

**RESOLUTION NO. R08-05**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF PALOS VERDES ESTATES, CALIFORNIA,  
AUTHORIZING THE DESTRUCTION OF SPECIFIC OBSOLETE RECORDS  
OF THE CITY MANAGER AND 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 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 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:

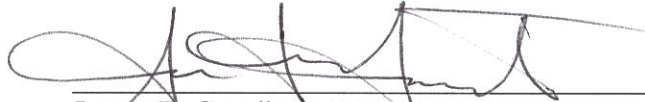
- a. Records affecting the title to real property or liens thereon;

- 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".

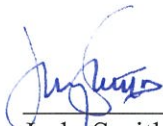
Section 3. The City Clerk shall certify the adoption of this Resolution.

**PASSED, APPROVED and ADOPTED this 11th day of March, 2008.**



James F. Goodhart, Mayor

ATTEST:



Judy Smith, City Clerk

APPROVED AS TO FORM:



Joseph W. Pannone, City Attorney

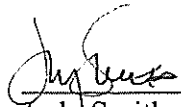
STATE OF CALIFORNIA )  
COUNTY OF LOS ANGELES ) SS:  
CITY OF PALOS VERDES ESTATES )

I, Judy Smith, City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution **R08-05** 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 11<sup>th</sup> day of March, 2008, by the following vote:

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

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

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





Records of: \_\_\_\_\_ City Manager \_\_\_\_\_ Media: \_\_\_\_\_ Paper files \_\_\_\_\_ Date Prepared: 1/24/08  
Department \_\_\_\_\_ Files / Audio Tapes / Video Tapes \_\_\_\_\_

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
	<b>CITY MANAGER SUBJECT FILES:</b>				
	League Fiscal Reform Initiative – 2002	2Y	2002		one file
	License Agreement – Bluff Cove – 1994	C + 2Y	1994		one file
	Management Salaries 2002	2Y	2002		one file
	Mayor/Council members Exec. Forum 1998	2Y	1998		one file
	Municipal Election - March 4, 2003	2Y	2003		one file
	Refuse Collection – Issues 1999-2003	2Y	1999	2003	one file
	Residential Care and Treatment Facilities – 1998	2Y	1998		one file
	Santa Clara Decision – Proposition 62 (SB1590) 1996	2Y	1996		one file
	Social Security Coverage (Legislation to mandate coverage)98	2Y	1998		one file
	Southern California Assoc. of Govts (SCAG) – 1998	2Y	1998		one file
	State Legislation 1997	2Y	1997		one file
	State Legislation 1998	2Y	1998		one 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: Feb 13, 2008 Approved:  Date: 2-27-08  
Department Head City Clerk

Approved:  Date: 2/25/08 Approved:  Date: 3/1/08  
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  
C = Completion LR = Last Report  
P = Permanent P/M = Permanent/Microfilm/Destroy Paper  
P/M/A = Permanent Microfilm/Archive Copy



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

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

Date Prepared: 1/28/08

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
N/A	TAPES – AUDIO	CU + 3 MO			
	- PLANNING COMMISSION		6/07	10/16/07	18 TAPES
	- CITY COUNCIL MEETINGS		7/07	10/23/07	9 TAPES
	FPPC Statement of Economic Interest – Annual Reports				
CON	Conflict of Interest – Farrell, Kenneth (appointed)	CU + 5 Y	2001	7/2003	1 FILE
CON	Conflict of Interest – Thompson, Edmond (elected)	CU + 7 Y	3/11/1997	3/2001	1 FILE
	Claims - Closed				
CLA	Easy Roll Off	CL + 5 Y		1/2003	1 FILE
	Smith, Katrina	CL + 5 Y		2/2003	1 FILE
	Manoucher, Adli	CL + 5 Y		3/2003	1 FILE
	Rollo, Robert & Kimberlee	CL + 5 Y		6/2003	1 FILE
	Patterson, Stephen	CL + 5 Y		6/2003	1 FILE
	McMorris, Clint	CL + 5 Y		10/2003	1 FILE

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Approved:   
Department Head

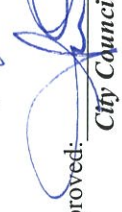
Date: 2-15-08

Approved:   
City Clerk

Date: 2-15-08

Approved:   
City Attorney

Date: 2/25/08

Approved:   
City Council

Date: 3/11/08

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CU = Current  
Y = Year(s)  
TO = Term of Office

CITY OF PALOS VERDES ESTATES  
CITY CLERK

REQUEST TO DESTROY OBSOLETE RECORDS  
PAGE 2 OF 8

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

Media: Paper Files, Video & Audio Tapes

Date Prepared: 1/28/08

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
F97	COUNCIL "F" FILES (F97-001 THRU F97- 160)	4 + 4Y	01/01/1997	12/31/1997	160 FOLDERS
	AGENDAS - 1997	5 + 5Y			1 FILE
	EXECUTIVE SUMMARIES - 1997	5 + 5 Y			1 FILE
	ACTION MEMORANDA - 1997	5 + 5 Y			1 FILE
	NOTICES - 1997	5 + 5 Y			1 FILE
ELE	ROSTER OF VOTERS - 6 prec; 1 absentee	E + 5Y		3/4/03	7 ROSTERS

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Approved: [Signature] Date: 2-15-08  
Department Head

Approved: [Signature] Date: 2-15-08  
City Clerk

Approved: [Signature] Date: 2/11/08  
City Attorney

Approved: [Signature] Date: 3/11/08  
City Council

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CL = Closed  
Y = Years(s)

CITY OF PALOS VERDES ESTATES  
CITY CLERK





REQUEST TO DESTROY OBSOLETE RECORDS  
PAGE 3 OF 8

DUPLICATES & COMPLETE RECORD OF CONCESSION AGREEMENTS (SUPERCEDED BY CURRENT/IN FORCE AGREEMENT(S) WITH THE CITY) REFERENCED HEREIN ARE MAINTAINED IN CITY CLERK'S HISTORY FILE

Records of: City Clerk Department                      Media: Paper files Date Prepared:                       
Files / Audio Tapes / Video Tapes

File Code	Title or Description	Retention Period	Inclusive FROM	Dates TO	Quantity
C90-22	PV Beach & Athletic Club	S + 2Y	9/25/90	5/14/96	1 File
C91-20	PV Beach & Athletic Club (1 <sup>st</sup> Mod)	S + 2Y	3/26/91	5/14/96	1 File
C91-38	PV Beach & Athletic Club (2 <sup>nd</sup> Mod)	S + 2Y	8/13/91		1 File
C92-11	PV Beach & Athletic Club (3 <sup>rd</sup> Mod)	S + 2Y	4/28/92		1 File
C92-33	PV Beach & Athletic Club (4 <sup>th</sup> Mod)	S + 2Y	7/28/92		1 File
C93-07	PV Beach & Athletic Club (5 <sup>th</sup> Mod)	S + 2Y	3/23/93		1 File
C93-13	PV Beach & Athletic Club (6 <sup>th</sup> Mod)	S + 2Y	5/25/93		1 File
C93-24	PV Beach & Athletic Club (7 <sup>th</sup> Mod)	S + 2Y	11/9/93		1 File
C94-01	PV Beach & Athletic Club (8 <sup>th</sup> Mod)	S + 2Y	1/25/94		1 File
C95-17	PV Beach & Athletic Club (9 <sup>th</sup> Mod)	S + 2Y	11/4/95		1 File Superseded C96-10
C94-07	PVBAC By-Laws	S + 2Y	4/26/94		1 File Superseded C00-12
C79-02	PV Tennis Foundation	S + 2Y	1/80	6/30/93	1 File / Superseded by C93-30
C93-30	PV Tennis Foundation (1 <sup>st</sup> Mod)	S + 2Y	12/14/93	6/30/03	1 File / S C03-02
C95-02	PV Tennis Foundation (2 <sup>nd</sup> Mod)	S + 2Y	3/14/95		1 File / S C03-02
C95-12	PV Tennis Foundation (3 <sup>rd</sup> Mod)	S + 2Y	9/12/95		1 File / S C03-02
C96-25	PV Tennis Foundation (4 <sup>th</sup> Mod)	S + 2Y	8/27/96		1 File / S C03-02
C97-02	PV Tennis Foundation (5 <sup>th</sup> Mod)	S + 2Y	1/13/97		1 File / S C03-02
C00-34	PV Tennis Foundation/BY-LAWS	S + 2Y	10/10/00		1 File/ Superseded by C03-16

The above records are submitted for destruction in accordance with procedures outlined in the City of Palos Verdes Estates' Records Management Manual.

Approved:  Date: 2-15-08 Approved:  Date: 2-15-08  
 Department Head City Clerk  
 Approved:  Date: 2/25/08 Approved:  Date: 3/11/08  
 City Attorney City Council  
 Retention Code: S = Superseded

CITY OF PALOS VERDES ESTATES  
CITY CLERK

REQUEST TO DESTROY OBSOLETE RECORDS  
PAGE 4 OF 8

DUPLICATES & COMPLETE RECORD OF CONCESSION AGREEMENTS (SUPERCEDED BY CURRENT/IN FORCE AGREEMENT(S)  
WITH THE CITY) REFERENCED HEREIN ARE MAINTAINED IN CITY CLERK'S HISTORY FILE

Records of: City Clerk Department                      Media: Paper files Files / Audio Tapes / Video Tapes Date Prepared:                     

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
C79-03	PV Golf Club	S + 2	3/79		1 File / S C83-01
C82-04	PV Golf Club	S + 2	12/7/82	6/30/83	1 File/ S C83-01
C83-01	PV Golf Club	S + 2	7/19/83	6/30/93	1 File/ S C93-18
C85-25	PV Golf Club	S + 2	11/26/85	6/30/93	1 File/ S C93-18
C88-01	PV Golf Club (1 <sup>st</sup> Modification)	S + 2	6/28/88	6/30/93	1 File/ S C93-18
C88-38	PV Golf Club (2 <sup>nd</sup> Modification)	S + 2	10/11/88	6/30/93	1 File/S C93-18
C89-01	PV Golf Club (3 <sup>rd</sup> Modification)	S + 2	1/9/89	6/30/93	1 File/S C93-18
C89-12	PV Golf Club (4 <sup>th</sup> Modification)	S + 2	4/11/89	6/30/93	1 File/S C93-18
C89-24	PV Golf Club (5 <sup>th</sup> Modification)	S + 2	6/13/89	6/30/93	1 File/S C93-18
C89-29	PV Golf Club (6 <sup>th</sup> Modification)	S + 2	8/8/89	6/30/93	1 File/S C93-18
C89-38	PV Golf Club (7 <sup>th</sup> Modification)	S + 2	12/29/89	6/30/93	1 File/ S C93-18
C91-24	PV Golf Club (8 <sup>th</sup> Modification)	S + 2	9/10/91	6/30/93	1 File/ S C93-18
C92-49	PV Golf Club (9 <sup>th</sup> Modification)	S + 2	2/9/93	6/30/93	1 File/ S C93-18

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Approved: [Signature] Date: 2-15-08  
Department Head

Approved: [Signature] Date: 2-15-08  
City Clerk

Approved: [Signature] Date: 2/15/08  
City Attorney

Approved: [Signature] Date: 3/11/08  
City Council

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Records of: **CITY CLERK**  
Department

Media: PAPER FILES  
Files / Audio Tapes / Video Tapes

Date Prepared: 1/28/08

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
C86-26	RPV/Paratransit Service	S + 2	7/1/90	6/30/87	1 File
C86-27	RPV/ Paratransit/Dial-A-Ride	S + 2	7/1/86	6/30/87	1 File
C90-21	PV Transit FY 90/01	S + 2	7/1/90	6/30/91	1 File
C90-37	PV Transit FY 89/90	S + 2	2/1/90	6/30/90	1 File
C91-08	L.A County/Federal Aid Urban (FAU) Funds Assign	T + 5		3/26/91	1 File
C91-09	PV Babe Ruth League – License Agreement	S + 2	3/26/91	8/94	1 File
C91-32	PV Transit FY 91/92	S + 2	7/1/91	6/30/92	1 File
C92-03	PV Breakfast Club (Skunk Hollow)	S + 2	2/25/92	2/28/97	1 File
C92-17	PVP Transit Authority JPA Lease/Option Agmt	T + 5		5/26/92	1 File
C92-45	PV Stable Resident Trainers – Insurance Certs.	T + 5	6/16/92	5/21/01	1 File
C93-01	Sandra Genis/PSA for Prep of Housing Element	S + 2	6/26/93	6/22/97	1 File
C94-19	PVE/Peninsula Pony-Colt League	T + 5	8/9/94	9/21/95	1 File
C95-07	Kane Ballmer & Berkman/Legal Services	S + 2	8/8/95	6/30/01	1 File; Superseded C01-10

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Approved:   
Department Head

Date: 2-15-08

Approved:   
City Clerk

Date: 2-15-08

Approved:   
City Attorney

Date: 2/15/08

Approved:   
City Council

Date: 3/11/08

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W\F\Forms\ReqtoDestroy

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CITY OF PALOS VERDES ESTATES  
CITY CLERK

REQUEST TO DESTROY OBSOLETE RECORDS  
PAGE 6 OF 8

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

Media: \_\_\_\_\_ Paper files  
Files / Audio Tapes / Video Tapes

Date Prepared: \_\_\_\_\_

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
C98-14	Travers Tree - Citywide Tree Trimming	S + 2	3/12/98	6/30/00	1 File; S C00-15
C98-15	R.F. Dickson Company, Inc. - Street Sweeping	S + 2	4/28/98	6/30/00	1 File; S C00-10
C98-18	Landscape West (dba for TruGreen LandCareLLC) Parkland/Landscape Maint FY98/99 & FY99/00	S + 2	6/23/98	6/30/00	1 File; S C00-13
C98-22	L.A. County Animal Control Services	S + 2	7/1/98	6/30/01	1 File; S C02-08
C98-35	SeaTip CSI/Computer Infrastructure Upgrade	S + 2	9/25/98	1 File	1 File
C98-89	License Agreement/Parklands Access for Construction of 1809 Paseo Del Sol	T + 5	1/4/99	12/20/02 Cert. of Occ.	1 File
C99-20	Gallagher & Gallagher/Legal Services	T + 5	9/30/99	1 File	1 File
C00-01	Ferguson, Praet & Sherman/Legal Service	T + 5	2/2/2000	1 File	1 File
C00-33	Richard Anderson/Interim Stable Manager	T + 5	3/13/00	6/30/2000	1 File
C00-04	Digital Mapping Associates/Orthophoto aerial photography	T + 5	3/28/00	1 File	1 File
C00-09	Metro Building Maintenance/CH Complex Janitor'1	S + 2	7/1/00	6/30/01	1 File
C00-10	R.F. Dickson/Citywide Street Sweeping	S + 2	7/1/00	6/30/04	1 File S C04-15
C00-13	Norcal Waste Services/Citywide Refuse & Recyclg	S + 2	7/1/00	6/30/05	1 File S C05-10

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Approved: [Signature] Date: 2-15-08  
Department Head

Approved: [Signature] Date: 2-15-08  
City Clerk

Approved: [Signature] Date: 2/25/08  
City Attorney

Approved: [Signature] Date: 3/11/08  
City Council

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Records of: **CITY CLERK**  
Department

Media: PAPER FILES  
Files / Audio Tapes / Video Tapes

Date Prepared: 1/28/08

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
C87-16	City of L.A./Countywide Warrant System	T + 5	7/1/87	6/30/90	1 File
C87-24	License Agreement - Black/Hall 1009 Palos Verdes Dr West	S + 2	9/1/87	1990	1 File/ S C90-14
C87-32	Rancho Palos Verdes/Paratransit Service	S + 2	7/1/87	6/30/88	1 File
C88-23	Rancho Palos Verdes/Paratransit Service	S + 2	7/1/88	6/30/89	1 File
C88-41	Bulldog Signal Alarm Company	T + 5		11/23/88	1 File
C89-32	PV Transit FY89/90	S + 2	7/1/89	1/31/90	1 File
C89-35	GTE West - P.D. 911 Transfer Reporting Service	T + 5	8/21/89		
C89-41	James Hendrickson Agreement/City Manager	S + 2	10/16/89	10/28/97	1 File
C93-06	Bing Yen and Assoc/Slosson Assoc.	S + 2	12/92		1 File
C94-22	James Hendrickson Agmt.-Amend/City Manager	S + 2	9/13/94	10/28/97	1 File; Superseded C97-33
C95-18	Berryman & Henigar/FSBAD Engineering	S + 2	11/14/95		1 File; S C00-26
C95-20	Multijurisdictional Consortium Agreement/Evaluation of Pollutant Load in Storm Drain Catch Basins w./City of Santa Monica	T + 5	11/28/95	12/31/96	1 File
C97-05	L.A. County Agr. Comm/Wts & Meas; Weed Abatement Services 1997-2002	S+2	7/1/97	6/30/02	1 File; S C02-17
C98-07	Continental Graphics/Microfilming Services	T + 5	3/12/98		1 File
C98-09	License Agreement/T. Browne-1105 PVDW	S + 2	4/28/98	3/04	1 File

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Approved:  City Clerk Date: 2-15-08

Approved:  City Attorney Date: 2/25/08  
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