

RESOLUTION NO. R07-30

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
PALOS VERDES ESTATES, CALIFORNIA, AMENDING THE RECORDS
RETENTION SCHEDULE OF THE FINANCE 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 requested to amend certain City records listed in **Exhibit A** and attached hereto; and

WHEREAS, the City desires to destroy unneeded records where no law prohibits their destruction; and

WHEREAS, the City has prepared a records retention schedule covering all records of this City; and

WHEREAS, the City recognizes that this records retention schedule represents a policy and guideline only and that actual destruction of records will require a separate and specific resolution of the City Council;

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Palos Verdes Estates, California does hereby declare as follows:

Section 1. That the records retention schedule for the Finance Department be amended and that the amended schedule be incorporated into the official Records Retention Schedule of the City of Palos Verdes Estates and shall serve as a guideline for the retention and destruction of records unless and until amended or repealed.

Section 2. That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Records.

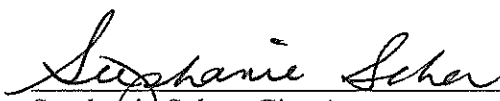
PASSED, APPROVED and ADOPTED this 11TH day of SEPTEMBER, 2007.


James F. Goodhart, Mayor

ATTEST:

APPROVED AS TO FORM:


Judy Smith, City Clerk


Stephanie Scher, City Attorney

CITY OF PALOS VERDES ESTATES
 CITY CLERK

REQUEST TO AMEND RECORDS RETENTION SCHEDULE


PAGE 1 OF 1

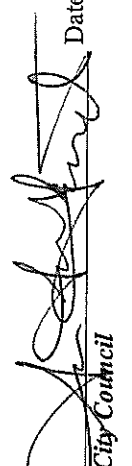
Records of: _____ Finance _____ Media: Files _____ Date Prepared: 8/15/07
 Department _____

Item No.	Title or Description of Record	ADD	CHANGE	DELETE	Description of Requested Amendment & Retention Code:
1	Monthly ledgers/journal entries/workpapers	X			Audit +4 yrs
2	Audit file/reports (various)	X			Audit + 7 yrs

Approved:  Date: 8-15-07
 Department Head

Approved:  Date: 8-15-07
 City Clerk

Approved:  Date: 9-11-07
 City Attorney

Approved:  Date: 9/11/07
 City Council

Retention Code:
 (In years, unless noted)

AR = Annual Review
 E/C = Expired or Cancelled
 MO = Months
 S = Superseded
 Y = In Years

AS = After Settlement
 LA = Last Arrest
 OI = Ownership of Items
 T = Termination
 CU = Current

C = Completion
 LR = Last Report
 P = Permanent
 P/M = Permanent/Microfilm/Destroy Paper
 P/M/A = Permanent Microfilm/Archive Copy

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 **R07-30** 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