

RESOLUTION NO. R09-02

**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**

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:

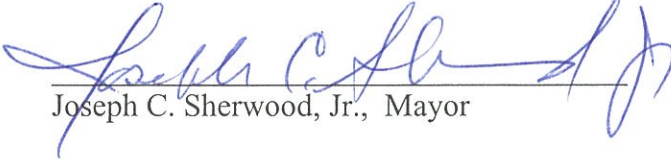
- a. Records affecting the title to real property or liens thereon;

- 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 JANUARY, 2009.



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
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Records of: City Clerk
Department _____

Media: Paper Files, Video & Audio Tapes

Date Prepared: 1/2/09

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
F98	COUNCIL "F" FILES (F98-001 THRU F98-133)	4 + 4Y	01/01/1998	12/31/1998	133 FOLDERS
	AGENDAS - 1998	5 + 5Y			1 FILE
	EXECUTIVE SUMMARIES - 1998	5 + 5 Y			1 FILE
	ACTION MEMORANDA - 1998	5 + 5 Y			1 FILE
	NOTICES - 1998	5 + 5 Y			1 FILE
CON	Conflict of Interest - FPPC Filings				
	- Timm Browne - Chief of Police (appointed)	E + 5 Y	1998	2004	1 FILE
	- Michael Karger - Assistant City Attorney (appointed)	E + 5 Y	2003	2004	1 FILE
	Public Records Requests	CL + 2 Y		2006	1 FILE
	Applications - Commission/Committees	CL + 2 Y		2003	1 FILE
	Not Appointed				
	Applications - Commission/Committees	CL + 5 Y		2003	1 FILE
	Appointed				

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: 1-2-09
Department Head
 Approved: [Signature] Date: 1/2/09
City Attorney

Approved: [Signature] Date: 1-2-09
City Clerk
 Approved: [Signature] Date: 1/14/09
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
 CL = Closed
 Y = Years(s)

Records of: City Clerk Department: City Clerk Media: Paper Files, Video & Audio Tapes, Paper Files Date Prepared: 1/2/09

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
N/A	TAPES - VIDEO	C + 1Y	7/24/07	1/9/08	7 VHS TAPES
	- CITY COUNCIL		5/07	12/07	7 VHS TAPES; 2 DVD'S
	- PLANNING COMMISSION				
	TAPES - AUDIO	C + 3 MO			
	- CITY COUNCIL		11/07	9/23/08	43
	- PLANNING COMMISSION		11/07	9/16/08	45

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Approved: [Signature] Date: 1-2-09
Department Head

Approved: [Signature] Date: 1-2-09
City Clerk

Approved: [Signature] Date: 1/7/09
City Attorney

Approved: [Signature] Date: 1/14/09
City Council

Retention Code: AR = Annual Review
(In years, unless E/C = Expired or Cancelled
noted) MO = Months

AS = After Settlement
LA = Last Arrest
OI = Ownership of Items

C = Completion
LR = Last Report
P = Permanent

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 _____
Department _____

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

Date Prepared: 1/2/09

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
S	Subject Files – General Information Filed by Topic (aka City Clerk Chron Files)	4 Years			1 File Each
AMI	Amicus Briefs			1995	
BUS	Bus Stops			1986	
CAL	California Conservation Corps			1989	
CEL	Cell Phone Facilities – AT&T & Airtouch			1999	
CEQ	CEQA – Draft Reso Correspondence			1985	
CIT	City Hall Lot Development			1982	
CIT	City Services Bldg & Parking Deck		1972	1976	
COM	Computer Upgrade 1998-99		1998	1999	
CON	California Constitutional Revision		1995	1996	
DBE	DBE/WBE – Disadvantaged Business Enterprise - Federally Funded Highway Projects			1987	
ELE	General Election/Election Officers			4/10/1984	
HOL	Holiday in the Plaza			1994	
INS	Insurance – Health Net			2000	
JOI	Joint Powers Police Department – Undated Preliminary Report			c. 1980	
JUR	Jury Duty Policy			1986	
IMM	Immigration and Naturalization Task Force – League of California Cities			1995	
FAC	Facsimile Signatures			1984	
FEE	Master Fee Schedule – Fresno 1980 Resolution			1980	
PAR	Paramedic Services, Establishment of			1975/76	

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Approved: 
Department Head

Date: 1-2-09

Approved: 
City Clerk

Date: 1-2-09

Approved: 
City Attorney

Date: 1/2/09

Approved: 
City Council

Date: 1/14/09

Retention Code: AR = Annual Review

Y = Years

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 **R09-02** 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 January, 2009, by the following vote:

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

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None



Vickie Kroneberger, Deputy City Clerk