

RESOLUTION NO. R06-37

**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:

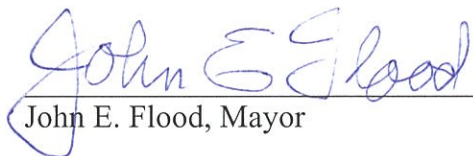
- a. Records affecting the title to real property or liens thereon;

- 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.

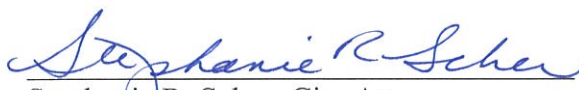
**PASSED, APPROVED and ADOPTED this 14<sup>th</sup> day of November, 2006.**

  
\_\_\_\_\_  
John E. Flood, Mayor

ATTEST:

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

APPROVED AS TO FORM:

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



# 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 Tapes - Video	CU + 3 MO C + 1 Y	When used for Minutes Preparation - Upon Approval City Council, Committee, Commission Migs.	Vault 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>			

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 **R06-37** 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 14<sup>th</sup> of November, 2006, by the following vote:

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

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

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