

RESOLUTION NO. R03-37

**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".

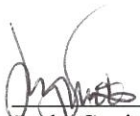
Section 3. The City Clerk shall certify the adoption of this Resolution.

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



Fred W. Mackenbach, Mayor

ATTEST:



Judy Smith, City Clerk

APPROVED AS TO FORM:



Stephanie R. Scher, City Attorney

APPROVED: (City Attorney) *Michael J. Callahan* Date: 12/9/86
 APPROVED: (City Council) *Paul Shalaw* Date: 12/9/86

Department: FINANCE 11/17/86
D. H. Bayen

CITY CLERK
 CITY OF PALOS VERDES ESTATES
 RECORDS RETENTION SCHEDULE

ITEM NO.	TITLE OR DESCRIPTION	RETENTION PERIOD*			REMARKS
		Office	Offsite	Destroy	
1	ADDRESS/PENSION LISTING	2	--	2	
2	AUTO/MOBILE 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	5	--	--	
9	INVOICES	2	4	6	
10	INVOICES - DUPLICATE	2	--	2	
11	PAYROLL BILLING STATEMENTS	2	--	2	
12	PAYROLL DEDUCTION RECORDS	2	2	4	
13	PAYROLL RECORDS	2	2	4	
14	PAYROLL REGISTERS	2	2	4	
15	PERMITS - DUPLICATE	2	--	2	
16	PROPERTY INVENTORY	OI	--	OI	
17	PURCHASE ORDERS - DUPLICATE	1	1	2	
18	RECEIPT BOOKS	2	2	4	
19	REQUISITIONS	2	--	2	
20	REVENUES	2	--	2	
21	SALARY RESOLUTIONS - DUPLICATE	2	--	2	
22	SUBJECT AND CORRESPONDENCE FILES	2NR	--	2NR	Audit reports removed and kept permanently.
23	W2s AND TAX REGISTERS	2	2	4	
24	WARRANTS	2	--	2	

Analysis of claims (City Manual record).

E/C = Expired or Cancel.
 OI = Ownership of Items
 T = Terminated

C = Completion
 MO = Months
 S = Superceded

AS = After Settlement
 LR = Last Report
 P/M/A = Permanent/Microfilm/Arch-copy

NR = Annual Review
 LA = Last Arrest
 P = Permanent
 P/M/A = Permanent/Microfilm/Arch-copy

Retention Code:
 (In years unless noted)

*RETENTION PERIOD IN YEARS

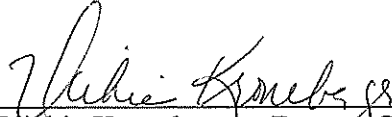
STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF PALOS VERDES ESTATES)

I, Vickie Kroneberger, Deputy City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution **R03-37** 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