

RESOLUTION NO. R05-12

A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF PALOS VERDES ESTATES, CALIFORNIA,  
AUTHORIZING THE DESTRUCTION OF  
SPECIFIC OBSOLETE RECORDS OF THE POLICE 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, 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.

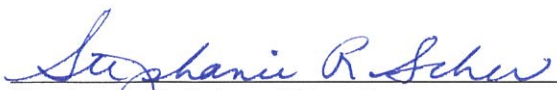
**PASSED, APPROVED and ADOPTED this 24<sup>th</sup> day of May, 2005.**

  
A. Dwight Abbott, Mayor

ATTEST:

  
\_\_\_\_\_  
Judy Smith, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Stephanie R. Scher, City Attorney

RECORDS OF        POLICE        Department

ITEM NO.	TITLE OR DESCRIPTION	TOTAL RETEN. PERIOD	INCLUSIVE DATES		QUANTITY
			FROM	TO	
1	9-1-1 CALL PRINTOUT	2 YRS	2001	4/2003	1 BOX
2	CAD DISPATCH DAILY LOGS	2 YRS	8/1999	12/1999	1/2 BOX
3	CAD DISPATCH DAILY LOGS	2 YRS	5/2000	5/2001	1 BOX
4	CAD DISPATCH DAILY LOGS	2 YRS	6/2001	6/2002	1 BOX
5	WARNING CITATIONS	---	3/1997	12/2000	1 BOX
6	EVIDENCE PHOTOS & MISC. PAPERWORK	5 YR MAX	1990	2000	3 BOXES
7	ADMINISTRATIVE PARKING REVIEWS & HEARINGS	2 YRS	2000	2001	1 BOX
8	UNIT VIDEO TAPES	--	1997	OUT OF SERVICE 2002	6 BOXES
9	RECEIPT BOOKS	2 YRS	1995	2002	1 BOX
10	PARKING CITE ENVELOPES FROM PTS	2 YRS	1999	2000	1 BOX

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: 5-10-05  
Department Head

Approved: [Signature] Date: 5-10-05  
City Clerk

Approved: [Signature] Date: 5-10-05  
City Attorney

Approved: [Signature] Date: 5-29-05  
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  
E/C = Expired or Canceled  
OI = Ownership of Items

P/M/A = Permanent Microfilm/Archive Copy  
P/M = Permanent Microfilm/Destroy Paper

RECORDS RETENTION SCHEDULE

DATE: 11/26/81

DEPARTMENT: POLICE

RETENTION PERIOD \*

Item No.	Title of Description	Office	Offsite	Destroy	Remarks
1	911 PRINTOUTS	2	----	2	COMBINED WITH 911 TROUBLE FILE.
2	ADULT ARREST REPORTS	1	LA+2	LA+3	
3	ARREST LEDGERS	1	LA+2	LA+3	
5	CERT. TO CARRY CONCEALED WEAPON PERMITS	3	----	3	TRANSFER TO PLANNING DEPARTMENT.
6	CODE ENFORCEMENT RECORDS	3	----	3	
7	CRIME (INCIDENT-DRS) REPORT (1) INCIDENTS - 2 YEARS (2) MISDEMEANORS - 3 YEARS (3) FELONIES - 5 YEARS	3	----	3	
8	CRIME REPORTS-HOMICIDES	5	P	----	STATE HAS ORIGINAL.
9	CRIME STATISTICS REPORTS	2	----	2	
10	DAILY ACTIVITY LOGS	2	----	2	
11	JUVENILE ARREST REPORTS	3	----	3	
12	MARIJUANA CITATIONS	C+2	----	C+2	DESTROY 2 YEARS AFTER DATE OF ARREST OR CONVICTION.
13	MONTHLY REPORTS	5	----	5	
14	MOVING CITATIONS	1	4	5	
15	PARKING CITATIONS	1	1	2	
16	PERSONNEL ACTION FILES	T	T+10	T+10	REMOVE EXPOSURE TO HAZARDOUS WASTE RECORDS AND KEEP 30 YEARS. REMOVE EXPOSURE TO HAZARDOUS WASTE RECORDS AND KEEP 30 YEARS.
17	PERSONNEL FILES	T	T+10	T+10	CONFIDENTIAL RECORD.
18	PURCHASE ORDERS-DUPLICATE	2	----	2	
19	SUBJECT AND CORRESPONDENCE FILES	2AR	----	2AR	
20	TIME CARDS	2	----	2	
22	TRAFFIC ACCIDENT REPORTS (1) NON-INJURY - 5 YEARS (2) INJURY - 7 YEARS (3) FATAL - PERMANENT	2	3	5	
23	VEHICLE PARKING MAINTENANCE RECORDS	2	5	7	
24	REGISTRANTS (290 P.C., ARSON, DRUGS)	P	P	P	KEPT FOR LIFE OF VEHICLE. NEW RECORD SERIES-PERMANENT. NEW RECORD SERIES-RETAIN 2 YEARS.
25	JOB APPLICANTS	2	P	2	

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\* 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 **R05-12** 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 24<sup>th</sup> of May, 2005, by the following vote:

AYES: COUNCILMEMBERS: Abbott, Flood, and Goodhart

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: Humphrey, Sherwood

  
\_\_\_\_\_  
Vickie Kroneberger, Deputy City Clerk