

RESOLUTION NO. R08-29

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

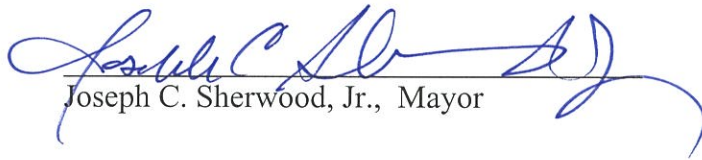
- a. Records affecting the title to real property or liens thereon;

- 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 14th day of October, 2008.


Joseph C. Sherwood, Jr., Mayor

ATTEST:



Judy Smith, City Clerk

APPROVED AS TO FORM:



Joseph W. Pannone, City Attorney

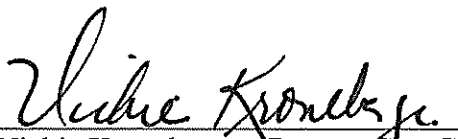
STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF PALOS VERDES ESTATES)

I, Vickie Kroneberger, Deputy City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution **R08-29** 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 14th day of October, 2008, by the following vote:

AYES: COUNCILMEMBERS: Sherwood, Perkins, Humphrey, Rea

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: Goodhart


Vickie Kroneberger, Deputy City Clerk

Records of: Finance Department Media: Files Audio Tapes / Video Tapes Date Prepared: 8/29/2008

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
	AB2766 SCQAMD	Audit +7		6/30/2000	
	A/P Vendor Files	6 Years	2000	2002	
	Audit Papers/Reports/Workpapers	Audit + 7	1998	2000	
	Balance Sheet	Audit + 4	1994	2001	
	Budget Adjustments	Audit + 2	6/30/04	2005	
	Business license applications	2 years	2005	2005	
	Business license receipt books	4 years	2002	2003	
	Cash Requirements	Audit + 4	1998	2004	
	Check Audit Trail	Audit + 4	1998	2005	
	CWS Balance Sheet	Audit + 4	2000	2002	
	CWS Income Statement	Audit + 4	2000	2002	
	CWS Management Reports	Audit + 4	2001	2002	
	CWS Print Journals	Audit + 4	2001	2002	

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

Approved: [Signature] Date: 9-22-08 Approved: [Signature] Date: 10-8-08
Department Head City Clerk

Approved: [Signature] Date: 10/14/08
City Attorney City Council

- Retention Code:** (In years, unless noted)
- AR = Annual Review
 - 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
 - P/M/A = Permanent Microfilm/Archive Copy

Records of: Finance Department Media: Files / Audio Tapes / Video Tapes Date Prepared: 8/29/2008

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
	Daily Cash Receipts	4 Years	1998	6/2002	
	Dog license receipts	2 years	2005	2006	
	Financial Workpapers	Audit +4	1995	1996	
	General Ledger Detail	Audit + 4	1994	1995	
	Income Statement	Audit + 4	1995	2002	
	Journal Entries	Audit +4	1995	2003	
	Listing Updates	Audit +4	1999	2004	
	Month End Reports	Audit + 4	1994	2004	
	Payroll time cards	Audit +6 yrs	1999	2000	
	Payroll yellow check copies	4 years	2002	2004	
	Prop A & C /TDA Audit	Audit + 7 years		6/30/2000	
	Workpapers			6/30/2002	

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Approved:  Department Head Date: 9-12-08
 Approved:  City Clerk Date: 10-8-08

Approved:  City Attorney Date: 10/17/08
 Approved:  City Council Date: 10/17/08

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