

RESOLUTION R06-29

**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 12th day of September, 2006.




John E. Flood, Mayor

ATTEST:



Judy Smith, City Clerk

APPROVED AS TO FORM:



Stephanie R. Scher, City Attorney

RECORDS OF POLICE Department

DATE:

ITEM NO.	TITLE OR DESCRIPTION	TOTAL RETEN. PERIOD	INCLUSIVE DATES		QUANTITY
			FROM	TO	
1	MARIJUANA CITATIONS / REPORTS	2 YRS	1996	2001	1 BOX
2	CRIME REPORTS	2 - 5 YRS	1994	1994	1 BOX
3	CRIME REPORTS	2 - 5 YRS	1994	1994	1 BOX
4	CRIME REPORTS	2 - 5 YRS	1994	1994	1 BOX
5	CRIME REPORTS 9-1-1 PRINTOUTS ALARM BILLING NOTICES	2 - 5 YRS 2 YRS	1994 2002 1999	1994 2003 2003	1 BOX
6	CRIME REPORTS	2 - 5 YRS	1995	1995	1 BOX
7	CRIME REPORTS	2 - 5 YRS	1995	1995	1 BOX
8	CRIME REPORTS	2 - 5 YRS	1995	1995	1 BOX
9	CRIME REPORTS	2 - 5 YRS	1995	1996	1 BOX

EXHIBIT A

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] Department Head Date: 7/31/05
 Approved: [Signature] City Attorney Date: 8-25-06

Approved: [Signature] City Clerk Date: 8-29-2006
 Approved: [Signature] City Council Date:

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 P = Permanent S = Superseded T = Termination P/M/A = Permanent Microfilm/Archive Copy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

ORIGINAL

RECORDS OF POLICE Department

DATE:

ITEM NO.	TITLE OR DESCRIPTION	TOTAL RETEN. PERIOD	INCLUSIVE DATES		QUANTITY
			FROM	TO	
10	CRIME REPORTS	2 - 5 YRS	1996	1996	1 BOX
11	DAILY LOGS	2 YRS	7 / 2002	7 / 2003	1 BOX
12	ADMINISTRATIVE REVIEWS UCR REPORTS NON-DETAINED BOOKINGS CRIME REPORTS-STOLEN VEHICLES AND LICENSE PLATES NO LONGER IN SVS COURT TRANSMITTALS-CITATIONS	2 YRS 3 YRS 5 YRS	1 / 2002 1 / 2001 1 / 2002 1986	12 / 2003 12 / 2003 12 / 2002 2001	1 BOX
13	PARKING CITATION REVIEWS	2 YRS	1 / 2003	12 / 2003	1 BOX
14	COURT TRANSMITTALS PARKING CITATIONS MOVING CITATION	3 YRS 2 YRS 5 YRS	2000 3 / 2002 7 / 2000	2002 1 / 2004 5 / 2001	1 BOX
15	PARKING CITATIONS / STATION COPY & PAPERWORK FROM PTS	2 YRS	6 / 2000	7 / 2001	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: 7/31/06
Department Head

Approved: [Signature] Date: 8-25-06
City Attorney

Approved: [Signature] Date: 8-25-2009
City Clerk

Approved: [Signature] Date:
City Council

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ORIGINAL

RECORDS OF POLICE Department

DATE:

ITEM NO.	TITLE OR DESCRIPTION	TOTAL RETEN. PERIOD	INCLUSIVE DATES		QUANTITY
			FROM	TO	
16	CRIME REPORTS	2 - 5 YRS	1996	1996	1 BOX
17	CRIME REPORTS	2 - 5 YRS	1996	1996	1 BOX
18	CRIME REPORTS	2 - 5 YRS	1997	1997	1 BOX
19	CRIME REPORTS	2 - 5 YRS	1997	1997	1 BOX
20	CRIME REPORTS	2 - 5 YRS	1997	1997	1 BOX
21	CRIME REPORTS	2 - 5 YRS	1997	1998	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: 7/31/06
 Department Head
 Approved: [Signature] Date: 8-25-06
 City Attorney

Approved: [Signature] Date: 8-29-06
 City Clerk
 Approved: [Signature] Date:
 City Council

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ORIGINAL

RECORDS RETENTION SCHEDULE
DEPARTMENT: POLICE

APPROVED: _____
CITY COUNCIL

DATE: 11/26/91

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	
6	CODE ENFORCEMENT RECORDS	3	3	
7	CRIME (INCIDENT-DRS) REPORT	3	3	
	(1) INCIDENTS - 2 YEARS				
	(2) MISDEMEANORS - 3 YEARS				
	(3) FELONIES - 5 YEARS				
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.
17	PERSONNEL FILES	T	T+10	T+10	REMOVE EXPOSURE TO HAZARDOUS WASTE RECORDS AND KEEP 30 YEARS. CONFIDENTIAL RECORD.
18	PURCHASE ORDERS-DUPLICATE	2	2	
19	SUBJECT AND CORRESPONDENCE FILES	2AR	2AR	CONFIDENTIAL RECORD.
20	TIME CARDS	2	2	
22	TRAFFIC ACCIDENT REPORTS	2	3	5	
	(1) NON-INJURY - 5 YEARS				
	(2) INJURY - 7 YEARS				
	(3) FATAL - PERMANENT				
23	VEHICLE PARKING MAINTENANCE RECORDS	P	P	P	KEPT FOR LIFE OF VEHICLE.
24	REGISTRANTS (290 P.C., ARSON, DRUGS)	P	P	P	NEW RECORD SERIES-PERMANENT.
25	JOB APPLICANTS	2	P	P	NEW RECORD SERIES-RETAIN 2 YEARS.

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(In years
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* RETENTION PERIOD IN YEARS

ORIGINAL

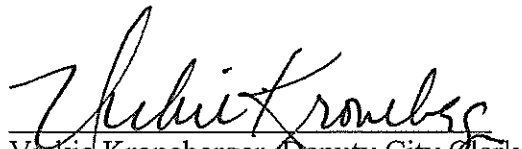
STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF PALOS VERDES ESTATES)

I, Vickie Kroneberger, Deputy City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution **R06-29** 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 12th of September, 2006, by the following vote:

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

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None


Vickie Kroneberger, Deputy City Clerk