

RESOLUTION NO. R07-08

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 13th day of FEBRUARY, 2007.**

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

ATTEST:

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

APPROVED AS TO FORM:

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

RECORDS OF                      POLICE  
Department                     

ITEM NO.	TITLE OR DESCRIPTION	TOTAL RETEN. PERIOD	INCLUSIVE DATES		QUANTITY
			FROM	TO	
1	CRIME REPORTS	2 - 5 YRS	1999	2000	1 BOX
2	CRIME REPORTS	2 - 5 YRS	1998	1998	1 BOX
3	CRIME REPORTS	2 - 5 YRS	2000	2000	1 BOX
4	CRIME REPORTS	2 - 5 YRS	2001	2001	1 BOX
5	CRIME REPORTS	2 - 5 YRS	1999	1999	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 :  Date: 2/1/07 Approved :  Date: 2-7-07  
 Department Head City Clerk  
 Approved :  Date: 2-13-07 Approved :  Date:                       
 City Attorney City Council

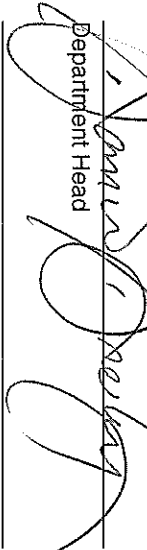
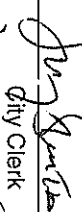
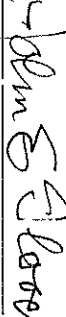

Retention Code:                      MO = Months AS = After Settlement  
 (In yrs. Unless noted) LA = Last Arrest S = Superseded LR = Last Report  
 P = Permanent T = Termination C = Completion  
 E/C = Expired or Canceled  
 OI = Ownership of Items  
 P/M/A = Permanent Microfilm/Archive Copy  
 P/M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



RECORDS OF                      POLICE  
Department                     

ITEM NO.	TITLE OR DESCRIPTION	TOTAL RETEN. PERIOD	INCLUSIVE DATES		QUANTITY
			FROM	TO	
11	ARREST REPORTS	2 - 5 YRS	1998	1998	1 BOX
12	ARREST REPORTS	2 - 5 YRS	1997	1998	1 BOX
13	ARREST REPORTS	2 - 5 YRS	1997	1998	1 BOX
14	ARREST REPORTS	2 - 5 YRS	1998	1998	1 BOX
15	ARREST REPORTS	2 - 5 YRS	1998	1998	1 BOX

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 Department Head City Clerk  
 Approved :  Date:                      Approved :  Date:                       
 City Attorney City Council

Retention Code:                       
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RECORDS OF POLICE  
Department \_\_\_\_\_

ITEM NO.	TITLE OR DESCRIPTION	TOTAL RETEN. PERIOD	INCLUSIVE DATES		QUANTITY
			FROM	TO	
16	ARREST REPORTS	2 - 5 YRS	1999	1999	1 BOX
17	ARREST REPORTS	2 - 5 YRS	1994	1994	1 BOX
18	ARREST REPORTS	2 - 5 YRS	1996	1996	1 BOX
19	ARREST REPORTS	2 - 5 YRS	1994	1994	1 BOX
20	ARREST REPORTS	2 - 5 YRS	1996	1996	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: \_\_\_\_\_ Date: 2/5/07 Approved: \_\_\_\_\_ Date: 2-7-07

Department Head

City Clerk

Approved: \_\_\_\_\_ Date: 2-13-07 Approved: \_\_\_\_\_ Date: 2/13/07

City Attorney

City Council

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RECORDS OF POLICE  
Department \_\_\_\_\_

ITEM NO.	TITLE OR DESCRIPTION	TOTAL RETEN. PERIOD	INCLUSIVE DATES		QUANTITY
			FROM	TO	
21	ARREST REPORTS	2 - 5 YRS	1996	1996	1 BOX
22	ARREST REPORTS	2 - 5 YRS	1996	1996	1 BOX
23	ARREST REPORTS	2 - 5 YRS	1994	1994	1 BOX
24	ARREST REPORTS	2 - 5 YRS	2003	2003	1 BOX
25	ARREST REPORTS	2 - 5 YRS	1994	1995	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: \_\_\_\_\_  
Department Head

Date: 2/5/07 Approved: \_\_\_\_\_  
City Clerk

Approved: \_\_\_\_\_  
City Attorney

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

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RECORDS RETENTION SCHEDULE  
DEPARTMENT: POLICE

APPROVED: \_\_\_\_\_  
CITY COUNCIL

DATE: 11/26/91

Item No. Title of Description Office Office Destroy Remarks

Item No.	Title of Description	Office	Office	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	
20	TIME CARDS	2	....	2	CONFIDENTIAL RECORD.
22	TRAFFIC ACCIDENT REPORTS	2	....	2	
	(1) NON-INJURY - 5 YEARS				
	(2) INJURY - 7 YEARS				
	(3) FATAL - PERMANENT				
23	VEHICLE PARKING MAINTENANCE RECORDS	2	3	5	KEPT FOR LIFE OF VEHICLE.
24	REGISTRANTS (290 P.C., ARSON, DRUGS)	P	P	P	NEW RECORD SERIES-PERMANENT.
25	JOB APPLICANTS	P	P	P	NEW RECORD SERIES-RETAIN 2 YEARS.

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 \* 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 **R07-08** 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 13th of February, 2007, by the following vote:

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

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

  
Vickie Kroneberger, Deputy City Clerk