

RESOLUTION NO. R02-32

**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'S OFFICE**

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.

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.

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.

**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:

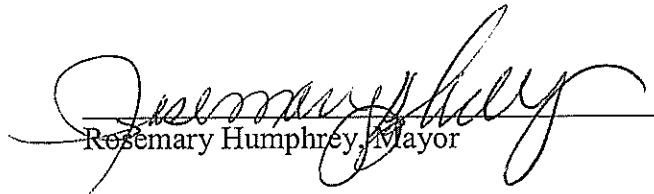
- a. Records affecting the title to real property or liens thereon;
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- c. Records required to be kept by statute;
- d. Records less than two years old; and
- e. The original minutes, ordinances or resolutions of the legislative body or of a City committee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

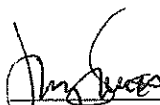
Section 2. The legislative body does hereby approve the destruction of the records and documents set forth in the City Clerk communication attached as "Exhibit A".

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

PASSED, APPROVED and ADOPTED this 24th day of September, 2002.

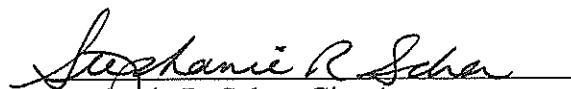

Rosemary Humphrey, Mayor

ATTEST:



Judy Smith, City Clerk

APPROVED AS TO FORM:



Stephanie R. Scher, City Attorney

CITY OF PALOS VERDES ESTATES
CITY CLERK

REQUEST TO DESTROY OBSOLETE RECORDS
PAGE 1 OF 6

Records of: CITY CLERK
Department

Media: FILES
Files / Audio Tapes / Video Tapes

Date Prepared: 8/20/02

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
C82-01	County of Los Angeles - Weed Abatement	T+5 or S	07/01/82	06/30/87	1 File
C82-10	County of Los Angeles - General Services	"	07/01/82	06/30/87	1 File
C85-24	L.A. County Flood Control District Benefit Assessment Agreement (Fee for Public Works Info to PVE for use in establishing a revenue-producing program)	"	05/08/85	06/12/85	1 File
C86-10	Cal Type Office Machines, Inc. (Service/Maintenance Agreement for City Hall IBM Electric Typewriters)	"	02/21/86	02/20/88	1 File
C86-16	Greenlaw Design Associates (City Hall Remodel)	"	01/06/86	7/21/86	1 File
C86-20	Book Publishing Company (Codification of the Code of Ordinances)	"	05/09/86	05/09/87	1 File
C87-01	County of Los Angeles - General Services Renewal	"	07/01/87	06/30/92	1 File
C87-13	County of Los Angeles - Weed Abatement	"	07/01/87	06/30/92	1 File
C87-27	General Telephone/GTEL - Purchase-in-Place Sales Agreement (Phone Equipment Purchase)	"		10/30/87	1 File
C87-36	GTEL Maintenance Agreement (GTE Phone Equipment for Police Dept)	"	02/07/88	02/06/89	1 File
C88-05	Palos Verdes Homes Association (Lease Agreement)	"	3/8/88		1 File
C90-05	Digital Equipment Corp. (P.D. - Maintenance Coverage)	"	03/20/90	03/21/91	1 File

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

Approved: 
Department Head

Date: Aug 23, 2002

Approved: 
City Clerk

Date: 9/24/02

Approved: 
City Attorney

Date: 9-13-02

Approved: 
City Council

Date: 9/24/02

CITY OF PALOS VERDES ESTATES
CITY CLERK

REQUEST TO DESTROY OBSOLETE RECORDS
PAGE 2 OF 6

Records of: CITY CLERK
Department

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Files / Audio Tapes / Video Tapes

Date Prepared: 8/20/02

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
C90-06	City of RH - Proposition "A" Local Return Funds (Allocation of '88/'89 funds to Peninsula Dial-A-Ride)	T+5 or S	5/22/90	06/30/90	1 File
C90-29	Calif. Business Interiors (Quote & P.O. for Conference Room Office Furniture)	"	10/4/90	10/24/90	1 File
C90-31	Margate School -Notice of Exemption (Playground Equipment/Per Capita Grant)	"	9/27/89	11/13/90	
C90-33	Gold Construction (City Hall Remodel-Several Rooms)	"	11/13/90	03/13/91	1 File
C90-34	BSI Consultants (for Engineers Report to establish a Fire Suppression Benefit Assessment District)	"		11/27/90	1 File
C91-06	Federal-Aid Safety Funds (Dept. of Transportation Guardrail Project - Supplement)	"		03/31/91	1 File
C91-10	License Agreement - Gary Johansen, 1105 PVDW	"	3/26/91	06/13/96	1 File
C91-11	Lewis Polin & Associates/MacDorman & Associates (Transit Needs Assessment Study 7/91)	"	4/15/91	07/91	1 File
C91-15	Xerox Corp. (Purchase Agreement for 1090 Copier & Maintenance Contract/Amendments for copier no longer in possession of City of PVE)	"	07/01/91	06/30/95	1 File
C91-23	County of L.A. - Weed Abatement	"	7/1/92	6/30/97	1 File
C91-33	BSI Consultants (Annual Auditor's Report of Fire Suppression Benefits Asses. Dist. For FY 92/93, 93/94, 94/95 and 95/96)	"	12/1/91	8/15/96	1 File


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Department Head

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City Attorney

Date: 9-13-02

Approved: 
City Council

Date: 9/24/02

Records of: CITY CLERK
Department

Media: FILES
Files / Audio Tapes / Video Tapes

Date Prepared: 8/20/02

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
C92-02	GTE California - Conversion of Overhead Facilities to Underground (Assessment District #20)	T+5 or S		12/4/91	1 File
C92-16	County of L.A. - General Services Agreement	"	07/01/92	06/30/97	1 File
C92-22	R&W Highway Inspection - Public Works Inspection	"	07/01/92	06/30/95	1 File
C92-37	Preliminary Official Statement of 7/2/92 - 1992 Tax and Revenue Anticipation Notes	"	7/29/92	07/30/93	1 File
C92-41	South Bay Regional Public Communications Authority - Street Encroachment Permit Agreement (Punta Place Vaults)	Superseded 2000	01/05/93	09/30/00	1 File
C92-48	Corbon Willits - System Contract/Enhancement and Service Agreement (Financial Software System - no longer in use by City)	T+5 or S	11/24/92	4/29/930	1 File
C93-10	Wells Fargo Bank (First Interstate Merger) - Addendum to Banking Services Agreement of 5/25/93	"	07/25/96	06/28/98	1 File
C94-04	Eberhard Equipment - Tractor Rental Agreement	"	02/16/94	05/01/95	1 File
C94-08	Moreland & Associates (Auditing Services)	"	3/21/94	06/30/99	1 File
C94-10	Janet Goldman - License Agreement (Occupancy of Caretakers Residence at PV Stables)	"	3/24/94	N/A	1 File

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

Approved: [Signature]
Department Head

Date: 9-16-23, 2002

Approved: [Signature]
City Clerk

Date: 9/24/02

Approved: [Signature]
City Attorney

Date: 9-13-02

Approved: [Signature]
City Council

Date: 9/24/02

CITY OF PALOS VERDES ESTATES
CITY CLERK

REQUEST TO DESTROY OBSOLETE RECORDS
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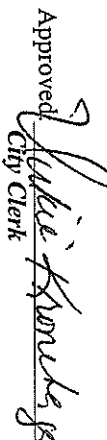
Date Prepared: 8/20/02

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
C94-12	CA Statewide Communities Develop. Authority 1994 Pool Bonds, Series A (Tax and Revenue Anticipation Note-TRAN), FY 94/95, Reso R94-19	T+5 or S	05/24/94		1 File
C94-14	First Interstate Bank of California/BNY Western Trust (Custodial Agreement - Acct. #1717590-000)	"	06/14/94	11/10/97	1 File
C94-15	Brown, Winfield & Canzoneri - Amendment #1 to Agreement (2/11/92) for Legal Services	"	07/01/94		1 File
C94-16	Continental Graphics (Micrographics - Microfilming City's Vital Records)	"	06/27/94	09/13/94	1 File
C94-20	Landscape West (Tree Trimming Contract)	"	09/13/94	03/14/95	1 File
C94-24	Roy Allan Slurry Seal - 94/95 Slurry Seal Project	"	09/27/94	01/24/95	1 File
C94-25	A.L. Chavez Enterprises - 94/95 Street Overlay Project	"	09/27/94	01/24/95	1 File
C95-01	Henry Harvey (Interim Finance Director)	"	02/21/95	08/21/95	1 File
C95-04	R&W Highway Inspection Co. (PW Inspection Services)	"	07/01/95	06/30/98	1 File
C95-05	R.F. Dickson Co. - Street Sweeping 95-98	"	05/23/95	06/30/98	1 File
C95-10	Roy Allan Slurry Seal - 95/96 Slurry Seal Project	"	09/26/95	03/12/96	1 File
C95-11	A&F Consulting Engineers (Plumbing & Electrical Analysis Services)	"	09/12/95		1 File
C95-14	Sallie Reed - License Agreement (Occupancy of Caretaker's Residence at PV Stables)	"	10/1/95	N/A	1 File
C95-19	Traver's Tree Service (Tree Trimming FY 95/96)	"	11/28/95	06/30/96	1 File

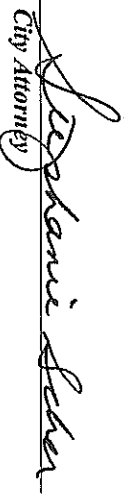
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Approved: 
Department Head

Date: Aug 23, 2002

Approved: 
City Clerk

Date: 9/24/02

Approved: 
City Attorney

Date: 9-13-02

Approved: 
City Council

Date: 9/24/02

CITY OF PALOS VERDES ESTATES
CITY CLERK

REQUEST TO DESTROY OBSOLETE RECORDS
PAGE 6 OF 6

Records of: CITY CLERK
Department

Media: FILES
Files / Audio Tapes / Video Tapes

Date Prepared: 8/20/02

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
C98-38	Cerritos Pontiac/ GMC- PVEPD Vehicle Lease	T+5 or S	12/28/98	1/28/01	1 File
C98-40	Treasurer's Statement of Investment Policy Annual Review	SUPERCEDED	12/9/97	12/8/98	1 File
C99-07	CA Statewide Communities Develop. Authority 1999 Local Agency Tax and Revenue Anticipation Bonds, Series (TRAN); FY 99/00 Reso R99-23	SUPERCEDED	05/11/99		1 File
C99-15	City of Torrance - Proposition A Assignment Agreement (Funds Exchange FY99/00)	SUPERCEDED	7/13/99	8/31/00	1 File
C00-09	Metro Building Maintenance (Janitorial Services - City Hall)	SUPERCEDED	06/01/00	06/30/01	1 File
C00-18	Mandatory Biennial Review - Conflict of Interest Code	DUPLICATE	6/27/00		1 File
C01-08	United Maintenance (Janitorial Services - City Hall)	CANCELLED	07/01/01	09/30/01	1 File
C01-19	Bell Building Maintenance	SUPERCEDED	10/01/01	06/30/02	1 File

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Approved: [Signature] Date: Aug 23, 2002
Department Head

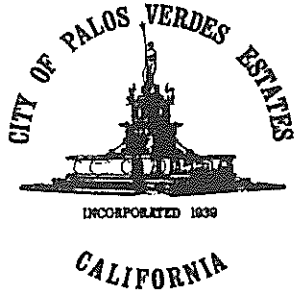
Approved: [Signature] Date: 9/12/02
City Clerk

Approved: [Signature] Date: 9-13-02
City Attorney

Approved: [Signature] Date: 9/24/02
City Council

Retention Code: AR = Annual Review
E/C = Expired or Cancelled
MO = Months
S = Superceded
AS = After Settlement
LA = Last Arrest
OI = Ownership of Items
T = Termination
C = Completion
LR = Last Report
P = Permanent
P/M = Permanent/Microfilm/Destroy Paper
P/M/A = Permanent Microfilm/Archive Copy

CITY OF PALOS VERDES ESTATES



(310) 378-0383

CITY HALL

PALOS VERDES ESTATES
CALIFORNIA 90274-0283

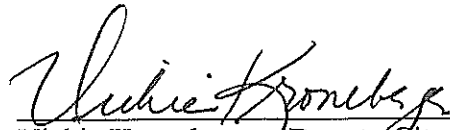
STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF PALOS VERDES ESTATES)

I, Vickie Kroneberger, Deputy City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution **R02-32** 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 24th day of September, 2002, by the following vote:

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

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None


Vickie Kroneberger, Deputy City Clerk