

RESOLUTION NO. R07-28

**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 Elections Code Sections 17302 and 17505; 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 Elections Code Sections 17302 and 17505; 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 11th day of SEPTEMBER, 2007.**

  
James F. Goodhart, Mayor

ATTEST:

  
Judy Smith, City Clerk

APPROVED AS TO FORM:

  
Stephanie R. Scher, City Attorney


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

Media: Paper Files, Video & Audio Tapes, Paper Files

Date Prepared: 8/10/07

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
N/A	TAPES - AUDIO	CU + 3 MO			
	- PLANNING COMMISSION		7/06	5/15/07	48 TAPES
	- PARKLANDS COMMITTEE		7/06	4/9/07	8 TAPES
	- TRAFFIC SAFETY COMMITTEE		7/06	6/11/07	8 TAPES
	- CITY COUNCIL MEETINGS		6/27/06	6/26/07	30 TAPES
N/A	TAPES - VIDEO	C + 1 Y			
	- CITY COUNCIL		10/25/05	7/23/06	20 TAPES
	- PLANNING COMMISSION		10/18/05	8/15/06	13 TAPES
	FPPC Statement of Economic Interest - Annual Reports				
CON	Conflict of Interest - Gambogi, Ted (appointed)	CU + 5 Y	2001	2002	1 FILE
CON	Conflict of Interest - Gottdener, Karna (appointed)	CU + 5 Y	1996	2002	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:  Date: 8-15-07  
Department Head

Approved:  Date: 8-15-07  
City Clerk

Approved:  Date: 8-27-07  
City Attorney

Approved:  Date: 9/11/07  
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  
C = Completion  
LR = Last Report  
P = Permanent  
P/M = Permanent/Microfilm/Destroy Paper  
CU = Current  
Y = Year(s)  
TO = Term of Office

CITY OF PALOS VERDES ESTATES  
CITY CLERK

REQUEST TO DESTROY OBSOLETE RECORDS  
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Records of: \_\_\_\_\_ City Clerk \_\_\_\_\_ Media: \_\_\_\_\_ Paper files \_\_\_\_\_ Date Prepared: 8/13/07  
Department \_\_\_\_\_ Files / Audio Tapes / Video Tapes \_\_\_\_\_

MATERIALS LISTED HEREIN ARE FROM PREVIOUS CITY ELECTIONS THAT WERE MAINTAINED FOR REFERENCE, BUT HAVE LONG SINCE MET RETENTION SCHEDULE LIMITS; RECORDS OF HISTORICAL SIGNIFICANCE OR REQUIRED FOR PERMANENT RETENTION ARE KEPT ON FILE.

File Code	Title or Description	Retention Period	Total Retention Period	Inclusive Dates	TO	Quantity
ELE79	Special Municipal Election - 3/6/1979 Proposition 1	E + 2 to E + 10 Y*				
ELE79	Miscellaneous Correspondence, Forms, Proofs, Copies --Notices, Arguments, Press, Translations, Precinct Maps, Committee Information	"	"			1 File
ELE79	Campaign Disclosure for Committees Pro/Con	"	"			1 File
ELE80	General Muni Election - 4/8/1980	"	"			1 File
	Campaign Disclosure- Committees Prop A&B	"	"			1 File
	Miscellaneous Correspondence, Forms, Copies of Arguments, Resolutions, Press	"	"			1 File
ELE81	Special Election -6/2/1981	"	"			1 File
	Correspondence, Copies	"	"			
ELE82	General Municipal Election - 4/13/1982	"	"			1 File
	Prop B Materials-Correspondence,Press, Arguments	"	"			1 File
	Ballot Proofs & Supply Materials	"	"			1 File
	L.A. Board of Supervisors - Consolidation	"	"			1 File
	Notices	"	"			1 File
ELE83	Special Election - 11/8/1983	"	"			1 File
	Misc. Correspondence, Copies--Arguments, Consolidation, Draft Resolutions, Campaign Disclosure for Committee-Pro/Con; Registrar Corr.	"	"			1 File
	Ballot Proofs & Supply Materials	"	"			1 File
	Inspectors/Poll Workers	"	"			1 File

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Approved:  City Clerk Date: 8-15-07

Approved:  City Attorney Date: 8-27-07  
Approved:  City Council Date: 9/11/07

\*Retention key: Election + 2 Years to Election + 10 Years

CITY OF PALOS VERDES ESTATES  
CITY CLERK

REQUEST TO DESTROY OBSOLETE RECORDS  
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Records of: City Clerk Media: FILES Date Prepared: 8/10/07  
Department Files / Audio Tapes / Video Tapes

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
	<b>Elections/General</b>				
01ELE	3/6/01 - Nomination Papers (copies)	E+4			1 File
01ELE	3/6/01 - Nom Paper (Not Elected - Chopra, Butler)	E+2			1 File
01ELE	3/6/01 - Nom Paper (Elected - Ritscher, Sherwood, Mackenbach)	E+4			1 File
01ELE	3/6/01 - Candidate Statements (Mackenbach, Sherwood)	E+4			2 Files
01ELE	3/6/01 - 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , Candidate Statements Copies	E+4			3 Files
01ELE	3/6/01 - Proofs - Ballots and Sample Ballot	E+4			1 File
01ELE	3/6/01 - Foreign Language Translations	E+4			1 File
01ELE	3/6/01 - Precinct/Maps/Lists	E+2			1 File
01ELE	3/6/01 - L.A. BOARD OF SUPERVISORS	E+4			1 File
01ELE	3/6/01 - SECRETARY OF STATE	E+4			1 File
01ELE	3/6/01 - L.A. COUNTY REGISTRAR/RECORDER	E+4			2 Files
01ELE	3/6/01 - MARTIN & CHAPMAN CORRESP.	E+4			1 File
01ELE	3/6/01 - SUPPLIES	E+4			1 File
01ELE	3/6/01 - FPPC CORRESPONDENCE	E+4			1 File
01ELE	3/6/01 - MISC. CORRESPONDENCE	E+4			1 File
01ELE	3/6/01 - VOTER REGISTRATION	CU + 5			1 File

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Approved: [Signature] Date: 8-15-07 Approved: [Signature] Date: 8-15-07  
Department Head City Clerk  
 Approved: [Signature] Date: 8-27-07 Approved: [Signature] Date: 9-11-07  
City Attorney City Council

**Retention Code:** AR = Annual Review AS = After Settlement  
 (In years, unless noted) E/C = Expired or Cancelled LA = Last Arrest  
 MO = Months OI = Ownership of Items  
 S = Superseded T = Termination  
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CITY OF PALOS VERDES ESTATES  
CITY CLERK

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Records of: City Clerk  
Department

Media: FILES  
Files / Audio Tapes / Video Tapes

Date Prepared: 8/10/07

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
03ELE	<u>Elections/General</u>				
03ELE	3/4/03 - NOMINATION PAPERS (copies)	E+4			1 File
03ELE	3/4/03 - Nom Paper & Statements (Koehn, Thompson; Not Elected)	E+2			3 Files
03ELE	3/4/03 - Nom Paper & Statements (Abbott, Flood, Humphrey; Elected)	E+4			3 Files
03ELE	3/4/03 - 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , Candidate Statements Copies	E+4			3 Files
03ELE	3/4/03 - Foreign Language Translations	E+4			1 File
03ELE	3/4/03 - Precinct/Maps/Lists	E+2			1 File
03ELE	3/4/03 - L.A. BOARD OF SUPERVISORS	E+4			1 File
03ELE	3/4/03 - SECRETARY OF STATE	E+4			1 File
03ELE	3/4/03 - L.A. COUNTY REGISTRAR/RECORDER	E+4			2 Files
03ELE	3/4/03 - MARTIN & CHAPMAN CORRESP.	E+4			1 File
03ELE	3/4/03 - SUPPLIES & PROOFS	E+4			1 File
03ELE	3/4/03 - FPPC CORRESPONDENCE	E+4			1 File
03ELE	3/4/03 - MISC. CORRESPONDENCE	E+4			1 File
03ELE	3/4/03 - CITY OF LOS ANGELES	E+4			1 File
03ELE	3/4/03 - ELECTION CALENDAR	E + 2			1 File
03ELE	3/4/03 - AV APPLICATION UPDATES	E+4			1 File

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Department Head

Date: 8-15-07

Approved: [Signature]  
City Clerk

Date: 8-15-07

Approved: [Signature]  
City Attorney

Date: 8-27-07

Approved: [Signature]  
City Council

Date: 9/11/07

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E = Election

CITY OF PALOS VERDES ESTATES  
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Records of: City Clerk Department Media: FILES Date Prepared: 8/10/07  
Files / Audio Tapes / Video Tapes

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
	<u>Elections/General</u>				
	PRECINCT RECORDS - 3/6/2001	E + 6 MO.			
01ELE	Election Night				1 File
01ELE	Inspector Declarations				1 File
01ELE	Election Officers				1 File
01ELE	Election Officer Training				1 File
01ELE	Officer Confirmations				1 File
01ELE	Election Inspectors				1 File
01ELE	Polling Locations				1 File
	PRECINCT RECORDS - 3/4/2003	E + 6 MO.			
03ELE	Election Night				1 File
03ELE	Inspector Declarations				1 File
03ELE	Election Officers				1 File
03ELE	Election Officer Training				1 File
03ELE	Officer Confirmations				1 File
03ELE	Election Inspectors				1 File
03ELE	Polling Locations				1 File
03ELE	Precinct Consolidations				1 File

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Approved: *[Signature]* Date: 8-15-07  
 Department Head  
 Approved: *[Signature]* Date: 8-27-07  
 City Attorney

Approved: *[Signature]* Date: 8-15-07  
 City Clerk  
 Approved: *[Signature]* Date: 9/11/07  
 City Council

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Records of: Finance Department Media: Files / Audio Tapes / Video Tapes Date Prepared: 8/15/07

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
	Business license applications	2 years	2002	2004	
	Business license receipt books	4 years	2000	2002	
	Miscellaneous receipt books	4 years	1997	2003	
	1099/1096 filing	4 years	1997	1997	
	Seatip vendor file	2 years	1997	1997	
	Warrant register	2 years	1997	1998	
	Warrant register	2 years	2004	2005	
	Month end reports/cash requirement reports	4 years	1997	1998	
	Monthly journal entries w/ backup	Audit + 4 yrs	1993	2001	
	Annual audit financial files	Audit + 7	1995	1998	
	Moreland Audit file	Audit + 7	1996	1997	
	CWS management report	4 years	2000	2001	
	AB2766 audit file	Audit + 7	1995	1999	
	Revenue accrual folder	4 years	1996	1998	
	PVE invoices (#21350-21999; 22100-22149)	2 years	1999	2004	

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Department Head

Date: 8-15-07

Approved:   
City Clerk

Date: 9-11-07

Approved:   
City Attorney

Date: 8-27-07

Approved:   
City Council

Date: 9/11/07

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CITY OF PALOS VERDES ESTATES  
CITY CLERK

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Records of: Treasurer Media: Date Prepared: 8/15/07

Department Files / Audio Tapes / Video Tapes

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
	Daily Cash receipts	2 years	2000	2001	
	Daily Cash receipts	2 years	2002	2003	
	Cash Management	4 years	2001	2003	
	Cash Requirements/automatic check listing/audit tr	4 years	2001	2002	
	Daily Cash reconciliation	4 years	1993	1994	
	Budget binders	Audit + 2	1998	2002	
	Budget adjustments	Audit + 2	1993	2003	
	Cancelled checks	Audit + 5	1987	1989	
	Vendor check duplicates	2 years	2000	2001	
	Motions to pay demands	2 years	1997	1998	
	Motions to pay demands	2 years	2004	2005	

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 Department Head City Clerk

Approved:  Date: 8-27-07 Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 City Attorney City Council

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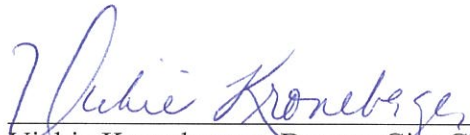
STATE OF CALIFORNIA )  
COUNTY OF LOS ANGELES ) SS:  
CITY OF PALOS VERDES ESTATES )

I, Vickie Kroneberger, Deputy City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution **R07-28** 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 11th day of September, 2007, by the following vote:

AYES: COUNCILMEMBERS: Goodhart, Sherwood, Humphrey, Rea and Perkins

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

  
Vickie Kroneberger, Deputy City Clerk