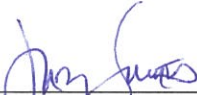
**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF PALOS VERDES ESTATES, CALIFORNIA,
AUTHORIZING THE DESTRUCTION OF
SPECIFIC OBSOLETE RECORDS OF THE
FINANCE DEPARTMENT**

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 RESOLVES 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”.

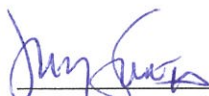
Section 3. The City Clerk shall certify the adoption of this Resolution.

PASSED, APPROVED and ADOPTED this 12th day of February, 2001.



John Flood, Mayor

ATTEST:




Judy Smith, City Clerk

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

I, Jeannie Hougland, Deputy City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing **Resolution R02-05** 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 12th day of February 2002, by the following vote:

AYES:	COUNCILMEMBERS:	Flood, Humphrey, Mackenbach, Turner, Sherwood
NOES:	COUNCILMEMBERS:	None
ABSENT:	COUNCILMEMBERS:	None



Jeannie Hougland, Deputy City Clerk

RECORDS OF FINANCE
DEPARTMENT FINANCE

ITEM NO.	TITLE OR DESCRIPTION	TOTAL RETEN. PERIOD	INCLUSIVE DATES FROM	TO	QUANTITY
1	Workpapers Accounting (Budget)	2 years	1995	1996	

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 1-25-02
Department Head

Approved: [Signature] Date 1-30-02
City Attorney

Approved: [Signature] Date 2-12-02
City Clerk

Approved: [Signature] Date 2-12-02
City Council

Re:ention Code: (in yrs. unless noted)
AR = Annual Review
LA = Last Arrest
P = Permanent

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

C = Completion
MO = Months
E/C = Expired or Cancelled
OI = Ownership of Items

3

Exhibit 1

CITY CLERK
CITY OF PALOS VERDES ESTATES
RECORDS RETENTION SCHEDULE

Department:
TREASURER

Steph & Collins

APPROVED: (City Attorney)

Mark C. Collins

Date:

12/9/96

Date:

12/23/86

ITEM NO.	TITLE OR DESCRIPTION	RETENTION PERIOD*			REMARKS
		Office	Offsite	Destroy	
1	ASSESSMENT DISTRICT REFUND TRUST CHECK STUBS	2	8	10	
2	ASSESSMENT DISTRICT FILES	2	2	4	
3	ASSESSMENT DISTRICTS OFFICIAL LEDGER	2	P	--	
4	AUDIT REPORTS - DUPLICATE	2	--	2	
5	BANK AUTHORIZATION LETTERS	3	--	3	
6	BANK DEPOSIT SLIPS	2	--	2	
7	BANK STATEMENTS	2	2	4	
8	BUDGET WORKING PAPERS	2	--	2	
9	BUDGETS - DUPLICATE	2	--	2	
10	CANCELLED CHECKS	4	6	10	
11	CHECK AND CASH TRANSMITTAL FORMS	2	2	4	
12	CHECK STUBS - GENERAL	2	--	2	
13	DISBURSEMENT RECORDS	2	--	2	
14	FOUNDATION RECORDS	2	--	2	
15	INVESTMENT RECORDS	T+4	--	T+4	
16	LEDGERS	2	3	5	
17	MOTIONS TO PAY DEMANDS	10	P/M	--	
18	PROPERTY TAX RECORD CARD FILE	2	--	2	
19	PROPERTY TAX RECORDS	P	--	--	
20	PURCHASE ORDERS - DUPLICATE	2	2	4	
21	REMITTANCE BANKING RECORDS	2	--	2	
22	SUBJECT AND CORRESPONDENCE FILES	4	--	4	
23	TREASURER'S REPORTS	2	3	5	
		2	8	10	

Historical record.

Vital record.

ention Code:
years unless noted)

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OI = Ownership of Items

P = Permanent
P/M/A = Permanent/Microfilm/Archive Copy

P/M = Permanent/Microfilm/Archive Copy

S = Superseded

T = Termination

*RETENTION PERIOD IN YEARS