

RESOLUTION NO. R04-10

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.

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 one year 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:

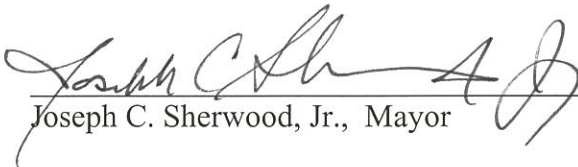
- a. Records affecting the title to real property or liens thereon;
- b. Court records;

- c. Records required to be kept by statute;
- d. Records less than one year 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".

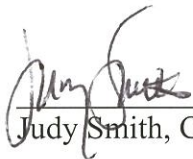
Section 3. The City Clerk shall certify the adoption of this Resolution.

PASSED, APPROVED and ADOPTED this 25th day of MAY, 2004.



Joseph C. Sherwood, Jr., Mayor

ATTEST:



Judy Smith, City Clerk

APPROVED AS TO FORM:



Stephanie R. Scher, City Attorney

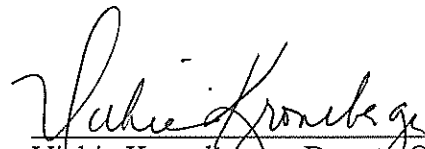
STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF PALOS VERDES ESTATES)

I, Vickie Kroneberger, Deputy City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution **R04-10** 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 25th day of May, 2004, by the following vote:

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

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None



Vickie Kroneberger, Deputy City Clerk

RECORDS RETENTION SCHEDULE CITY CLERK'S DEPARTMENT

Record Title	Retention Period	Description	Location
AGENDA			
Agendas/Action Memos/Executive Summaries	5 + 5 Y	Original Agendas including certificates of posting, Original summaries, original communications and Action memos for Council, Boards and Committees	5 Y Vault 5 Y Off-Site
City Council Staff Reports (Memos)	4 + 4 Y	Documentation received, created and/or submitted to Council	4 Y Vault 4 Y Off-Site
City Council Minutes (Original)	P	Official minutes and hearing procedures of Governing Body or Board, Commission or Committee	Vault
Legal Advertising (Notices)	4 Y	Includes Public Notices and Legal Publications	Vault
Ordinances (Original)	P	Amendments, Municipal Code, etc.	Vault
Ordinances (Copies)	2 Y		Vault
Resolutions (Original)	P	Legislative Actions	Vault
Resolutions (Copies)	2 Y		Vault
Tapes - Audio	CU + 3 MO	When Used for Minutes Preparation - Upon Approval	Vault
Tapes - Video	C + 1 Y	City Council, Committee, Commission Mtgs.	Vault
Notices/Meetings	4 Y	Special, Public Hearing, Adjourned, Adjourned Minutes, etc.	Vault

AC = Active
E = Election
AS = After Settlement
H = Historical
PMD = Permanent/Microfilm/Destroy Paper
C = Complete
P = Permanent
MO = Months
TO = Term of Office

CL = Closed
S = Supersede
Y = In Years
AU = Audit
PMA = Permanent/Microfilm/Archive Copy
CU = Current
T = Termination
EC = Expired Cancelled

wpd/str/d 11/03