

RESOLUTION NO. R03-38

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
PALOS VERDES ESTATES, CALIFORNIA, AMENDING THE RECORDS
RETENTION SCHEDULE 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 requested to amend certain City records listed in Exhibit A and attached hereto; and

WHEREAS, the City desires to destroy unneeded records where no law prohibits their destruction; and

WHEREAS, the City has prepared a records retention schedule covering all records of this City; and

WHEREAS, the City recognizes that this records retention schedule represents a policy and guideline only and that actual destruction of records will require a separate and specific resolution of the City Council;

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Palos Verdes Estates, California does hereby declare as follows:

Section 1. That the records retention schedule for the City Clerk be amended and that the amended schedule be incorporated into the official Records Retention Schedule of the City of Palos Verdes Estates and shall serve as a guideline for the retention and destruction of records unless and until amended or repealed.

Section 2. That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Records.


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



Fred W. Mackenbach, Mayor

ATTEST:

APPROVED AS TO FORM:



Judy Smith, City Clerk



Stephanie Scher, City Attorney

Records of: CITY CLERK
Department

Media: Audio/Video Tapes

Date Prepared: October 29, 2003

Item No.	Title or Description of Record	ADD	CHANGE	DELETE	Description of Requested Amendment & Retention Code:
1	Tapes - Audio/Video When used for Minutes preparation and may have historical value CU + 3 MO			X	Delete reference to separate retention requirements for both types of media. PVP Library district unable to store video tapes for historical purposes. Audio tapes are unnecessary once minutes have been approved.
2	Tapes - Audio	X			When used for Minutes Preparation - Upon Approval CU + 3 MO
3	Tapes - Video	X			City Council, Committee and Commission Meetings - C + 1Y

Approved: *[Signature]*
Department Head

Date: 11-25-03

Approved: *[Signature]*
City Clerk

Date: 11-25-03

Approved: *[Signature]*
City Attorney

Date: 11-6-03

Approved: *[Signature]*
City Council

Date: 11-25-03

Retention Code:
(In years, unless noted)

AR = Annual Review
E/C = Expired or Cancelled
MO = Months
S = Superseded
Y = In Years

AS = After Settlement
LA = Last Arrest
OI = Ownership of Items
T = Termination
CU = Current

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


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 **R03-38** 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