

RESOLUTION NO. R05-10

**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, CITY
TREASURER'S AND CITY CLERK'S OFFICES**

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, except as provided by Government Code Sections 34090.6 and 34090.7 pertaining to audio and video recordings;
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, except as provided by Government Code Sections 34090.6 and 34090.7 pertaining to audio and video recordings; 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 26th day of April 26, 2005.


A. Dwight Abbott, Mayor

ATTEST:



Judy Smith, City Clerk

APPROVED AS TO FORM:



Stephanie R. Scher, City Attorney

Records of: Finance Department

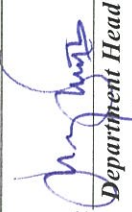
Media:

Files / Audio Tapes / Video Tapes

Date Prepared: 1/17/05

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
	Business license applications	2 years	1999	2000	
	Business license control log	2 years	2002	2003	
	Business license receipt books	4 years	9/97	2000	
	Budget Controls & W/P IBM systems	2 years	1992	1993	
	Invoices paid	6 years	1996	1997	
	Payroll time cards	Audit + 6 yrs	1990	1991	
	Payroll yellow check copies	4 years	1993	1994	
		4 years	1996	1997	
	VSP and dental bills	4 years	1999	2000	
	Health insurance payments	4 years	1997	1998	
	Payroll adjustments	Audit + 4 yrs	1997	1998	
	ICMA quarterly reports	4 years	7/95	7/99	
				1993	

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

Approved: 
Department Head

Date: 1-17-2005

Approved: 
City Clerk

Date: 1-17-2005

Approved: 
City Attorney

Date: 4-14-05

Approved: 
City Council

Date: 4-26-2005

Retention Code:

(In years, unless noted)
AR = Annual Review
E/C = Expired or Cancelled
MO = Months
S = Superseded

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

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

CITY CLERK
CITY OF PALOS VERDES ESTATES
RECORDS RETENTION SCHEDULE

Department:
FINANCE

11/17/86

S H Banger

APPROVED: (City Attorney)

Wesley G. Callahan

APPROVED: (City Council)

Paul Shelton

Date:

12/9/86

Date:

12/23/86

Amended 9/24/02**

ITEM NO.	TITLE OR DESCRIPTION	RETENTION PERIOD*			REMARKS
		Office	Offsite	Destroy	
1	ADDRESS/PENSION LISTING	2	—	2	
2	AUTOMOBILE 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	S	—	—	
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	2AR	—	2AR	Audit reports removed and kept permanently.
23	W2s AND TAX REGISTERS	2	2	4	
24	WARRANTS	2	—	2	
** 25	PARKING CITATION PAYMENTS (new record) (Reso. R02-31)			C + 2	Destroy 2 yrs. after payment date
** 26	BANK RECONCILIATION (Reso. R02-31)			Audit +5	

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 *RETENTION PERIOD IN YEARS

Records of: Treasurer
Department

Media:

Files / Audio Tapes / Video Tapes

Date Prepared: 1/17/05

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
	Cancelled checks	Audit + 5	1995	1996	
	Bank reconciliation folders	Audit + 5	7/95	6/97	
	Blank checks no. 508397 to 508899	Old system			
	Deposit receipts	2 years	2001	2002	
	Cash Management	4 years	1994	1995	
			10/93	6/94	
	Bank receipts/ deposit slips	2 years	1999	2000	
	State Confirms and Property tax (duplicate)	2 years	1997	1998	
	Voided Checks	Audit + 5 years	1992	1993	

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: 1/25/05 Approved: [Signature] Date: 1-26-2005
Department Head City Clerk

Approved: [Signature] Date: 4-14-05 Approved: [Signature] Date: 4-26-2005
City Attorney City Council

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Records of: City Clerk
Department

Media: Audio & Video Tapes
Files / Audio Tapes / Video Tapes

Date Prepared: 3/31/05

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
	AUDIO TAPES - CITY COUNCIL MEETINGS	CU + 3 MO	10/14/03	10/12/04	30
	AUDIO TAPES - PLANNING COMMISSION	CU + 3 MO	10/21/03	10/19/04	75
	VIDEO TAPES - CITY COUNCIL MEETINGS	C + 1 Y	7/8/03	12/9/03	8
	VIDEO TAPES - PLANNING COMMISSION	C + 1 Y	5/20/03	12/17/03	15

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

Approved: [Signature]
Department Head

Date: 4-12-05

Approved: [Signature]
City Clerk

Date: 4-12-05

Approved: [Signature]
City Attorney

Date: 4-14-05

Approved: [Signature]
City Council

Date: 4-26-05

Retention Code:

- (In years, unless noted)
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- MO = Months
- S = Superseded
- CU = Current

- AS = After Settlement
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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	CU + 3 MO	When used for Minutes Preparation – Upon Approval	Vault
Tapes – Video	C + 1 Y	City Council, Committee, Commission Migs.	Vault
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			
CL = 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 </p> <p> C = Complete P = Permanent MO = Months TO = Term of Office </p> <p> CL = Closed S = Supersede Y = In Years AU = Audit PMA = Permanent/Microfilm/Archive Copy </p> <p> CU = Current T = Termination EC = Expired Cancelled </p>			

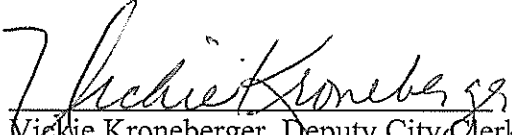
STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF PALOS VERDES ESTATES)

I, Vickie Kroneberger, Deputy City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution **R05-10** 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 26th of April, 2005, by the following vote:

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

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None


Vickie Kroneberger, Deputy City Clerk