

RESOLUTION NO. R02-07

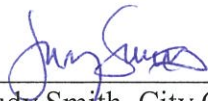
**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF PALOS VERDES ESTATES, CALIFORNIA,
AUTHORIZING THE DESTRUCTION OF SPECIFIC
OBSOLETE RECORDS OF THE CITY BUILDING,
PLANNING & PUBLIC WORKS DEPARTMENT**

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:

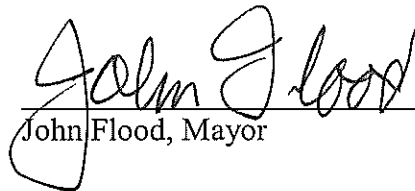
Section 1. That the records the City Clerk has requested to be destroyed (Exhibit A") are not:

- 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

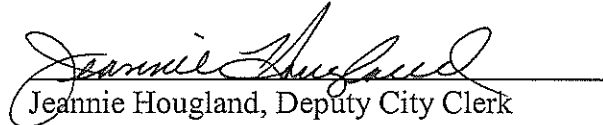
STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF PALOS VERDES ESTATES)

I, Jeannie Hougland, Deputy City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing **Resolution R02-07** 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

CITY OF PALOS VERDES
ESTATES - CITY CLERK

REQUEST TO DESTROY
OBSOLETE RECORDS

Records of :Building, Planning & Public Works

Department Head: Allan Rigg

Date: January 2002

Item No.	Title or Description	Retention Period	Date From	Date To	Quantity	Location
1	Parkland Committee Meeting Materials January - December 1996	5 years	Jan-96	Dec-96	12 files	
2	Planning Commission Meeting Materials January - December 1999	2 years	Jan-99	Dec-99	2 boxes	
3	Traffic Committee Meeting Materials January - December 1996	5 Years	Jan-96	Dec-96	12 files	
3	Miscellaneous Receipts January - December 1997	4 years	Jan-97	Dec-97	13 books	
4	Building Plan Check Log 1999	2 years	Jan-99	Dec-99	1 file	
5	Building Permits Duplicate January - December 1999	2 years	Jan-99	Dec-99	12 files	
6	Building Run Sheets 1996	5 years	Jan-96	Dec-96	12 files	
7	Building Permits log 1997	4 Years	Jan-97	Dec-97	1 file	
8	Chron files from January - December 1999 for various staff	2 years	Jan-99	Dec-99	16 files	
9	Traffic Accident Reports January - December 1996	5 years	Jan-96	Dec-96	1 file	
10	Miscellaneous Public Works Jan - Dec 1998	Completion & 6 months	Jan-98	Dec-98	7 files	

The above records are submitted for destruction in accordance with procedures outlined in the City of Palos Verdes Estates Records Management Manual

City Attorney: *Stephanie Schen* 1-30-02 City Council: *John Flood*

Department Head: *Allan Rigg* City Clerk: *Jan Jones*

CITY CLERK
CITY OF PALOS VERDES ESTATES
RECORDS RETENTION SCHEDULE

Department:
PUBLIC WORKS
PLANNING

APPROVED: (City Attorney)
Maiah C. Allsup
Date: 12/9/86

APPROVED: (City Council)
Keith Galbraith
Date: 12/23/86

ITEM NO.	TITLE OR DESCRIPTION	RETENTION PERIOD*		REMARKS
		Office	Offsite	
1	APPRAISAL REPORTS - ASSESSMENT DISTRICTS	C+2	--	Obsolete record. Last record c 1970. Remove real property mate and keep permanently.
2	ASSESSMENT DISTRICT RECORDS	C+2	C+18	Remove historical material and separately.
3	ASSESSOR'S INFORMATION FILE	S	--	Copy available in Homes Associa
4	CORRESPONDENCE FILES - CHRONOLOGICAL DRAWINGS	2AR	2AR	
5	ENGINEERING REPORTS	3+2	--	
6	ENVIRONMENTAL DOCUMENTS	5	S	
7	ENVIRONMENTAL IMPACT REPORTS (EIRs)	S	--	
8	GAS TAX FUNDS DOCUMENTS	2	2	Federally funded.
9	GRADING APPLICATIONS	C+2	C+8	Historical record. To be filed Master Address files.
10	LEGAL (TRACT) FILES	P	--	Historical record. To be filed Master Address files.
11	MAPS	P	--	
12	PERMIT LOGS	S	--	
13	PERMITS	10	--	
14	PERMITS	--	--	
	A. CONDITIONAL USE	P	--	To be filed in Master Address F
	B. ENCROACHMENT	P	--	To be filed in Master Address F
	C. FIRE ROAD	E/C+1	--	
	D. MOVE WIDE AND HEAVY LOADS	C+6MO	--	
	E. PUBLIC WORKS	C+2	--	
	F. TEMPORARY STREET USE	E/C+1	--	
	G. TREE TRIMMING	E/C+1	--	
	H. VARIANCE	P	--	
15	PERMITS - DUPLICATE	C	C	To be filed in Master Address F

Retention Code: AR = Annual Review AS = After Settlement C = Completion
 (In years unless noted) IA = Last Arrest LR = Last Report MO = Months
 P = Permanent P/M = Permanent/Microfilm/Destroy Paper S = Superceded
 P/M/A = Permanent/Microfilm/Archive Copy T = Termination
 *RETENTION PERIOD IN YEARS

CITY CLERK
CITY OF PALOS VERDES ESTATES
RECORDS RETENTION SCHEDULE

Department:
PUBLIC WORKS/
PLANNING
PLP

APPROVED: (City Attorney)

Mark C. Allmash

APPROVED: (City Council)

Scott Galow

Date:

12/9/86

Date:

12/23/86

ITEM NO.	TITLE OR DESCRIPTION	RETENTION PERIOD*			REMARKS
		Office	Offsite	Destroy	
16	PHOTOGRAPHS - PUBLIC WORKS	2	--	2	Historical record.
17	PLANNING COMMISSION MEETING MATERIALS	2	--	2	
18	PLANNING COMMISSION MEETING MINUTES	P	--	--	Vital record.
19	PROJECT FILES	2	8	10	
20	PROTECTIVE RESTRICTIONS (ART OF INCORP)	P	P/M/A	--	Keep recorded document permaner
21	SANITARY SEWER REPORTS	C+2	--	C+2	
22	SPECIFICATIONS AND STANDARDS	S	--	--	Keep recorded document permaner
23	STREET AND STORM DRAINAGE INSPECTION REPORTS	S	--	--	
24	STREET RIGHTS-OF-WAY	C+2	--	C+2	Remove historical material and separately.
25	STREET VACATIONS	C+2	--	C+2	
26	SUBJECT AND CORRESPONDENCE FILES	2AR	--	2AR	Historical record.
27	SURVEY LOGS	2	--	2	
28	SURVEY RECORDS	P	--	--	Police Department has original.
29	TRACT MAPS	P	--	--	
30	TRAFFIC ACCIDENT REPORTS - DUPLICATE	2	3	5	To be computerized.
31	TRAFFIC COMMITTEE AGENDA PACKETS	5	--	5	
32	TRAFFIC CONTROL FILES	S	--	--	To be computerized.
33	TRAFFIC STUDIES	5	S	--	
34	UNDERGROUND SERVICE ALERTS	2	--	2	

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