

RESOLUTION NO. R04-35

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF PALOS VERDES ESTATES, CALIFORNIA,
AUTHORIZING THE DESTRUCTION OF
SPECIFIC OBSOLETE RECORDS OF THE
CITY TREASURER'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 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:

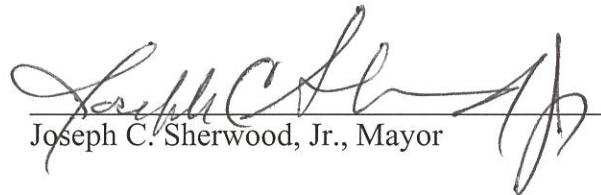
- a. Records affecting the title to real property or liens thereon;
- b. Court records;

- 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.

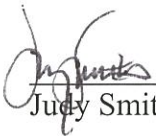
Section 2. The legislative body does hereby approve the destruction of the records and documents set forth in the City Clerk communication attached as "Exhibit A".

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

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

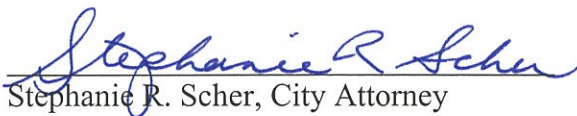

Joseph C. Sherwood, Jr., Mayor

ATTEST:



Judy Smith, City Clerk

APPROVED AS TO FORM:


Stephanie R. Scher, City Attorney

CITY CLERK
CITY OF PALOS VERDES ESTATES
RECORDS RETENTION SCHEDULE

Department: FINANCE
11/17/86
S H Berger

APPROVED: (City Attorney)
APPROVED: (City Council)
Merrill G. Callahan
Paul Helms

Date: 12/14/86
Date: 12/14/86
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		2	
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)				
** 26	BANK RECONCILIATION (Reso. R02-31)			C + 2 Audit +5	Destroy 2 yrs. after payment date

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 P = Permanent P/M = Permanent/Microfilm/Archive Copy S = Superseded T = Termination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

CITY CLERK
CITY OF PALOS VERDES ESTATES
RECORDS RETENTION SCHEDULE

Department:
TREASURER
Taylor Williams

APPROVED: (City Attorney)
Mark C. Clark
APPROVED: (City Council)
Paul Shalens

Date: *12/9/91*
Date: *12/23/86*

**Amended 9/24/02

ITEM NO.	TITLE OR DESCRIPTION	RETENTION PERIOD*			REMARKS
		Office	Offsite	Destroy	
1	ASSESSMENT DISTRICT REFUND TRUST CHECK STUBS	2	8	10	Vital record.
2	ASSESSMENT DISTRICT FILES	2	2	4	
3	ASSESSMENT DISTRICTS OFFICIAL LEDGER	2	P	--	
4	AUDIT REPORTS - DUPLICATE	2	--	2	
5	BANK AUTHORIZATION LETTERS	3	--	3	
6	BANK DEPOSIT SLIPS	2	--	2	
7	BANK STATEMENTS	2	2	4	
8	BUDGET WORKING PAPERS	2	--	2	
9	BUDGETS - DUPLICATE	2	--	2	
10	CANCELLED CHECKS	4	6	10	
11	CHECK AND CASH TRANSMITTAL FORMS	2	2	4	Historical record.
12	CHECK STUBS - GENERAL	2	--	2	
13	DISBURSEMENT RECORDS	2	--	2	
14	FOUNDATION RECORDS	T+4	--	T+4	
15	INVESTMENT RECORDS	2	3	5	
16	LEDGERS	2	P/M	--	
17	NOTIONS TO PAY DEMANDS	10	--	2	
18	PROPERTY TAX RECORD CARD FILE	2	--	2	
19	PROPERTY TAX RECORDS	P	--	--	
20	PURCHASE ORDERS - DUPLICATE	2	2	4	
21	REMITTANCE BANKING RECORDS	2	--	2	
22	SUBJECT AND CORRESPONDENCE FILES	4	--	4	
23	TREASURER'S REPORTS	2	3	5	
*10	CHECKS (cancelled, duplicates, voids)	2	8	10	Audit +5

Retention Code:
1 years unless noted)

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LA = Last Arrest

AS = After Settlement
LR = Last Report

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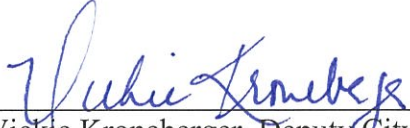
STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF PALOS VERDES ESTATES)

I, Vickie Kroneberger, Deputy City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution **R04-35** 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