

RESOLUTION NO. R09-28

**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, CITY CLERK, POLICE DEPARTMENT, AND  
PUBLIC WORKS DEPARTMENTS**

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 8th day of September, 2009.**

  
\_\_\_\_\_  
Ellen Perkins, 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 **R09-28** 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 8th day of September, 2009, by the following vote:

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

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

  
\_\_\_\_\_  
Vickie Kroneberger, Deputy City Clerk

CITY OF PALOS VERDES ESTATES  
CITY CLERK

REQUEST TO DESTROY OBSOLETE RECORDS  
PAGE 1 OF 1

EXHIBIT A

Records of: City Manager \_\_\_\_\_ Date Prepared: May 18, 2009  
Department \_\_\_\_\_ Media: Paper files  
Files / Audio Tapes / Video Tapes

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
	City Manager Subject Files:				
	Semi-Annual Activities Report	2 Y	2001	2006	one
	ICMA International Exchange	2Y		1997	one
	Commission and Committee Items	2Y	1994	2006	one
	Dept. Head Team Building Workshop	2Y		1996	one
	Executive Summary	2Y	2003	2006	one
	Detective Overtime Pay	2Y		2002	one
	City Manager's Major Accomplishments	2Y	1993	2003	one
	Code Enforcement	2Y	2000	3-2007	one
	Property Related Fee - Sewer Users Fee	2Y	2002	2003	one
	PERS - Final Year Compensation	2Y	1999	2005	one
	Salary Survey/Compensation Survey	2Y		1998	one
	*****				

R09-28

EXHIBIT A

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

Approved:  Date: 5-19-09  
Department Head  
Approved:  Date: 5-20-09  
City Clerk

Approved:  Date: 5/25/09  
City Attorney  
Approved:  Date: 9-8-09  
City Council

**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  
P/M/A = Permanent Microfilm/Archive Copy

Records of: City Clerk Department City Clerk Media: Paper files Date Prepared: 8/21/09  
Files / Audio Tapes / Video Tapes

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
CLA	CLOSED CLAIM FILES; Listed by Claimant	CLOSED + 5 Y			
	Sugimoto, Hitoshi			4/2004	1 File
	Compher, Robert			4/04	1 File
	Thompson, Christopher Sean			5/04	1 File
	Smith, Sara			5/04	1 File
	Sparling, Jeremy			6/04	1 File
	Johnson, Ray & Linda Elliott/State Farm			11/04	1 File
N/C	TAPES - VIDEO	C + 1Y			
	- CITY COUNCIL		1/08	7/22/08	15 VHS TAPES
	- PLANNING COMMISSION		1/08	8/08	8 VHS TAPES
	TAPES - AUDIO	C + 3 MO			
	- CITY COUNCIL		10/08	5/26/09	23 CASSETTES
	- PLANNING COMMISSION		10/08	5/19/09	32 CASSETTES
	- PARKLANDS COMMITTEE		7/08	4/13/09	6 CASSETTES
	- TRAFFIC SAFETY COMMITTEE		6/08	3/11/09	9 CASSETTES

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: 8-21-09  
Department Head

Approved: [Signature] Date: 8-21-09  
City Clerk

Approved: [Signature] Date: 8-21-09  
City Attorney

Approved: [Signature] Date: 9-8-09  
City Council

Retention Code: AR = Annual Review  
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Records of: City Clerk Media: FILES Date Prepared: \_\_\_\_\_  
Department Files / Audio Tapes / Video Tapes

File Code	Title or Description <u>Elections/General Municipal</u>	Total Retention Period	Inclusive FROM	Dates TO	Quantity
09 ELE	3/3/09-"RED" BOXES - ELECTED VOTER BALLOTS	E + 6 MO.			10 Boxes
09 ELE	3/3/09 - "WHITE" BOXES - Unused Precinct Ballots & Stubs, Unused Absentee Ballots & Stubs, Spoiled Ballots	E + 6 MO.			10 Boxes
09ELE	3/3/09 - ABSENTEE VOTER APPLICATIONS	E + 6 MO.			1 Box
09ELE	3/3/09-ABSENT VOTER BALLOT ENVELOPES	E + 6 MO.			2 Boxes
99ELE	3/2/99 - Election; Published Notices	E + 10 Y			1 File
03 ELE	3/4/03 - Election Calendar	E + 2Y			1 File
05 ELE	3/8/05 - Election Calendar (election cancelled)	E + 2Y			1 File
05 ELE	3/805 - Precinct Maps	E + 2Y			1 File
07 ELE	3/6 /07 - ElectionCalendar	E + 2Y			1 File
03 ELE	FPPC - Campaign Disclosure, Non-Elected	E + 5Y			1 File

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Approved: [Signature] Date: 8-21-09 Approved: [Signature] Date: 8-21-09  
 Department Head City Clerk  
 Approved: [Signature] Date: 9-8-09 Approved: [Signature] Date: 9-8-09  
 City Attorney City Council

**Retention Code:** AR = Annual Review AS = After Settlement C = Completion TO = Term of Office  
 (In years, unless noted) E/C = Expired or Cancelled LA = Last Arrest LR = Last Report E = Election  
 MO = Months OI = Ownership of Items P = Permanent  
 S = Superseded T = Termination P/M = Permanent/Microfilm/Destroy Paper  
 CU = Current Y = In Years P/M/A = Permanent Microfilm/Archive Copy

Records of: Police Department

Media: Paper files  
Files / Audio Tapes / Video Tapes


Date Prepared: 7/15/09

Item No.	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
1	NON-DETAINED ARRESTS	2 YEARS	2003	2005	1 BOX
2	PARKING ADMIN REVIEWS	2 YEARS	2002	2004	1 BOX
3	DAILY PARKING LOGS	2 YEARS	2006	2006	1 BOX
4	MARIJUANA REPORTS	2 YEARS	1999	2007	1 BOX
5	PARKING CITATIONS	2 YEARS	2005	2006	1 BOX
6	CITATION TRANSMITTALS	2 YEARS	2002	2003	1 BOX
7	ALARM BILLINGS	2 YEARS	2004	2004	1 BOX
8	MOVING CITATIONS	2 YEARS	2001	2003	1 BOX
9	ADMINISTRATIVE HEARING AUDIO TAPES	2 YEARS	1996	2006	1 BOX
10	ADULT ARREST REPORTS	2 YEARS	1996	2006	1 BOX
11	INCIDENT REPORTS	2 YEARS	2003	2003	1 BOX
12	INJURY TRAFFIC COLLISIONS	7 YEARS	1993	1993	1 BOX
13	NON-INJURY TRAFFIC COLLISIONS	5 YEARS	1993	1993	1 BOX
14	NCIC VALIDATION	2 YEARS	1991	2001	1 BOX
15	PARKING CITATIONS	2 YEARS	2003	2007	1 BOX

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Approved:  Department Head  
Approved:  City Attorney

Date: 8/17/09

Approved:  City Clerk

Date: 8-21-09

Approved:  City Council

Date: 9-8-09

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CITY OF PALOS VERDES ESTATES  
CITY CLERK

REQUEST TO DESTROY OBSOLETE RECORDS  
PAGE 1 OF 5

Records of:  
Public Works Department

Media:  
Paper Files / Audio Tapes / Video Tapes

Date Prepared:  
8/18/2009

File Code	Title or Description	Total Retention Period	Inclusive Dates		Quantity (Project Files)
				TO	
PW 1 66	Coronel Plaza Landscaping 1966-1974	C+ 10		1966	1
PW 5 72	Paving of Via Nivel	C+ 10		1972	1
PW 13 74	PVDW Riding/Hiking Trail Median Landscape Jan 1974- Dec 1977	C+ 10		1974	1
PW 54	Five year operations projection	C+ 10		1975	1
PW 110 82	Street Sweeping Study & Proposals	C+ 10		1982	1
PW 111 82	Five Year Street Maintenance Plan	C+ 10		1982	1
PW 113 82	Office of Traffic Safety - Hui Lai	C+ 10		1982	1
PW 116 83	Pathway - Median of PVDW	C+ 10		1983	1
PW 140 84	Trash Collection - Western Waste	C+ 10		1984	1
PW 144 84	City Building Painting	C+ 10		1984	1
PW 153 85	Street Rehab. Various Locations FY 1985/86	C+ 10		1985	1
PW 165 87	PV Country Club Painting	C+ 10		1987	1
PW 180 89	Tree Maintenance for Parklands 88-89	C+ 10		1989	1
PW 180B 89	Street Tree Maintenance 1989	C+ 10		1989	1
PW 189 89	CATV Franchise	C+ 10		1989	1
PW 190 89	Street Striping 1989-90	C+ 10		1989	1
PW 193 89	Street Resurfacing 1989-90	C+ 10		1989	1

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Approved:  Department Head

Date: 8/21/09

Approved:  City Clerk

Date: 8-21-09

Approved:  City Attorney

Date: 8/25/09

Approved:  City Council

Date: 9-8-09

Retention Code C = Completion

(In years, unless noted)

CITY OF PALOS VERDES ESTATES  
CITY CLERK

REQUEST TO DESTROY OBSOLETE RECORDS  
PAGE 2 OF 5

Records of: Public Works Department Media: Paper Files / Audio Tapes / Video Tapes Date Prepared: 8/18/2009

File Code	Title or Description	Total Retention Period	Inclusive Dates		Quantity (Project Files)
				TO	
PW 196 89	Street Tree Maintenance FY 1989/90	C+ 10		1989	1
PW 202 90	Slurry Seal Program 1990-91	C+ 10		1990	1
PW 203 90	Weed Abatement 1990	C+ 10		1990	1
PW 210 90	Landscaping Maintenance 1990-93	C+ 10		1990	1
PW 225 90	Street Overlay Project 1990-91	C+ 10		1990	1
PW 226 90	Street Tree Trimming FY 1990-91	C+ 10		1990	1
PW 229 90	City Tree Maintenance Feb. 1991	C+ 10		1990	1
PW 230 90	Geology Review Services Refer also refer to PW-276-92	C+ 10		1990	1
PW 232 90	Proposition "B" 1987-90 Weed Abatement	C+ 10		1990	1
PW 240 91	Street Overlay Project 1991-92	C+ 10		1991	1
PW 241 91	Slurry Seal Project 1991-92	C+ 10		1991	1
PW 242 91	Engineering Consultant Team for various projects	C+ 10		1991	1
PW 245 91	Curb & Gutter 1991-92	C+ 10		1991	1
PW 246 91	Tree Trimming 1991-92	C+ 10		1991	1
PW 249 92	Sale of Surplus PW trucks	C+ 10		1992	1
PW 252 92	Weed Abatement 1991-92	C+ 10		1992	1
PW 259 92	Street Sweeping 1992--93 City Wide	C+ 10		1992	1

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Approved: [Signature] Date: 8/21/09 Approved: [Signature] Date: 8-21-09  
 Department Head City Clerk

Approved: [Signature] Date: 5/25/07 Approved: [Signature] Date: 9-8-09  
 City Attorney City Council

Retention Code C = Completion (In years, unless noted)

CITY OF PALOS VERDES ESTATES  
CITY CLERK

REQUEST TO DESTROY OBSOLETE RECORDS  
PAGE 3 OF 5

Records of: Public Works Department Media: Paper Files / Audio Tapes / Video Tapes Date Prepared: 8/18/2009

File Code	Title or Description	Total Retention Period	Inclusive Dates		Quantity (Project Files)
				TO	
PW 260 92	City Hall Janitorial	C+ 10		1992	1
PW 261 92	Public Works Inspection Services & 1995-98	C+ 10		1992	1
PW 262 92	Slurry Seal Project 1992-93	C+ 10		1992	1
PW 263 92	Street Overlay Project 1992-93	C+ 10		1992	1
PW 264 92	Weed Abatement Project 1992	C+ 10		1992	1
PW 276 92	City Services for Soils/Geology review	C+ 10		1992	1
PW 279 92	Tree Trimming 1992-93	C+ 10		1992	1
PW 280 93	Weed Abatement 1992-93	C+ 10		1993	1
PW 284 93	Street Overlay Project 1993-94	C+ 10		1993	1
PW 285 93	Street Slurry Seal 1993-94	C+ 10		1993	1
PW 296 93	Tree Trimming 1993/94	C+ 10		1993	1
PW 297 93	Street Overlay Project 1994_95	C+ 10		1993	1
PW 298 94	Street Slurry Seal 1994-95	C+ 10		1994	1
PW 301 94	Curb & Gutter Program 1993-94	C+ 10		1994	1
PW 303 94	Tree Trimming 1994-95	C+ 10		1994	1
PW 306 94	Catch Basin Cleaning	C+ 10		1994	1
PW 310 95	Street Sweeping Contract 1995-98	C+ 10		1995	1

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Approved: [Signature] Date: 8/21/09  
Department Head

Approved: [Signature] Date: 8-21-09  
City Clerk

Approved: [Signature] Date: 8/21/09  
City Attorney

Approved: [Signature] Date: 9-8-09  
City Council

Retention Code C = Completion (In years, unless noted)

CITY OF PALOS VERDES ESTATES  
CITY CLERK

REQUEST TO DESTROY OBSOLETE RECORDS  
PAGE 4 OF 5

Records of: Media: Date Prepared: 8/18/2009  
Public Works Department Paper Files / Audio Tapes / Video Tapes

File Code	Title or Description	Total Retention Period	Inclusive Dates		Quantity (Project Files)
				TO	
PW 312 95	Overlay Project 1995-96	C+ 10		1995	1
PW 315 95	Slurry Seal Project 1995-96	C+ 10		1995	1
PW 319 95	Catch Basin Cleaning Project	C+ 10		1995	1
PW 321 95	City Tree Trimming Contract	C+ 10		1995	1
PW 331 96	Street Overlay Project 1996-97	C+ 10		1996	1
PW 336 96	Slurry Seal Project 1996-97	C+ 10		1996	1
PW 337 96	Overlay Project 1996-97	C+ 10		1996	1
PW 342 96	1997 Weed Abatement Services LA County Ag. Commissioner and Fire De	C+ 10		1996	1
PW 343 96	Service Agreement 1997-2000 for Weed Abatement LA County	C+ 10		1996	1
PW 344 96	Street Overlay Project 1997-98	C+ 10		1996	1
PW 347 99	Catch Basin Cleaning Project 1997	C+ 10		1999	1
PW 366 98	Street Overlay Project 1998-99	C+ 10		1998	1
PW 367 98	Street Slurry Seal Project 1998-99	C+ 10		1998	1
MPW 110 91	Street Striping 91-92	C+ 10		1991	1
MPW 116 92	Void	C+ 10		1992	1
MPW 128 93	Curb & Gutter Repair Requests	C+ 10		1993	1
MPW 129 93	Slurry Seal Repair Requests	C+ 10		1993	1

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Approved: [Signature] Date: 8/21/09  
Department Head

Approved: [Signature] Date: 8-21-09  
City Clerk

Approved: [Signature] Date: 8/21/09  
City Attorney

Approved: [Signature] Date: 9-8-09  
City Council

Retention Code C = Completion (In years, unless noted)

Records of: Media: Date Prepared: 8/18/2009  
Public Works Department Paper Files / Audio Tapes / Video Tapes

File Code	Title or Description	Total Retention Period	Inclusive Dates		Quantity (Project Files)
				TO	
MPW 130 93	Street Overlay Repair Requests	C+ 10		1993	1
MPW 138 95	Weed Abatement	C+ 10		1995	1
MPW 142 95	Street Repair Request	C+ 10		1995	1
MPW 144 95	Re-set manhole at 532 Via Del Monte	C+ 10		1995	1
MPW 145 95	Striping requests	C+ 10		1995	1
MPW 147 96	Weed Abatement	C+ 10		1996	1
MPW 156 98	MPW Projects 97/98	C+ 10		1998	1
MPW 157 98	Striping 1997 - 1998	C+ 10		1998	1

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Approved: [Signature] Date: 8/21/09 Approved: [Signature] Date: 8-21-09  
Department Head City Clerk

Approved: [Signature] Date: 8/21/09 Approved: [Signature] Date: 9-8-09  
City Attorney City Council

Retention Code C = Completion (In years, unless noted)


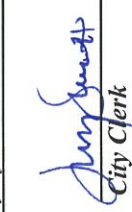
Records of:  
Public Works Department

Media:  
Paper Files / Audio Tapes / Video Tapes

Date Prepared:  
8/20/2009

File Code	Title or Description	Total Retention Period	Inclusive Dates		Quantity (Project Files)
				TO	
1998/1999	Traffic Safety Committee Correspondence - 2 pages	C+ 5		1998	1
Jan 10 01	Traffic Safety Committee Packets - originals	C+ 5		2001	1
Feb 14 01	Traffic Safety Committee Packets - originals	C+ 5		2001	1
Mar 14 01	Traffic Safety Committee Packets - originals	C+ 5		2001	1
Apr 11 01	Traffic Safety Committee Packets - originals	C+ 5		2001	1
May 9 01	Traffic Safety Committee Packets - originals	C+ 5		2001	1
Jun 13 01	Traffic Safety Committee Packets - originals	C+ 5		2001	1
Jul 11 01	Traffic Safety Committee Packets - originals	C+ 5		2001	1
Sep 12 01	Traffic Safety Committee Packets - originals	C+ 5		2001	1
Oct 10 01	Traffic Safety Committee Packets - originals	C+ 5		2001	1
Nov 14 01	Traffic Safety Committee Packets - originals	C+ 5		2001	1
Dec 12 01	Traffic Safety Committee Packets - originals	C+ 5		2001	1
Feb 13 02	Traffic Safety Committee Packets - originals	C+ 5		2002	1
Mar 13 02	Traffic Safety Committee Packets - originals	C+ 5		2002	1
May 15 02	Traffic Safety Committee Packets - originals	C+ 5		2002	1
Jun 24 02	Traffic Safety Committee Packets - originals	C+ 5		2002	1
Jul 10 02	Traffic Safety Committee Packets - originals	C+ 5		2002	1

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

Approved:  Date: 8/21/09 Approved:  Date: 8-21-09  
 Department Head City Clerk

Approved:  Date: 8/25/09 Approved:  Date: 9-8-09  
 City Attorney City Council

Retention Code C = Completion (In years, unless noted)

Records of:  
Public Works Department

Media:  
Paper Files / Audio Tapes / Video Tapes

Date Prepared:  
8/20/2009

File Code	Title or Description	Total Retention Period	Inclusive Dates		Quantity (Project Files)
				TO	
Oct 9 02	Traffic Safety Committee Packets - originals	C+ 5		2002	1
Nov 13 02	Traffic Safety Committee Packets - originals	C+ 5		2002	1
Apr 9 03	Traffic Safety Committee Packets - originals	C+ 5		2003	1
May 14 03	Traffic Safety Committee Packets - originals	C+ 5		2003	1
Jul 9 03	Traffic Safety Committee Packets - originals	C+ 5		2003	1
Nov 12 03	Traffic Safety Committee Packets - originals	C+ 5		2003	1
Dec 10 03	Traffic Safety Committee Packets - originals	C+ 5		2003	1
Feb 11 04	Traffic Safety Committee Packets - originals	C+ 5		2004	1

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: 8/21/09  
Department Head

Approved: [Signature] Date: 8-21-09  
City Clerk

Approved: [Signature] Date: 8/20/09  
City Attorney

Approved: [Signature] Date: 9-8-09  
City Council

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