

RESOLUTION NO. R03-11

**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, CITY TREASURER'S AND
FINANCE 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.

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.

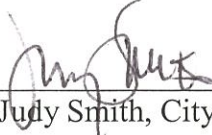
Section 2. The legislative body does hereby approve the destruction of the records and documents set forth in the City Clerk communication attached as "Exhibit A".

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

PASSED, APPROVED and ADOPTED this 25th day of March, 2003.

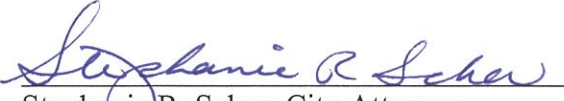

Fred W. Mackenbach, Mayor

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 3

Records of: **CITY CLERK**
Department

Media: Files
Files / Audio Tapes / Video Tapes

Date Prepared: 1/20/03

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
F93	Council "F" Files - 1993 - F93-01 thru F93-179, Inclusive	4 + 4	1/1/93	12/31/93	179 Files
F94	Council "F" Files - 1994 - F93-01 thru F93-156, Inclusive	4 + 4	1/1/94	12/31/94	156 Files
ELE97	Elections - 3/97:	E + 5			
	Candidate's Restrictions	"			1 File
	Voting Rights Act	"			1 File
	Campaign Contribution Restrictions	"			1 File
	Voter Registration	"			1 File
ELE92	Elections - 4/92: NOTICES	E + 10	1/23/92	4/15/92	1 File
ELE94	Elections - 4/94				
	Candidate File: Michael Moody	TO + 4		4/12/94	1 File
	Candidate File: William Finer	TO + 4		4/12/94	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] Date: 1-27-03 Approved: [Signature] Date: 1-27-03
 Department Head City Clerk

Approved: [Signature] Date: 3-19-03 Approved: [Signature] Date: 03-25-03
 City Attorney City Council

- Retention Code:** AR = Annual Review AS = After Settlement
 (In years, unless noted) E/C = Expired or Cancelled LA = Last Arrest
 MO = Months OI = Ownership of Items LR = Last Report
 S = Superseded T = Termination P = Permanent
 P/M = Permanent/Microfilm/Destroy Paper P/M/A = Permanent Microfilm/Archive Copy

Records of: **CITY CLERK**
Department

Media:
Files / Audio Tapes / Video Tapes

Date Prepared: 1/21/03

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
	1994 Planning Commission Applications	CL + 5 Years		1994	1 File
	1995 Transit Authority Applications	CL + 5 Years		1995	1 File
	1996 Traffic Safety Committee Applications	CL + 5 Years		1996	1 File
	1996 Parklands Committee Applications	CL + 5 Years		1996	1 File
	1997 Planning Commission Applications	CL + 5 Years		1997	1 File
	Public Records Requests	CL + 2 Years	2/9/99	12/31/2000	1 File
	City Clerk Chronological Files	4 Years	1/97	12/97	1 File
	City Clerk Chronological Files	4 Years	1/98	12/98	1 File
	City Council Agendas	5 + 5	1/1/92	12/92	1 File
	City Council Closed Session Memos	5 + 5	1/1/92	12/92	1 File
	City Council Executive Summaries	5 + 5	1/1/92	12/92	1 File
	City Council Action Memos	5 + 5	1/1/92	12/92	1 File
	Notices	5 + 5	1/1/92	12/92	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] Date: 1-22-03 Approved: [Signature] Date: 2-22-03
Department Head City Clerk

Approved: [Signature] Date: 3-19-03 Approved: [Signature] Date: 03-25-03
City Attorney City Council

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CL = Close P/M/A = Permanent Microfilm/Archive Copy

Records of: **CITY CLERK**
Department

Media: Files
Files / Audio Tapes / Video Tapes

Date Prepared: 1/20/03

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
CON	Conflict of Interest - Johansen, Gary, Police Chief - Retired 4/30/98	E + 5 Years	2/21/89	4/30/98	1 Files
CON	Conflict of Interest - Ackerman, George Planning Commission - Left Office 7/1/98	E + 5 Years	12/20/94	7/1/98	

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Approved: *[Signature]*
Department Head

Date: 1-20-03

Approved: *[Signature]*
City Clerk

Date: 1-20-03

Approved: *[Signature]*
City Attorney

Date: 3-19-03

Approved: *[Signature]*
City Council

Date: 03-25-03

Retention Code:
(In years, unless noted)
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C = Completion
LR = Last Report
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CITY OF PALOS VERDES ESTATES
CITY CLERK

REQUEST TO DESTROY OBSOLETE RECORDS
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Records of: **CITY TREASURER**
Department

Media: Paper Files (BINDERS)
Files / Audio Tapes / Video Tapes

Date Prepared: 01/20/03

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
	FISCAL YEAR '94-'95: FIB Action Reports; Treasurer Reports; Bank Reconciliations; Interest Reports; Account Analysis Reports	Audit +5 Years	7/1/94	Year End FY 6/30/95	1 BINDER
	FISCAL YEAR '95-'96: FIB Action Reports; Treasurer Reports; Bank Reconciliations; Interest Reports; Account Analysis Reports	Audit +5 Years	7/1/95	Year End FY 6/30/96	1 BINDER
	FISCAL YEAR '96-'97: Bank Action Reports; Treasurer Reports; Bank Reconciliations; Interest Reports; Account Analysis Reports; Transaction Reports	Audit +5 Years	7/1/96	Year End FY 6/30/97	1 BINDER

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

Approved:  Date: 1/21/03
Department Head

Approved:  Date: 1-20-03
City Clerk

Approved:  Date: 3-20-03
City Attorney

Approved:  Date: 03-25-03
City Council

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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/Video	CU = 3 MO	When used for Minutes preparation and may have Historical value	Vault Malaga Cove Library
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 CU = Closed S = Supersede Y = In Years AU = Audit PMA = Permanent/Microfilm/Archive Copy CU = Current T = Termination EC = Expired Cancelled			

RECORDS RETENTION SCHEDULE CITY CLERK'S DEPARTMENT

Record Title	Retention Period	Description	Location
Fair Political Practices FPPC			
Candidate Statements	E + 4 Y	Sample Ballots are retained permanently	Vault
History	P	History of Elections, sample ballots, certificates of destruction, other resolutions re: Elections	Vault
Statement of Economic Interest Elected Official	TO + 7 Y	FPPC Filings	Vault
Statement of Economic Interest Not Elected	E + 5 Y	FPPC Filings	Vault
Nomination Papers Successful Unsuccessful	E + 4 Y E + 2 Y		Vault
<p> 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 </p>			

RECORDS RETENTION SCHEDULE DEPARTMENT

Record Title	Retention Period	Description	Location
GENERAL CONTINUED			
Records Management Disposition Certification	P	Documentation of final disposition or records (through Resolution)	Vault
Media Relations	CU + 2 Y	Includes cable, newspaper, radio, message boards, presentations	Vault
City Clerk Chronological Files	4 Y		Vault
Historical Records	P	Articles, pictures, Council, Committee, Commission Rosters, etc.	Vault
<p> 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 </p>			

RECORDS RETENTION SCHEDULE CITY CLERK'S DEPARTMENT

Record Title	Retention Period	Description	Location
GENERAL			
Correspondence/Originating Department	CU + 4 Y	If not attached to an Agreement or Project File	Deputy File Cabinet
Support Services	CU + 2 Y	Reproduction; printing; postal/ mailing services, other internal resources	
Applications, Boards, Commissions, Committees-Not Appointed	CL + 2 Y	Planning Commission, Parklands Committee, Traffic & Safety Committee applications	Deputy File Cabinet
Applications, Boards, Commissions, Committees-Appointed	CL + 5 Y	Planning Commission, Parklands Committee Traffic & Safety Committee applications	Deputy File Cabinet
Article of Incorporation	P		Vault
Municipal Code Supplements	P S + P		Vault Vault
Public Records Requests	CL + 2 Y		Deputy File Cabinet
Records Retention Schedule	S + 4 Y		Deputy City Clerk's Office
Newsletters	P		Vault
Artwork	P	Original City, Logo, etc.	Vault
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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 **R03-11** 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 March, 2003, by the following vote:

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

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None


Vickie Kroneberger, Deputy City Clerk