

RESOLUTION NO. R04-04

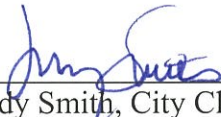
**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF PALOS VERDES ESTATES, CALIFORNIA,
AUTHORIZING THE DESTRUCTION OF SPECIFIC
OBSOLETE RECORDS OF THE CITY POLICE, BUILDING,
PLANNING & PUBLIC WORKS DEPARTMENTS**

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:

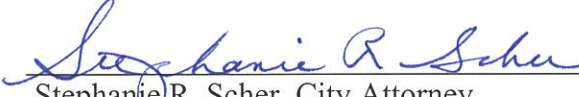
- a. Records affecting the title to real property or liens thereon;
- b. Court records;
- c. Records required to be kept by statute;
- d. Records less than two years old; and
- e. The original minutes, ordinances or resolutions of the legislative body or a City committee or commission.



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”.

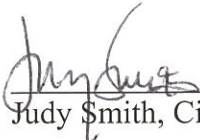
Section 3. The City Clerk shall certify the adoption of this Resolution.

PASSED, APPROVED and ADOPTED this 9th day of MARCH, 2004.



Joseph C. Sherwood, Mayor

ATTEST:



Judy Smith, City Clerk

ITEM NO.	TITLE OR DESCRIPTION	TOTAL RETEN. PERIOD	INCLUSIVE DATES		QUANTITY
			FROM	TO	
1	ADMINISTRATIVE PARKING REVIEWS	2 YRS	1/1/99	12/31/99	159 REVIEWS
2	ADMINISTRATIVE PARKING REVIEWS	2 YRS	1/1/97	12/1997	174 REVIEWS
3	OFFICER DAILY LOGS	2 YRS	1/1998	12/1998	QUARTER BOX
4	ALARM BOARD PRINTOUT TAPE, CRIME LOG, 24HR TAPE LOG	---	1998	2001	SMALL BOX
5	UNIFORM CRIME REPORT/MONTHLY ARREST REPORT - STATE	2 YRS	1/1997	12/1998	HALF BOX
6	COURT TRANSMITTALS	---	1/1999	12/2000	HALF BOX
7	UNIFORM CRIME REPORT / MONTHLY ARREST REPORT - STATE	2 YRS	12/1994	12/1996	HALF BOX
8	SERVICE OFFICER DAILY LOGS	2 YRS	1/1996	12/1997	HALF BOX
9	NON DETAINED WARRANTS	3 YRS	1/1995	12/1999	HALF BOX
10	COURT TRANSMITTALS	---	1/1993	12/1997	HALF 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: 2-27-04
 Department Head City Clerk

Approved: [Signature] Date: 3/4/04
 City Attorney City Council

Retention Code: AR = Annual Review AS = After Settlement
 (In yrs. unless noted) LA = Last Arrest LR = Last Report
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RECORDS OF POLICE Department

ITEM NO.	TITLE OR DESCRIPTION	TOTAL RETEN. PERIOD	INCLUSIVE DATES		QUANTITY
			FROM	TO	
11	PARKING CITATIONS	2 YRS	8/1996	3/1999	70501 - 78000 1 BOX
12	PARKING CITATIONS	2 YRS	12/1994	8/1996	65901 - 70500 1 BOX
13	WARNING CITATIONS	---	1/1995	12/1996	1 BOX
14	TRUSTY LOGS & RECEIPT BOOKS	---	1989	1994	1 FOLDER
15	MOVING CITATIONS	5 YRS	7/1996	1/1999	1 BOX
16	PARKING CITATIONS FROM PTS, ADMIN REVIEWS, ADMINISTRATIVE HEARINGS	2 YRS	2000 1994	2001 1998	1 BOX
17	9-1-1 PRINTOUTS	2 YRS	1997	1999	1 BOX
18	NON DETAINED WARRANTS	3 YRS	1998	2000	HALF BOX
19	UNIFORM CRIME REPORT/MONTHLY	2 YRS	1999	1999	QUARTER BOX
20	OFFICER DAILY LOGS	2 YRS	2000	2000	QUARTER BOX
21	COMPUTER DAILY LOGS	2 YRS	1/1996	12/1997	1 LARGE 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] Department Head Date: 2/27/04
City Clerk

Approved: [Signature] City Attorney Date: 3/1-04
City Council

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REQUEST TO DESTROY OBSOLETE RECORDS

ITEM NO.	TITLE OR DESCRIPTION	TOTAL RETEN. PERIOD	INCLUSIVE DATES		QUANTITY
			FROM	TO	
21	MOVING CITATIONS	5 YRS	1/1992	6/1996	1 BOX
22	OFFICER DAILY LOGS	2 YRS	1/1999	12/1999	QUARTER BOX
23	ADMINISTRATIVE PARKING REVIEWS	2 YRS	1/1998	12/1998	HALF BOX
24	COMPUTER DAILY LOGS	2 YRS	1/2000	4/2000	HALF BOX
25	COMPUTER DAILY LOGS	2 YRS	6/1995	12/1995	1 BOX
26	COMPUTER DAILY LOGS	2 YRS	1/1998	7/1999	1 LARGE 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: 2-27-04
 City Clerk

Approved: [Signature] Date: 3/11/04
 City Council

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RECORDS RETENTION SCHEDULE

APPROVED: _____

DATE: 11/26/91

DEPARTMENT: POLICE

RETENTION PERIOD *

Item No.	Title of Description	Office	Offsite	Destroy	Remarks
1	911 PRINTOUTS	2	----	2	
2	ADULT ARREST REPORTS	1	LA+2	LA+3	COMBINED WITH 911 TROUBLE FILE.
3	ARREST LEDGERS	1	LA+2	LA+3	
5	CERT. TO CARRY CONCEALED WEAPON PERMITS	3	----	3	
6	CODE ENFORCEMENT RECORDS				
7	CRIME (INCIDENT-DRS) REPORT	3	----	3	TRANSFER TO PLANNING DEPARTMENT.
	(1) INCIDENTS - 2 YEARS				
	(2) MISDEMEANORS - 3 YEARS				
	(3) FELONIES - 5 YEARS				
8	CRIME REPORTS-HOMICIDES	5	P	----	STATE HAS ORIGINAL.
9	CRIME STATISTICS REPORTS	2	----	2	
10	DAILY ACTIVITY LOGS	2	----	2	
11	JUVENILE ARREST REPORTS	3	----	3	
12	MARIJUANA CITATIONS	C+2	----	C+2	DESTROY 2 YEARS AFTER DATE OF ARREST OR CONVICTION.
13	MONTHLY REPORTS	5	----	5	
14	MOVING CITATIONS	1	4	5	
15	PARKING CITATIONS	1	1	2	
16	PERSONNEL ACTION FILES	T	T+10	T+10	REMOVE EXPOSURE TO HAZARDOUS WASTE RECORDS AND KEEP 30 YEARS.
17	PERSONNEL FILES	T	T+10	T+10	REMOVE EXPOSURE TO HAZARDOUS WASTE RECORDS AND KEEP 30 YEARS.
18	PURCHASE ORDERS-DUPLICATE	2	----	2	REMOVE EXPOSURE TO HAZARDOUS WASTE RECORDS AND KEEP 30 YEARS.
19	SUBJECT AND CORRESPONDENCE FILES	2AR	----	2AR	REMOVE EXPOSURE TO HAZARDOUS WASTE RECORDS AND KEEP 30 YEARS.
20	TIME CARDS	2	----	2	CONFIDENTIAL RECORD.
22	TRAFFIC ACCIDENT REPORTS				
	(1) NON-INJURY - 5 YEARS	2	3	5	
	(2) INJURY - 7 YEARS	2	5	7	
	(3) FATAL - PERMANENT	P	P	P	
23	VEHICLE PARKING MAINTENANCE RECORDS	----	----	----	KEPT FOR LIFE OF VEHICLE.
24	REGISTRANTS (290 P.C., ARSON, DRUGS)	P	P	P	NEW RECORD SERIES-PERMANENT.
25	JOB APPLICANTS	2		2	NEW RECORD SERIES-RETAIN 2 YEARS.

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* RETENTION PERIOD IN YEARS

CITY OF PALOS VERDES
ESTATES - CITY CLERK

REQUEST TO DESTROY
OBSOLETE RECORDS

Records of :Building, Planning & Public Works

Department Head: Allan Rigg

Date: February 2004

Item No.	Title or Description	Retention Period	Date From	Date To	Quantity	Location
1	Parkland Committee Meeting Materials January - December 1997 & 1998	5 years	Jan-97	Dec-98	24 files	
2	Planning Commission Meeting Materials January - December 2000 & 2001	2 years	Jan-00	Dec-01	4 boxes	
3	Traffic Committee Meeting Materials January - December 1997	5 Years	Jan-97	Dec-97	12 files	
3	Miscellaneous Receipts January - December 1998 & 1999	4 years	Jan-98	Dec-99	26 books	
4	Building Plan Check Log 1998 & 1999	2 years	Jan-98	Dec-99	1 file	
5	Building Permits Duplicate January - December 2000 & 2001	2 years	Jan-00	Dec-01	24 files	
6	Building Run Sheets 1997 & 1998	4 years	Jan-97	Dec-98	24 files	
7	Building Permits log 1998 & 1999	4 Years	Jan-98	Dec-99	1 file	
8	Chron files from January - December 2000 & 2001 for various staff	2 years	Jan-00	Dec-00	32 files	
9	Traffic Accident Reports January - December 1997 - 1999	5 years	Jan-97	Dec-99	3 file	
10	Miscellaneous Public Works Jan - Dec 1999 -2001	Completion & 6 months	Jan-99	Dec-01	16 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 R. Schen 3-1-04

City Council:

Stephanie R. Schen 2/11/04

Department Head:

Allan Rigg

City Clerk:

Jungfuer 2-26-04

APPROVED: (City Attorney)
Muriel C. Allred
 Date: 12/9/86

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

Department:
 PUBLIC WORKS
 PLANNING

RLR

CITY CLERK
 CITY OF PALOS VERDES ESTATES
 RECORDS RETENTION SCHEDULE

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

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*RETENTION PERIOD IN YEARS

CITY CLERK
CITY OF PALOS VERDES ESTATES
RECORDS RETENTION SCHEDULE

Department:
PUBLIC WORKS/
PLANNING *RR*

APPROVED: (City Attorney) *Mark C. Callahan* Date: *12/9/86*
APPROVED: (City Council) *Lueth Halow* Date: *12/23/86*

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

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 *RETENTION PERIOD IN YEARS

CITY CLERK
 CITY OF PALOS VERDES ESTATES
 RECORDS RETENTION SCHEDULE

Department:
 BUILDING

APPROVED: (City Attorney) *Mark Callahan* Date: 12/9/86
 APPROVED: (City Council) *Ruth Shelton* Date: 12/23/86

ITEM NO.	TITLE OR DESCRIPTION	RETENTION PERIOD*			REMARKS
		Office	Offsite	Destroy	
1	BUILDING PLANS - NONRESIDENTIAL	2	P	---	Data also entered into computer program. Obsolete record. Last record dated 1965. Obsolete record. Los Angeles County now keeps records. Remove Attorney correspondence and possible litigation materia annually and file separately. To be integrated into Master Address Files in future.
2	BUILDING PLANS - RESIDENTIAL	C+3MO	---	---	
3	CASH RECEIPTS Books	4	---	C+3MO 4	
4	CERTIFICATE OF COMPLETION APPLICATIONS	2	---	2	Data also entered into computer program. Obsolete record. Last record dated 1965. Obsolete record. Los Angeles County now keeps records. Remove Attorney correspondence and possible litigation materia annually and file separately. To be integrated into Master Address Files in future.
5	CONNECTION FEE LOG BOOK	2	---	2	
6	CORRESPONDENCE FILES - CHRONOLOGICAL	2AR	---	2AR	Data also entered into computer program. Obsolete record. Last record dated 1965. Obsolete record. Los Angeles County now keeps records. Remove Attorney correspondence and possible litigation materia annually and file separately. To be integrated into Master Address Files in future.
7	GEOLOGY AND SOIL REPORTS	P	---	---	
8	INSPECTION RECORDS	5	---	5	Data also entered into computer program. Obsolete record. Last record dated 1965. Obsolete record. Los Angeles County now keeps records. Remove Attorney correspondence and possible litigation materia annually and file separately. To be integrated into Master Address Files in future.
9	JOB FILES	2	P	---	
10	MASTER ADDRESS FILES	P	---	---	Data also entered into computer program. Obsolete record. Last record dated 1965. Obsolete record. Los Angeles County now keeps records. Remove Attorney correspondence and possible litigation materia annually and file separately. To be integrated into Master Address Files in future.
11	MONTHLY REPORTS	5	---	5	
12	PERMIT & FINAL INSPECTION DATE CARD FILE	2AR	---	2AR	Data also entered into computer program. Obsolete record. Last record dated 1965. Obsolete record. Los Angeles County now keeps records. Remove Attorney correspondence and possible litigation materia annually and file separately. To be integrated into Master Address Files in future.
13	PERMITS	P	---	---	
14	PERMITS - DUPLICATE	2	---	2	Data also entered into computer program. Obsolete record. Last record dated 1965. Obsolete record. Los Angeles County now keeps records. Remove Attorney correspondence and possible litigation materia annually and file separately. To be integrated into Master Address Files in future.
15	PLAN CHECK LOG	2	---	2	
16	PLAN CHECK MATERIALS	2	3	5	Data also entered into computer program. Obsolete record. Last record dated 1965. Obsolete record. Los Angeles County now keeps records. Remove Attorney correspondence and possible litigation materia annually and file separately. To be integrated into Master Address Files in future.
17	SUBJECT AND CORRESPONDENCE FILES	2AR	---	2AR	
18	WORKERS COMPENSATION CERTIFICATES	E/C	---	E/C	

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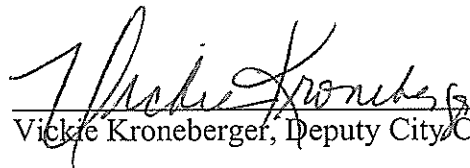
STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF PALOS VERDES ESTATES)

I, Vickie Kroneberger, Deputy City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution **R04-04** 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 9th day of March, 2004, by the following vote:

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

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None


Vickie Kroneberger, Deputy City Clerk