

RESOLUTION NO. R07-04

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, 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 23RD day of JANUARY, 2007.



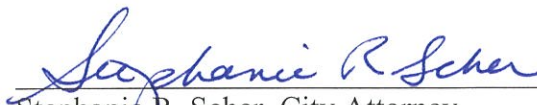
John E. Flood, Mayor

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 1

Records of: _____ City Clerk _____ Date Prepared: 1/15/07
Media: Paper Files, Video & Audio Tapes
Department _____

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
F95	COUNCIL "F" FILES (F96-001 THRU F96- 184)	4 + 4Y	01/01/1996	12/31/1996	2 BOXES
	ELECTIONS - ROSTER OF VOTERS	E + 5Y		3/2001	1 BOX
	CLAIMS:	CL + 5Y			1 BOX
	Claimant Yr. Closed				
	Ford, Dana 2000				
	Prindle, Kenneth 2000				
	Tytell, Andrea 2000				
	Cole, Alan 2001				
	Perlman, Lee 2001				
	Shimizu, Shigeto 2001				
	Zucker, Sallie 2001				
	Anderson, Keith 2002				
	Chekian, Alice 2002				
	Clare, Christine 2002				
	Delpit, Allison 2002				
	Garrett, Brian 2002				
	Gustafson, Floyd 2002				
	Moser, Stephen 2002				
	Pennington, Rain 2002				
	Rizzi, Suzanne 2002				
	Schallau, Carol 2002				
	Whitman, William 2002				

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: Jan 12, 2007 Approved: [Signature] Date: 1-23-07
 Department Head City Clerk
 Approved: [Signature] Date: 1-23-07 Approved: [Signature] Date: 1-23-07
 City Attorney City Council
 Retention Code: AR = Annual Review AS = After Settlement C = Completion CL = Closed Y = Years(s)

RECORDS RETENTION SCHEDULE CITY CLERK'S DEPARTMENT

Record Title	Retention Period	Description	Location
AGENDA			
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/Video	CU = 3 MO	When used for Minutes preparation and may have Historical-value	Vault Malaga Cove Library
Notices/Meetings	4 Y	Special, Public Hearing, Adjourned, Adjourned Minutes, etc.	Vault
<p> AC = Active E = Election AS = After Settlement H = Historical PMD = Permanent/Microfilm/Destroy Paper C = Complete P = Permanent MO = Months TO = Term of Office CU = Closed S = Supersede Y = In Years AU = Audit PMA = Permanent/Microfilm/Archive Copy CL = Closed S = Supersede Y = In Years AU = Audit CU = Current T = Termination EC = Expired Cancelled </p>			

7/2000 * Amended R03-38, 11/11/03

RECORDS RETENTION SCHEDULE CITY CLERK'S DEPARTMENT

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

RECORDS RETENTION SCHEDULE CITY CLERK'S DEPARTMENT

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

Records of: Finance Department Media: Audio Tapes / Video Tapes Date Prepared: 1/12/07

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
	Business license receipt books	4 years	2001	2002	
	Invoices paid/ Accounts payable folders	6 years	1999	2000	
	Payroll time cards	Audit + 6 yrs	1998	1999	
	Payroll yellow check copies	4 years	2001	2002	
	VSP and dental bills	4 years	2001	2002	
	Health insurance payments	4 years	2001	2002	
	Payroll adjustments	Audit + 4 years	2000	2001	
	Dog license receipts	2 years	2004	2005	
	Corbin Willits System upgrade-old financial system			2002	
	Corbin Willits System chart of accts - old fin system			2002	
	Corbin Willits System yr end/month end procedures			2002	
	Dept. Expenditure Reports - Corbin Willits System			2002	

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: Jan 16, 2007

Approved: [Signature]
City Clerk

Date: 1-23-07

Approved: [Signature]
City Attorney

Date: 1-23-07

Approved: [Signature]
City Council

Date: 1/23/07

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

CITY CLERK
CITY OF PALOS VERDES ESTATES
RECORDS RETENTION SCHEDULE

Department:
FINANCE

S H Bayler
11/17/86

APPROVED: (City Attorney)
Gregory G. Callahan

APPROVED: (City Council)
Paul Shalrow

Date:

12/9/86

Date:

12/23/86

Amended 9/24/02**

ITEM NO.	TITLE OR DESCRIPTION	RETENTION PERIOD*		REMARKS
		Office	Offsite	
1	ADDRESS/PENSION LISTING	2	Destroy	
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	4	
6	DEMANDS	2	---	
7	GENERAL LEDGERS	2	P/M	
8	INSURANCE REPORTS	S	---	Analysis of claims (City Manager record).
9	INVOICES	2	4	
10	INVOICES - DUPLICATE	2	---	
11	PAYROLL BILLING STATEMENTS	2	---	
12	PAYROLL DEDUCTION RECORDS	2	2	
13	PAYROLL RECORDS	2	2	
14	PAYROLL REGISTERS	2	2	
15	PERMITS - DUPLICATE	2	---	
16	PROPERTY INVENTORY	OI	OI	
17	PURCHASE ORDERS - DUPLICATE	1	1	
18	RECEIPT BOOKS	2	2	
19	REQUISITIONS	2	---	
20	REVENUES	2	---	
21	SALARY RESOLUTIONS - DUPLICATE	2	2	Audit reports removed and kept permanently.
22	SUBJECT AND CORRESPONDENCE FILES	2AR	2AR	
23	W2s AND TAX REGISTERS	2	4	
24	WARRANTS	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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 P = Permanent P/M = Permanent/Microfilm/Destroy Paper S = Superceded T = Termination
 P/M/A = Permanent/Microfilm/Archive Copy
 *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 **R07-04** 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 23rd of January, 2007, by the following vote:

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

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None


Vickie Kroneberger, Deputy City Clerk