

RESOLUTION NO. R04-34

**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.

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:

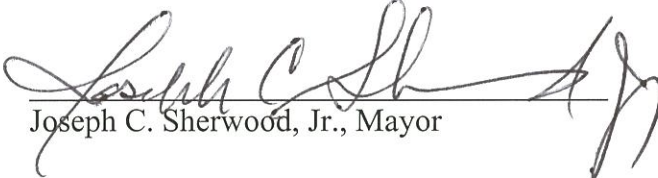
- a. Records affecting the title to real property or liens thereon;
- b. Court records;

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

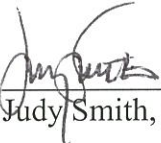
Section 3. The City Clerk shall certify the adoption of this Resolution.

PASSED, APPROVED and ADOPTED this 26th day of October, 2004.



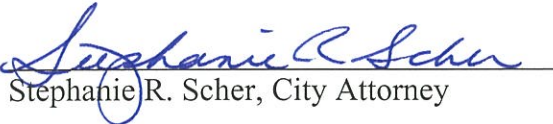
Joseph C. Sherwood, Jr., Mayor

ATTEST:



Judy Smith, City Clerk

APPROVED AS TO FORM:



Stephanie R. Scher, City Attorney


Records of: Finance Media: Department Files / Audio Tapes / Video Tapes Date Prepared:

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
	Accounts Payable Invoices/Payments	6 years	1997	1998	ALL
	Business license applications	2 years	2001	2002	
	Business license control log	2 years	1997	2002	
	Dog license renewals	2 years	2001	2002	
	Dog license batch control log	2 years	1997	1999	
	Dog license batch control log	2 years	2001		
	Payroll time cards	4 years	1997	1998	
	Purchase orders – duplicate	2 years	2001	2002	
	Receipt books – business license	4 years	1998	1999	
	Permits – duplicate	2 years	2001	2002	
	Invoices – duplicate	2 years	2001	2002	

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

Approved:  Date: 10-5-04
Department Head

Approved:  Date: 10-13-04
City Attorney

Approved:  Date: 10-5-04
City Clerk

Approved:  Date: 10/26/04
City Council

CITY CLERK
CITY OF PALOS VERDES ESTATES
RECORDS RETENTION SCHEDULE

Department: FINANCE
1/17/86
SIL Ragner

APPROVED: (City Attorney)
APPROVED: (City Council)
Pete Helms

Date: 12/9/86
Date: 12/13/86
Amended 9/24/02**

ITEM NO.	TITLE OR DESCRIPTION	RETENTION PERIOD*			REMARKS
		Office	Offsite	Destroy	
1	ADDRESS/PENSION LISTING	2		2	
2	AUTOMOBILE OWNERSHIP CERTIFICATES - PINK SLIPS	OI		OI	
3	BONDS	T+2		T+2	
4	BUSINESS LICENSE APPLICATIONS	2		2	
5	CONTRACTS AND AGREEMENTS - DUPLICATE	2		2	
6	DEMANDS	2	2	4	
7	GENERAL LEDGERS	2	P/M		
8	INSURANCE REPORTS	S			
9	INVOICES	2	4	6	
10	INVOICES - DUPLICATE	2		2	
11	PAYROLL BILLING STATEMENTS	2		2	
12	PAYROLL DEDUCTION RECORDS	2		4	
13	PAYROLL RECORDS	2		4	
14	PAYROLL REGISTERS	2		4	
15	PERMITS - DUPLICATE	2		2	
16	PROPERTY INVENTORY	OI		OI	
17	PURCHASE ORDERS - DUPLICATE	1	1	2	
18	RECEIPT BOOKS	2		4	
19	REQUISITIONS	2		2	
20	REVENUES	2		2	
21	SALARY RESOLUTIONS - DUPLICATE	2		2	
22	SUBJECT AND CORRESPONDENCE FILES	ZAR		ZAR	
23	W2S AND TAX REGISTERS	2		4	
24	WARRANTS	2		2	
** 25	PARKING CITATION PAYMENTS (new record) (Reso. R02-31)			C + 2	
** 26	BANK RECONCILIATION (Reso. R02-31)			Audit +5	

Retention Code: AR = Annual Review AS = After Settlement C = Completion E/C = Expired or Cancelled
 IA = Last Arrest IR = Last Report MO = Months OI = Ownership of Items
 P = Permanent P/M/A = Permanent/Microfilm/Archive Copy S = Superseded T = Termination
 *RETENTION PERIOD IN YEARS

Destroy 2 yrs. after payment date

Audit reports removed and kept permanently.

Analysis of claims (City Manager record).

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 **R04-34** 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 26th of October, 2004, by the following vote:

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

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None



Vickie Kroneberger, Deputy City Clerk