

RESOLUTION NO. R03-35

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF PALOS VERDES ESTATES, CALIFORNIA,
AUTHORIZING THE DESTRUCTION OF
SPECIFIC OBSOLETE RECORDS OF THE
CITY MANAGER'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".

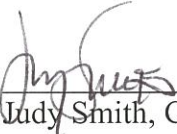
Section 3. The City Clerk shall certify the adoption of this Resolution.

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



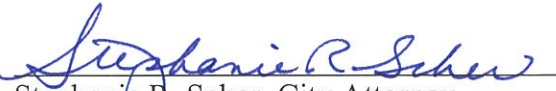
Fred W. Mackenbach, Mayor

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
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Records of: CITY MANAGER
Department

Media: FILES
Files / Audio Tapes / Video Tapes

Date Prepared: 10/28/03

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
	CITY MANAGER SUBJECT FILES:				
	BUDGET FILES	CU + 2 Y	FY 90-91		1 FILE
	CAPITAL IMPROVEMENTS	2 Y	FY 90-91		1 FILE
	QUARTERLY REPORTS	CL + 2 Y	FY 90-91		1 FILE
	BUDGET FILES	CU + 2 Y	FY 91-92		1 FILE
	CAPITAL IMPROVEMENTS	2 Y	FY 91-92		1 FILE
	BUDGET FILES (INCLUDING BUDGET CUTS)	CU + 2 Y	FY 92-23		1 FILE
	CAPITAL IMPROVEMENTS	2 Y	FY 92-93		1 FILE
	CAPITAL IMPROVEMENTS	2 Y	FY 93-94		1 FILE
	BUDGET FILES	CU + 2 Y	FY 95-96		1 FILE
	CAPITAL IMPROVEMENTS	2 Y	FY 95-96		1 FILE
	BUDGET IMPLEMENTATION	CU + 2 Y	FY 97-98		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: James B. Summerville Date: 10-28-03
Department Head

Approved: [Signature] Date: 10-28-03
City Clerk

Approved: [Signature] Date: 11-6-03
City Attorney

Approved: [Signature] Date: 11-25-03
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
S = Superseded T = Termination
CU = Current Y = In Years

C = Completion
LR = Last Report
P = Permanent
P/M = Permanent/Microfilm/Destroy Paper
P/M/A = Permanent Microfilm/Archive Copy

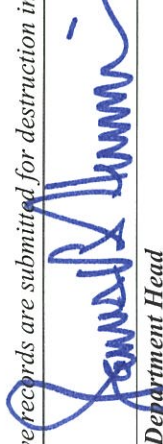
Records of: CITY MANAGER
Department

Media: FILES
Files / Audio Tapes / Video Tapes

Date Prepared: 10/28/03

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
	CITY MANAGER SUBJECT FILES:				
	PERSONNEL RULES & REGS (REVISED)	CL + 3 Y	1989	1991	1 FILE
	VARIOUS MEMOS - UPDATES TO COUNCIL	CU + 2 Y	1989	1992	1 FILE
	ABSENCE FROM CITY MEMOS	CU + 2 Y	1990	1998	1 FILE
	FIRE SPRINKLER ORDINANCE	2 Y	1990		1 FILE
	LONG TERM FINANCE OPTIONS	2 Y	1990		1 FILE
	REFUSE COLLECTION	2 Y	1990	1995	1 FILE
	ROESSLER POOL COMMITTEE	2 Y	1990	1991	1 FILE
	PVP TRANSIT	2 Y	1993		1 FILE
	RECREATIONAL VEHICLE ORDINANCE	2 Y	1993		1 FILE
	NPDES	2 Y	1995		1 FILE
	LIVABLE COMMUNITIES CONFERENCE	2 Y	1997		1 FILE

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Approved:  Date: 10-28-03
Department Head

Approved:  Date: 10-28-03
City Clerk

Approved:  Date: 11-6-03
City Council

Approved:  Date: 11-25-03
City Council

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

RECORDS RETENTION SCHEDULE CITY MANAGER'S DEPARTMENT

Record Title	Retention Period	Description	Location
AUDIT			
Annual Financial Report	CL + 2 Y	Independent auditor analysis	
Budget Operation (copies)	S	Departmental Reference	
Budget, Proposed	CU + 2 Y	Presented to Council	Vault
Budget, Adopted	P	Annual operating budget approved by Legislative Body once presented to Council	Vault
LEGAL			
Claims/Lawsuits	AS - PMA	Paid/Denied Data summarized in Insurance Reports From Close of cases listed; Chronological listing of cases	Vault
Contracts/Agreements Duplicates	C + 2 Y		
Case Records	P	Significant cases which have importance/or set legal precedence. Include logs, complaints, court orders, motions, notes and briefs	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 MANAGER'S DEPARTMENT

Record Title	Retention Period	Description	Location
GENERAL			
Reports/Departmental	CU + 2 Y	Special/or final summary review or evaluation	
Reports/Staff	CU + 2 Y	Non-agenda related, includes supporting documentation	
Correspondence/Chronological	CU + 4 Y		City Manager's Office
Management Letters	5 Y		City Manager's Office
Subject and Correspondence Files	2 Y		City Manager's Office
Policy, Council/Proclamations	S + 2	Policies, directives rendered by Council not assigned a Resolution or Ordinance	City Manager's Office
PERSONNEL			
Negotiations/M.O.U.	P	Notes, notebooks, correspondence, contracts and Memorandums of Understanding or Agreement	City Manager's Office
Personnel Records	T + 5 Y T + 25 Y	Attendance, evaluations, drafts, worksheets, etc.	City Manager's Office Off-Site
Recruitment	CL + 3 Y	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; job bulletins, eligibility, electronic database	City Manager's Office
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RECORDS RETENTION SCHEDULE CITY MANAGER'S DEPARTMENT

Record Title	Retention Period	Description	Location
PERSONNEL CONTINUED			
Job Applicant Files	2 Y		
Reports	CU + 2 Y	Employee statistics, benefit activity, liability loss	City Manager's Office
Personnel by Name	T + 7 Y	Paperwork documenting officers-program internal and external training	
Time Cards	1 Y T 30 Y		Office Off-Site
Workers Compensation Reports	AS + 2 Y T 30 Y		Vault Off-Site
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

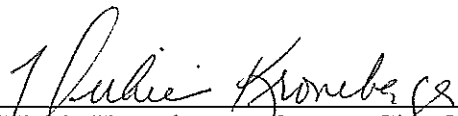
STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF PALOS VERDES ESTATES)

I, Vickie Kroneberger, Deputy City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution **R03-35** 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 25th day of November, 2003, by the following vote:

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

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None


Vickie Kroneberger, Deputy City Clerk