

**RESOLUTION NO. R05-23**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF PALOS VERDES ESTATES, CALIFORNIA,  
AUTHORIZING THE DESTRUCTION OF  
SPECIFIC OBSOLETE RECORDS 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 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 26<sup>th</sup> day of July, 2005.**

  
A. Dwight Abbott, Mayor

ATTEST:

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

APPROVED AS TO FORM:

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

Records of: City Clerk Media: FILES Date Prepared: 7/15/05  
Department Files / Audio Tapes / Video Tapes

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
88ELE	4/12/88 POLICE/FIRE/PARAMEDIC - Campaign Disclosure	E+5			1 File
90ELE	4/10/90 - NOTICES	E + 10			1 File
94ELE	4/12/94 - BUDGET	E + 7			1 File
94ELE	4/12/94 - NOTICES	E + 10			1 File
94ELE	4/12/94 - CANDIDATE: HUMPHREY	TO +4			1 File
99ELE	3/2/99 - PRECINCT CONSOLIDATION	E+2			1 File
99ELE	3/2/99 - MISC. CORRESPONDENCE	E+4			1 File
99ELE	3/2/99 - L.A. BOARD OF SUPERVISORS	E+4			1 File
99ELE	3/2/99 - SECRETARY OF STATE	E+4			1 File
99ELE	3/2/99 - L.A. COUNTY REGISTRAR/RECORDER	E+4			1 File
99ELE	3/2/99 - MARTIN & CHAPMAN CORRESP.	E+4			1 File
99ELE	3/2/99 - FPPC CORRESPONDENCE	E+4			1 File
99ELE	3/2/99 - NOMINATION PAPERS	E+4			1 File
99ELE	3/2/99 - VOTER REGISTRATION	CU + 5			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: \_\_\_\_\_ Date: \_\_\_\_\_  
Department Head Approved: [Signature] Date: 7-18-05  
City Clerk

Approved: [Signature] Date: 7-13-05  
City Attorney Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
City Council

**Retention Code:** AR = Annual Review AS = After Settlement C = Completion TO = Term of Office  
(In years, unless noted) E/C = Expired or Cancelled LA = Last Arrest LR = Last Report E = Election  
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

CITY OF PALOS VERDES ESTATES  
CITY CLERK

REQUEST TO DESTROY OBSOLETE RECORDS  
PAGE 2 OF 2

Records of: City Clerk  
Department

Media: FILES  
Files / Audio Tapes / Video Tapes

Date Prepared: 7/15/05

File Code	Title or Description <u>Elections/General</u>	Total Retention Period	Inclusive FROM	Dates TO	Quantity
99ELE	3/2/99 -CAMPAIGN CONTRIBUTION RESTRICTION	E+5			
99ELE	3/2/99 - CANDIDATE: JOHN FLOOD	E + 5			
99ELE	3/2/99 CANDIDATE: ROSEMARY HUMPHREY	E + 5			
99ELE	3/2/99-CANDIDATE: RICHARD IWASAKI	E + 5			
99ELE	3/2/99-CANDIDATE: FRED MACKENBACH	E + 5			
99ELE	3/2/99-CANDIDATE: MICHAEL MOODY	E + 5			
99ELE	3/2/99-CANDIDATE: DANIEL J. NIEMAN	E + 5			
99ELE	3/2/99-CANDIDATE: CHAD TURNER	E + 5			
01ELE	3/6/01 - ELECTION CALENDAR	E+2			
01ELE	3/6/01 - ABSENTEE VOTER APPLICATIONS	E+6 MO.			
05ELE	3/8/05 - ABSENTEE VOTER APPLICATIONS (note: election cancelled)	E + 6 MO.			

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

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
*Department Head*

Approved: [Signature] Date: 7-18-05  
*City Clerk*

Approved: [Signature] Date: 9-13-05  
*City Attorney*

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
*City Council*

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# RECORDS RETENTION SCHEDULE CITY CLERK'S DEPARTMENT

Record Title	Retention Period	Description	Location
<b>ELECTIONS</b>			
Applications, Absentee Ballots and Envelopes	E + 6 MO	From Date of Election	Off-Site
Voter List, Absentee, Challenged	E + 6 MO	From Date of Election	Off-Site
Ballots, AV Ballots, Provisional, Recounts and Sample	E + 6 MO	From Date of Election; ballots submitted to precincts/City Clerk that were not used unless contested (EC 1730(c)) retention by Court Order	Off-Site
Calendar	E + 2 Y	Election Calendar	Vault
Canvass	P	Notifications and Publications of Election; Records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results; Special Election results	Vault
Oath of Office	TO + 6 Y	Elected Officials	Vault
Petitions	8 MO	From date of filing or election; Initiative, referendum or recall	Off-Site
Precinct Records	6 MO	From date of Election; Precinct board member applications, orders appointing members of precinct boards and designating polling places.	Vault
<p> <b>AC</b> = Active  <b>E</b> = Election  <b>AS</b> = After Settlement  <b>H</b> = Historical  <b>PMD</b> = Permanent/Microfilm/Destroy Paper         </p> <p> <b>C</b> = Complete  <b>P</b> = Permanent  <b>MO</b> = Months  <b>TO</b> = Term of Office         </p> <p> <b>CL</b> = Closed  <b>S</b> = Supersede  <b>Y</b> = In Years         </p> <p> <b>CU</b> = Current  <b>T</b> = Termination  <b>EC</b> = Expired Cancelled         </p> <p style="text-align: right;"><b>PMA</b> = Permanent/Microfilm/Archive Copy</p>			

# RECORDS RETENTION SCHEDULE CITY CLERK'S DEPARTMENT

Record Title	Retention Period	Description	Location
<b>ELECTIONS</b>			
Rosters-Voter	E + 5 Y	From date of election; Initiative, referendum recall, general municipal election	Vault
Voter Affidavits	CL + 5 Y		Vault
Voter Registration	CU + 5 Y	Fire, special or school district	Vault
Maps, Precincts/Voter Information	E + 2 Y		Vault
Notifications and Publications	E + 10 Y	Proof of publication or posting, certification and listing of notice of posting; copy of newspaper and certification of offices to be voted for at forthcoming election	Vault
<b>Fair Political Practices FPPC</b>			
Administration/Campaign Statements and Conflict of Interest	CU + 5 Y	FPPC Opinions	Vault
Campaign Disclosure, Elected	P	FPPC Filings	Vault
Campaign Disclosure, Non-Elected	E + 5 Y	FPPC Filings	Vault
Campaign Disclosure, Unsuccessful (all other committees)	E + 7 Y	FPPC Filings	Vault
<b>AC = Active</b> <b>E = Election</b> <b>AS = After Settlement</b> <b>H = Historical</b> <b>PMD = Permanent/Microfilm/Destroy Paper</b> <b>C = Complete</b> <b>P = Permanent</b> <b>MO = Months</b> <b>TO = Term of Office</b> <b>CL = Closed</b> <b>S = Supersede</b> <b>Y = In Years</b> <b>AU = Audit</b> <b>PMA = Permanent/Microfilm/Archive Copy</b> <b>CU = Current</b> <b>T = Termination</b> <b>EC = Expired Cancelled</b>			

# RECORDS RETENTION SCHEDULE CITY CLERK'S DEPARTMENT

Record Title	Retention Period	Description	Location
<b>Fair Political Practices FPPC</b>			
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> <b>AC = Active</b>  <b>E = Election</b>  <b>AS = After Settlement</b>  <b>H = Historical</b>  <b>PMD = Permanent/Microfilm/Destroy Paper</b> </p> <p> <b>C = Complete</b>  <b>P = Permanent</b>  <b>MO = Months</b>  <b>TO = Term of Office</b> </p> <p> <b>CL = Closed</b>  <b>S = Supersede</b>  <b>Y = In Years</b>  <b>AU = Audit</b>  <b>PMA = Permanent/Microfilm/Archive Copy</b> </p> <p> <b>CU = Current</b>  <b>T = Termination</b>  <b>EC = Expired Cancelled</b> </p>			

Records of CITY CLERK'S DEPARTMENT/GENERAL MUNICIPAL ELECTIONS  
(Department)

ITEM NO.	TITLE OF RECORD SERIES	Add	Change	Delete	Description of Requested Amendment
13.	FPPC MATERIAL/COPIES OF STATEMENTS BY FILING OFFICERS NOT RECEIVING ORIGINALS	4 Yrs			NOT ADDRESSED IN ORIGINAL SCHEDULE
	FPPC MATERIAL/CANDIDATES NOT ELECTED	5 Yrs			NOT ADDRESSED IN ORIGINAL SCHEDULE
	FPPC MATERIAL/CANDIDATES ELECTED	P			NOT ADDRESSED IN ORIGINAL SCHEDULE
14.	NOMINATION PAPERS & SIGNATURES IN LIEU FEE	TO+4			NOT ADDRESSED IN ORIGINAL SCHEDULE
15.	DECLARATION OF CANVASS	P			NOT ADDRESSED IN ORIGINAL SCHEDULE
16.	ELECTION HISTORICAL STATISTICS	P			NOT ADDRESSED IN ORIGINAL SCHEDULE
17.	RESOLUTIONS & ORDINANCES	P			NOT ADDRESSED IN ORIGINAL SCHEDULE
18.	CERTIFICATE OF ELECTION	P			NOT ADDRESSED IN ORIGINAL SCHEDULE
19.	OFFICIAL TALLY	P			NOT ADDRESSED IN ORIGINAL SCHEDULE
20.	NOTICES	10 Yrs			NOT ADDRESSED IN ORIGINAL SCHEDULE
21.	RESOLUTION PROVIDING RUN OFF ELECTIONS	P			NOT ADDRESSED IN ORIGINAL SCHEDULE
22.	ORIGINAL CAMPAIGN STATEMENTS/OTHER OFFICES	7 Yrs			NOT ADDRESSED IN ORIGINAL SCHEDULE
23.	ORIGINAL REPORTS AND STATEMENTS/NOT SPECIFIED	7 Yrs			NOT ADDRESSED IN ORIGINAL SCHEDULE

Approved: *[Signature]* Date: \_\_\_\_\_  
 Department Head  
 Approved: SEE R97-45 Date: \_\_\_\_\_  
 City Attorney  
 Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 City Council