

RESOLUTION NO. R08-24

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

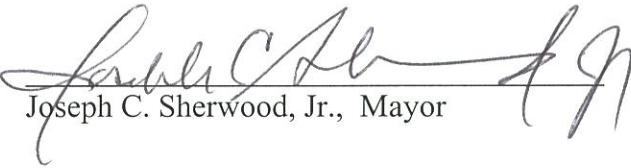
- a. Records affecting the title to real property or liens thereon;

- 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 22nd day of JULY, 2008.



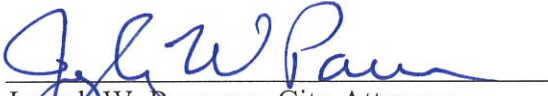
Joseph C. Sherwood, Jr., Mayor

ATTEST:



Judy Smith, City Clerk

APPROVED AS TO FORM:



Joseph W. Pannone, City Attorney

CITY OF PALOS VERDES ESTATES
CITY CLERK

REQUEST TO DESTROY OBSOLETE RECORDS
PAGE 1 OF 2

Records of: Police Dept. _____
Department

Media: Paper files
Files / Audio Tapes / Video Tapes

Date Prepared: 6/25/08

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
1	ARREST REPORTS	3 YEARS	2000	2000	1 BOX
2	ARREST REPORTS	3 YEARS	1999	2000	1 BOX
3	ARREST REPORTS	3 YEARS	2000	2000	1 BOX
4	ARREST REPORTS	3 YEARS	1999	1999	1 BOX
5	ARREST REPORTS	3 YEARS	1993	1994	1 BOX
6	ARREST REPORTS	3 YEARS	1998	1998	1 BOX
7	ARREST REPORTS	3 YEARS	1999	1999	1 BOX
8	ARREST REPORTS	3 YEARS	1999	1999	1 BOX
9	ARREST REPORTS	3 YEARS	1996	1998	1 BOX
10	ARREST REPORTS	3 YEARS	1999	1999	1 BOX
11	ARREST REPORTS	3 YEARS	1999	1999	1 BOX
12	NON-DETAINED ARRESTS	3 YEARS	2004	2004	1 BOX
13	ADMIN REVIEWS	2 YEARS	2004	2004	1 BOX
14	DOJ/ADMIN STATEMENTS	2 YEARS	2006	2006	1 BOX
15	DAILY LOGS	2 YEARS	2004	2004	1 BOX

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

Approved:  Date: 6/27/08
Department Head

Approved:  Date: 7-1-08
City Clerk

Approved:  Date: 7/5/08
City Attorney

Approved:  Date: 7/22/08
City Council

Retention Code: AR = Annual Review
(In years, unless E/C = Expired or Cancelled noted)
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 OF PALOS VERDES ESTATES
CITY CLERK

REQUEST TO DESTROY OBSOLETE RECORDS
PAGE 2 OF 2

Records of: Police Department
Department

Media: Paper files
Files / Audio Tapes / Video Tapes

Date Prepared: 6/25/08

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
12	BLUE CARD & WALK IN STATISTICS	2 YEARS	2004	2006	1 BOX
13	LOGS	2 YEARS	2003	2004	1 BOX
14	BICYCLE LICENSES	2 YEARS	1997	1999	1 BOX
15	UNIFORM CRIME REPORTS	2 YEARS	2004	2004	1 BOX
16	UNIFORM CRIME REPORTS	2 YEARS	2005	2005	1 BOX
17	ADMINISTRATIVE REVIEWS-PARKING	2 YEARS	2004	2004	1 BOX
18	UNIFORM CRIME REPORTS	2 YEARS	2000	2000	1 BOX
19	MARIJUANA REPORTS	2 YEARS	2001	2005	1 BOX
20	CRIME REPORTS	3 YEARS	2000	2001	1 BOX
21	CRIME REPORTS	3 YEARS	2001	2001	1 BOX
22	JOB APPLICANTS	2 YEARS	2002	2005	1 BOX
23	DMV/ADMIN EMPLOYEE STATEMENTS	2 YEARS	1996	2006	1 BOX

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Approved:  Date: 6/27/08
Department Head

Approved:  Date: 7-1-08
City Clerk

Approved:  Date: 7/15/08
City Attorney

Approved:  Date: 7/22/08
City Council

Retention Code: AR = Annual Review
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CITY OF PALOS VERDES ESTATES
CITY CLERK

REQUEST TO DESTROY OBSOLETE RECORDS
PAGE 1 OF 1

Records of: _____
City Clerk _____
Department _____

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


Date Prepared: 7/1/08

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
N/A	TAPES - VIDEO	C + 1Y			
	- CITY COUNCIL		9/12/06	7/10/07	26 TAPES
	- PLANNING COMMISSION		9/19/06	7/17/07	12 TAPES
	Applications - Boards, Commissions, Committees Not Appointed	CL + 2 Y	1998	2001	10 FILES
	Applications - Boards, Commissions, Committees Appointed	CL + 5 Y	1998	2001	10 FILES
	Public Records Requests	CL + 2 Y	2003	2005	3 FILES

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Approved:  _____
Department Head
Date: 7-1-08

Approved:  _____
City Clerk
Date: 7-1-08

Approved:  _____
City Attorney
Date: 7/5/08

Approved:  _____
City Council
Date: 7/22/08

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

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 **R08-24** 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 22nd day of July, 2008, by the following vote:

AYES: COUNCILMEMBERS: Sherwood, Perkins, Humphrey, Goodhart

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: Rea


Vickie Kroneberger, Deputy City Clerk