

RESOLUTION NO. R06-03

A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF PALOS VERDES ESTATES, CALIFORNIA,  
AUTHORIZING THE DESTRUCTION OF  
SPECIFIC OBSOLETE RECORDS OF THE CITY MANAGER, CITY CLERK,  
FINANCE DEPARTMENT, AND CITY TREASURER

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".

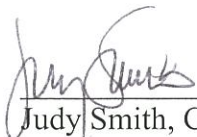
Section 3. The City Clerk shall certify the adoption of this Resolution.

**PASSED, APPROVED and ADOPTED this 24<sup>th</sup> day of January, 2006.**



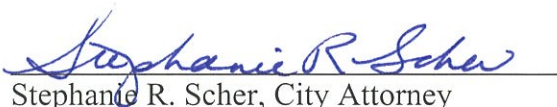
A. Dwight Abbott, Mayor

ATTEST:



Judy Smith, City Clerk

APPROVED AS TO FORM:



Stephanie R. Scher, City Attorney

CITY OF PALOS VERDES ESTATES  
CITY CLERK

REQUEST TO DESTROY OBSOLETE RECORDS  
PAGE 1 OF 2 (CLOSED CLAIMS)

Records of: City Clerk  
Department

Media: Paper files  
Files / Audio Tapes / Video Tapes

Date Prepared: 1/11/06

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
	<b>CLOSED CLAIMS</b>	<b>CL + 5 YEARS</b>			
	<b>CLAIMANT</b>	<b>DATE CLOSED:</b>			
CLA97	Cooney, Patrick J.	3/14/97		1997	1 File
CLA97	Lubowitz, Hyman	7/8/97		1997	1 File
CLA98	Alvarez, Jose & Vicki	11/4/98		1998	1 File
CLA98	Allen, Thomas Jr.	5/21/98		1998	1 File
CLA98	DeLeon, Don	5/12/98		1998	1 File
CLA98	Donaldson, Dairren	10/7/98		1998	1 File
CLA98	Fengler, Eberhard W.	5/28/98		1998	1 File
CLA98	Green, Adelaide	2/2/98		1998	1 File
CLA98	Katzer, Stan & Barbara	4/23/98		1998	1 File
CLA98	Mori, Taeko	7/10/98		1998	1 File
CLA98	Sharma, Uta	6/15/98		1998	1 File
CLA98	Southern California Edison	11/5/98		1998	1 File
CLA98	Slater, John M.	2/2/98		1998	1 File
CLA98	Wright, Gary	10/23/98		1998	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: [Signature] Date: 1-11-04  
Department Head

Approved: [Signature] Date: 1-11-06  
City Clerk

Approved: [Signature] Date: 1-23-06  
City Attorney

Approved: [Signature] Date: 1/24/06  
City Council

- Retention Code:** AR = Annual Review  
(In years, unless noted) E/C = Expired or Cancelled  
MO = Months  
S = Superseded
- AS = After Settlement  
LA = Last Arrest  
OI = Ownership of Items  
T = Termination  
CL = Closed
- C = Completion  
LR = Last Report  
P = Permanent  
P/M = Permanent/Microfilm/Destroy Paper  
P/M/A = Permanent Microfilm/Archive Copy

CITY OF PALOS VERDES ESTATES  
CITY CLERK

REQUEST TO DESTROY OBSOLETE RECORDS  
(CLOSED CLAIMS)

PAGE 2 OF 2

Records of: City Clerk  
Department

Media: Paper files  
Files / Audio Tapes / Video Tapes

Date Prepared: 1/11/06

File Code	Title or Description CLOSED CLAIMS	Total Retention Period CL + 5 YEARS	Inclusive FROM	Dates TO	Quantity
	<b>CLAIMANT DATE CLOSED:</b>				
CLA99	Beonde, Carl 5/10/99			1999	1 File
CLA99	Blindbury & State Farm Ins. 3/22/99			1999	1 File
CLA99	DeGaussing, Jem 8/20/99			1999	1 File
CLA99	Gabelich, James & Michelle 5/27/99			1999	1 File
CLA99	Johnson, Michael 8/27/99			1999	1 File
CLA98	LaLonde, Don & Rosemary 7/18/98 & 6/26/99			1999	1 File
CLA99	Mikulicich, V 4/5/99			1999	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: Judy Swartz Date: 1-11-06  
Department Head

Approved: Judy Swartz Date: 1-11-06  
City Clerk

Approved: Stephanie Scher Date: 1-23-06  
City Attorney

Approved: A. J. Abbott Date: 1/29/06  
City Council

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Records of: CITY MANAGER  
Department

Media: FILES  
Files / Audio Tapes / Video Tapes

Date Prepared: 1/5/06

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
	<b>CITY MANAGER SUBJECT FILES:</b>				
	Deputy City Manager /Admin. Services	2 Y	1992	1992	1 FILE
	Capital Improvements	2 Y	FY 1998-99	FY 1999-2000	1 FILE
	Computers/Information Systems Management	2 Y	1990	2002	1 FILE
	Municipal Election	2 Y	3/6/2001		1 FILE
	Municipal Election	2 Y	3/2/1999		1 FILE
	Municipal Election	2 Y	3/4/1997		1 FILE
	Palos Verdes Dr. North Reconstruction	2 Y	6/1997	1/02	1 FILE
	SCJPIA – Salary Continuation Sub-Committee	2 Y	10/1994	2/1996	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: Thomas B. Damm Date: 1-5-06  
Department Head

Approved: [Signature] Date: 1-5-06  
City Clerk

Approved: Stephanie Scher Date: 1-23-06  
City Attorney

Approved: [Signature] Date: 1/24/06  
City Council

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CITY OF PALOS VERDES ESTATES  
CITY CLERK

REQUEST TO DESTROY OBSOLETE RECORDS  
PAGE 1 OF 1

Records of: \_\_\_\_\_  
City Clerk  
Department

Media: Paper Files, Video & Audio Tapes

Date Prepared: 1/11/06

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
F95	COUNCIL "F" FILES (F95-001 THRU F95-188)	4 + 4Y	01/01/1995	12/31/1995	2 BOXES
	ELECTIONS - ROSTER OF VOTERS	E + 5Y		3/1999	1 FILE
	TAPES - AUDIO	CU + 3 MO			
	- PLANNING COMMISSION		11/16/04	8/16/05	45 TAPES
	- PARKLANDS COMMITTEE		12/04	7/05	9 TAPES
	- TRAFFIC SAFETY COMMITTEE		2/04	6/05	7 TAPES
	TAPES - VIDEO	C + 1Y			
	- CITY COUNCIL (2004)		1/14/04	12/14/04	21 TAPES
	- PLANNING COMMISSION (2004)		1/20/04	12/21/04	13 TAPES
	- MISCELLANEOUS CITY COUNCIL SAVED FOR REFERENCE PURPOSES			9/11/01	1 TAPE
				8/14/01	1 TAPE
				7/24/01	1 TAPE
				7/10/01	1 TAPE
				3/13/01	1 TAPE
				5/09/00	1 TAPE

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Approved:   
Department Head

Date: 1-11-06

Approved:   
City Clerk

Date: 1-11-06

Approved:   
City Attorney

Approved:   
City Council

Date: 1/24/06

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CU = Current  
Y = Year(s)

Records of: \_\_\_\_\_ City Clerk \_\_\_\_\_  
Department \_\_\_\_\_

Media: Paper files  
Files / Audio Tapes / Video Tapes

Date Prepared: January 6, 2006

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
	1991 FSBAD Protest Letters	2 years	1991	1991	1 file
	1996 FSBAD Protest Letters	2 years	1996	1996	1 file
	2003 Sewer User Fee Protest Letters	2 years	2003	2003	1 file
	<b>FPPC</b> – Statement of Economic Interest - annual reports				
	1992 Correspondence file		1992	1992	1 file
	Finer, William (elected)	Term Office +7	1994	1999	1 file
	Manavian, John (appointed)	Term Office +5	1991	2001	1 file
	Mattingly, Raymond (elected)	Term Office +7	1989	1999	1 file
	Moody, Michael (elected)	Term Office +7	1990	1999	1 file
	1999 Election – Candidate Statements	E +4 years	1999	1999	1 file
	1999 Election – Campaign disclosure (copies)	E +5 years	1999	1999	3 files
	2001 Election – Candidate File Butler (not elected)	E +5 years	2001	2001	1 file
	2001 Election – Candidate File Chopra (not elected)	E +5 years	2001	2001	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: [Signature]  
Department Head

Date: 1-6-06

Approved: [Signature]  
City Clerk

Date: 1-6-06

Approved: [Signature]  
City Attorney

Date: 1-23-06

Approved: [Signature]  
City Council

Date: 1/24/06

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Records of: Finance Department Media: Files / Audio Tapes / Video Tapes Date Prepared: 1/05/06

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
	Business license applications	2 years	2000	2002	
	Business license control log	2 years	1997	2003	
	Business license receipt books	4 years	2000	2001	
	Invoices paid/ Accounts payable folders	6 years	1997	1999	
	Payroll time cards	Audit + 6 yrs	1991	1998	
	Payroll yellow check copies	4 years	1997	2001	
	VSP and dental bills	4 years	2000	2001	
	Health insurance payments	4 years	1998	2001	
	Payroll adjustments	Audit + 4 years	1998	2000	
	Dog license control log	2 years	1997	2001	
	Dog license receipts	2 years	2003	2004	

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: 1-11-06 Approved: [Signature] Date: 1-11-06  
 Department Head City Clerk

Approved: [Signature] Date: 1-23-06 Approved: [Signature] Date: 1/29/06  
 City Attorney City Council

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# RECORDS RETENTION SCHEDULE CITY MANAGER'S DEPARTMENT

Record Title	Retention Period	Description	Location
<b>GENERAL</b>			
Reports/Departmental	CU + 2 Y	Special/or final summary review or evaluation	
Reports/Staff	CU + 2 Y	Non-agenda related, includes supporting documentation	
Correspondence/Chronological	CU + 4 Y		City Manager's Office
Management Letters	5 Y		City Manager's Office
Subject and Correspondence Files	2 Y		City Manager's Office
Policy, Council/Proclamations	S + 2	Policies, directives rendered by Council not assigned a Resolution or Ordinance	City Manager's Office
<b>PERSONNEL</b>			
Negotiations/M.O.U.	P	Notes, notebooks, correspondence, contracts and Memorandums of Understanding or Agreement	City Manager's Office
Personnel Records	T + 5 Y T + 25 Y	Attendance, evaluations, drafts, worksheets, etc.	City Manager's Office Off-Site
Recruitment	CL + 3 Y	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; job bulletins, eligibility, electronic database	City Manager's Office
<p> <b>AC</b> = Active      <b>C</b> = Complete      <b>CL</b> = Closed      <b>CU</b> = Current  <b>E</b> = Election      <b>P</b> = Permanent      <b>S</b> = Supersede      <b>T</b> = Termination  <b>AS</b> = After Settlement      <b>MO</b> = Months      <b>Y</b> = In Years      <b>EC</b> = Expired Cancelled  <b>H</b> = Historical      <b>TO</b> = Term of Office      <b>AU</b> = Audit  <b>PMD</b> = Permanent/Microfilm/Destroy Paper      <b>PMA</b> = Permanent/Microfilm/Archive Copy         </p>			

# RECORDS RETENTION SCHEDULE CITY CLERK'S DEPARTMENT

Record Title	Retention Period	Description	Location
<b>LEGAL</b>			
Deeds & Easements	P	Recorded Documentation	Vault
Claims/Damage(s)	CL + 5 Y	Paid/Denied	Vault
Lawsuits/Settlements/Agreements	P		Vault
Insurance Certificates	C + 10	Insurance Certificates filed with Contracts	Vault
Joint Powers Insurance Certificates	P	Authority California Cities Excess Liability Insurance, Accreditation/MOU agreements	Vault
Contracts/Agreements	P/M/D	Includes leases, equipment, services or supplies	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  <b>C</b> = Complete  <b>P</b> = Permanent  <b>MO</b> = Months  <b>TO</b> = Term of Office  <b>CL</b> = Closed  <b>S</b> = Supersede  <b>Y</b> = In Years  <b>AU</b> = Audit  <b>PMA</b> = Permanent/Microfilm/Archive Copy  <b>CU</b> = Current  <b>T</b> = Termination  <b>EC</b> = Expired Cancelled         </p>			

# RECORDS RETENTION SCHEDULE CITY CLERK'S DEPARTMENT

Record Title	Retention Period	Description	Location
<b>AGENDA</b>			
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 Mtgs.	Vault
Notices/Meetings	4 Y	Special, Public Hearing, Adjourned, Adjourned Minutes, etc.	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>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>C = Complete</b> <b>CL = Closed</b> <b>CU = Current</b> <b>E = Election</b> <b>P = Permanent</b> <b>S = Supersede</b> <b>T = Termination</b> <b>AS = After Settlement</b> <b>MO = Months</b> <b>Y = In Years</b> <b>EC = Expired Cancelled</b> <b>H = Historical</b> <b>TO = Term of Office</b> <b>AU = Audit</b> <b>PMD = Permanent/Microfilm/Destroy Paper</b> <b>PMA = Permanent/Microfilm/Archive Copy</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</b> = Active  <b>E</b> = Election  <b>AS</b> = After Settlement  <b>H</b> = Historical  <b>PMD</b> = Permanent/Microfilm/Destroy Paper  <b>C</b> = Complete  <b>P</b> = Permanent  <b>MO</b> = Months  <b>TO</b> = Term of Office  <b>CL</b> = Closed  <b>S</b> = Supersede  <b>Y</b> = In Years  <b>AU</b> = Audit  <b>PMA</b> = Permanent/Microfilm/Archive Copy  <b>CU</b> = Current  <b>T</b> = Termination  <b>EC</b> = Expired Cancelled         </p>			

CITY CLERK  
CITY OF PALOS VERDES ESTIMATES  
RECORDS RETENTION SCHEDULE

Department:  
FINANCE  
11/17/86

*D H Banger*

APPROVED: (City Attorney)  
*Wesley G. Callahan*  
APPROVED: (City Council)  
*Paul Shelton*

Date: 12/9/86  
Date: 12/9/86  
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	4	
6	DEMANDS	2		4	
7	GENERAL LEDGERS	2	P/M		
8	INSURANCE REPORTS	S			Analysis of claims (City Manager record).
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	WARRANTIS	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

APPROVED: (City Attorney)  
*M. C. Callahan*  
 Date: 12/9/86

APPROVED: (City Council)  
*Lutz Shelton*  
 Date: 12/23/86

\*\*Amended 9/24/02

Department:  
 TREASURER  
*Lutz Shelton*

CITY CLERK  
 CITY OF PALOS VERDES ESTATES  
 RECORDS RETENTION SCHEDULE

ITEM NO.	TITLE OR DESCRIPTION	RETENTION PERIOD*		REMARKS
		Office	Offsite	
1	ASSESSMENT DISTRICT REFUND TRUST CHECK STUBS	2	8	
2	ASSESSMENT DISTRICT FILES	2	2	
3	ASSESSMENT DISTRICTS OFFICIAL LEDGER	2	P	
4	AUDIT REPORTS - DUPLICATE	2	--	
5	BANK AUTHORIZATION LETTERS	3	--	
6	BANK DEPOSIT SLIPS	2	--	
7	BANK STATEMENTS	2	2	
8	BUDGET WORKING PAPERS	2	--	
9	BUDGETS - DUPLICATE	2	--	
10 **	CANCELLED CHECKS	4	6	
11	CHECK AND CASH TRANSMITTAL FORMS	2	2	
12	CHECK STUBS - GENERAL	2	--	
13	DISBURSEMENT RECORDS	2	--	
14	FOUNDATION RECORDS	2	--	
15	INVESTMENT RECORDS	T+4	--	
16	LEDGERS	2	3	
17	MOTIONS TO PAY DEMANDS	10	P/M	
18	PROPERTY TAX RECORD CARD FILE	2	--	
19	PROPERTY TAX RECORDS	P	--	
20	PURCHASE ORDERS - DUPLICATE	2	2	
21	REMITTANCE BANKING RECORDS	2	--	
22	SUBJECT AND CORRESPONDENCE FILES	4	--	
23	TREASURER'S REPORTS	2	3	
*10	CHECKS (cancelled, duplicates, voids)	2	8	
			Audit +5	

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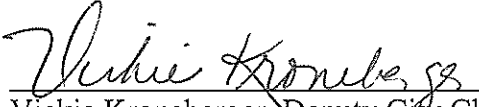
STATE OF CALIFORNIA )  
COUNTY OF LOS ANGELES ) SS:  
CITY OF PALOS VERDES ESTATES )

I, Vickie Kroneberger, Deputy City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution **R06-03** 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 January, 2006, by the following vote:

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

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

  
Vickie Kroneberger, Deputy City Clerk