

RESOLUTION NO. R03-23

**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**

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 8th day of July, 2003.



Fred W. Mackenbach, Mayor

ATTEST:



Judy Smith, City Clerk

APPROVED AS TO FORM:



Stephanie R. Scher, City Attorney

RECORDS OF CITY CLERK
Department

DATE: 7/8/03

ITEM NO.	TITLE OR DESCRIPTION	TOTAL RETEN. PERIOD	INCLUSIVE DATES		QUANTITY
			FROM	TO	
	CLOSED CLAIMS				
	<u>Claimant</u>	CL + 5 YRS.			
1	Cerko, Francis			1992	1 File
2	Davidson, James				1 File
3	Gaines, Marcia				1 File
4	Gittler, Mark				1 File
5	Good, Roy				1 File
6	Haskell, June				1 File
7	Kim, Jung				1 File
8	Melka, Madeline				1 File
9	Munch, Beverly				1 File
10	Pollock, Christine				1 File
11	Quinlan, William				1 File
12	Shipley, Karen				1 File
13	Sonnenblick, Kim				1 File
14	Southern CA Edison				1 File
15	Soverns, Cathy				1 File
16	Wakaki, Tami				1 File
	<u>Claimant</u>				
17	Hall, Timothy			1993	1 File
18	King, Joel				1 File
19	King, Robert				1 File
20	Pruden, Traci				1 File
21	Rubenstein, Robert				1 File
22	Shigeto, Shimizu				1 File
23	Tamera, Robbin				1 File

Approved:  Date: 6-24-03 Date: 6-24-03
 Department Head City Clerk

Approved:  Date: 6-24-03 Date: 07-08-03
 City Attorney City Council

RECORDS OF CITY CLERK
Department

DATE: 7/8/03

ITEM NO.	TITLE OR DESCRIPTION	TOTAL RETEN. PERIOD	INCLUSIVE DATES		QUANTITY
			FROM	TO	
	CLOSED CLAIMS				
	Claimant	Closed			
24	Auto Club SCA	1994		1994	1 File
25	Allendoerfer, William	1994			1 File
26	Blake, Edie	1994			1 File
27	Butorovich, Louis	1994			1 File
28	Chappell, Curtis	1994			1 File
29	Lindahl, Roy	1994			1 File
30	McDonald, Rudolph	1994			1 File
31	Melka, Jocelyne	1994			1 File
32	McAlexander, Steve	1994			1 File
33	Poche, Steve	1994			1 File
34	Stevenson, James	1994			1 File
	Claimant	Closed			
35	Barber, Bert	1995		1995	1 File
36	Bertea, Judith	1995			1 File
37	All American Asphalt	1995			1 File
38	Chevalier, M.	1995			1 File
39	Cox, Oscar	1995			1 File
40	Curtin, Donald	1995			1 File
41	Dawson, Edward	1995			1 File
42	Dominquez, Lucia	1995			1 File
43	Etinger, Victor	1995			1 File
44	French, John	1995			1 File
45	Fruchtenicht, Joe	1995			1 File
46	Green, James	1995			1 File

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: 6-24-03
Department Head

Approved: [Signature] Date: 6-24-03
City Clerk

Approved: [Signature] Date: 6-24-03
City Attorney

Approved: [Signature] Date: 07-08-03
City Council

RECORDS OF CITY CLERK

DATE: 7/8/03

ITEM NO.	TITLE OR DESCRIPTION	TOTAL RETEN. PERIOD	INCLUSIVE DATES		QUANTITY
			FROM	TO	
	CLOSED CLAIMS				
47	GTE California	CL + 5 YRS.		1995	1 File
48	Hal Watkins BMW				1 File
49	Hipolito, Roland				1 File
50	Karek, Alan				1 File
51	McBirney, James				1 File
52	McCall, T.				1 File
53	Mattingly, Brent				1 File
54	Melville, Judith				1 File
55	Roberts, Renae				1 File
56	Stiehl, Adele				1 File
57	Southern CA Edison				1 File
	Claimant				
	Closed				
58	Aryan, Ahmed				1 File
59	Chapman, Drexel				1 File
60	DeCristo, Anthony				1 File
61	Dounies, Therese				1 File
62	Hwang, Chung				1 File
63	Iwaskai, Richard				1 File
64	Lowman, Frank				1 File
65	Planich, Margaret				1 File
66	Rinker, David				1 File
67	Sterling, Sherwood				1 File

The above records are submitted for destruction in accordance with procedures outlined in the City of Palos Verdes Estates' Records Management Manual 1986.

Approved:  Department Head Date: 6-24-03

Approved:  City Clerk Date: 6-24-03

Approved:  City Attorney Date: 6-24-03

Approved:  City Council Date: 07-08-03

RECORDS OF CITY CLERK
Department

DATE: 7/8/03

ITEM NO.	TITLE OR DESCRIPTION	TOTAL RETEN. PERIOD	INCLUSIVE DATES		QUANTITY
			FROM	TO	
	<u>CLOSED CLAIMS</u>	<u>CL + 5 YRS</u>			
	<u>Claimant</u>	<u>Closed</u>			
68	Akhaghi, Aimee	1997		1997	1 File
69	Barnhill, David	1997			1 File
70	Burian, Joseph	1997			1 File
71	Evans, Robert	1997			1 File
72	Gonzalez, Rodolfo	1997			1 File
73	Hennessy, Laura	1997			1 File
74	Jahekla, Kristen	1997			1 File
75	Schwartz, Jim	1997			1 File
76	Tu Ng, Kein	1997			1 File
	<u>Claimant</u>	<u>Closed</u>			
77	Hite, Patrick	January 1998		2/1998	1 File
78	Iwasaki, Richard	January 1998			1 File
79	Smith, Jane	February 1998			1 File
80	Southern CA Edison	January 1998			1 File
81	White, Emory	February 1998			1 File
82	Zigrang, Tim	January 1998			1 File

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: 6-24-03
Department Head

Approved: [Signature] Date: 6-24-03
City Clerk

Approved: [Signature] Date: 6-24-03
City Attorney

Approved: [Signature] Date: 07-08-03
City Council

Retention Code:
(In yrs. unless noted)

AR = Annual Review
LA = Last Arrest
P = Permanent

AS = After Settlement
LR = Last Report
S = Superseded
T = Termination

C = Completion
MO = Months
CO = Closed
P/M/A = Permanent Microfilm/Archive Copy
P/M = Permanent Microfilm/Destroy Paper
E/C = Expired or Canceled
OI = Ownership of Items

RECORDS RETENTION SCHEDULE CITY CLERK'S DEPARTMENT

Record Title	Retention Period	Description	Location
LEGAL			
Deeds & Easements	P	Recorded Documentation	Vault
Claims/Damage(s)	CL + 5 Y	Paid/Denied	Vault
Lawsuits/Settlements/Agreements	P		Vault
Insurance Certificates	C + 10	Insurance Certificates filed with Contracts	Vault
Joint Powers Insurance Certificates	P	Authority California Cities Excess Liability Insurance, Accreditation/MOU agreements	Vault
Contracts/Agreements	P/M/D	Includes leases, equipment, services or supplies	Vault
<p> AC = Active C = Complete CL = Closed CU = Current E = Election P = Permanent S = Supersede T = Termination AS = After Settlement MO = Months Y = In Years EC = Expired Cancelled H = Historical TO = Term of Office AU = Audit PMD = Permanent/Microfilm/Destroy Paper PMA = Permanent/Microfilm/Archive Copy </p>			

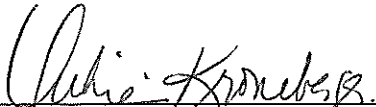
STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF PALOS VERDES ESTATES)

I, Vickie Kroneberger, Deputy City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution **R03-23** 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 8th day of July, 2003, by the following vote:

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

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None



Vickie Kroneberger, Deputy City Clerk