

RESOLUTION NO. R09-37

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF PALOS VERDES ESTATES, CALIFORNIA,
AUTHORIZING THE DESTRUCTION OF SPECIFIC OBSOLETE RECORDS
OF THE CITY FINANCE, PLANNING, BUILDING & SAFETY, 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:

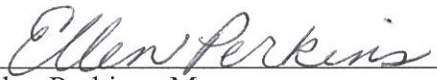
- a. Records affecting the title to real property or liens thereon;

- 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 December, 2009.



Ellen Perkins, 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: Finance Department Media: Files / Audio Tapes / Video Tapes Date Prepared: 11/16/09

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
	Budget Workpapers fiscal year	Audit + 2	2002	2003	1 large file
	Budget Workpapers fiscal year	Audit + 2	2003	2004	1 large file
	Budget Workpapers fiscal year	Audit + 2	2004	2005	1 large file
	Budget Workpapers fiscal year	Audit + 2	2005	2006	1 large file
	Finance subject files	Audit + 5	98-99	02-03	5 files
	Council Action Memo (duplicates)		1999	2003	
	Business License Applications	2 years	2006	2007	1 box
	VSP, Magellan AFLAC, ICMA	4 years		2003	1 file
	Time Cards	Audit + 6	99-00	00-01	1 box
	Cash Management Reports	Audit + 4	2002	2003	1 binder
	Journal Entries/Income Stmt/Balance Sheet	Audit + 4	2002	2003	1/2 box
	Budget adjustments	Audit + 2	2005	2006	1 file

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: 11-16-09
Department Head City Clerk

Approved: [Signature] Date: 12/8/09
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

CITY OF PALOS VERDES ESTATES
CITY CLERK

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Records of: Treasurer Department Media: Files / Audio Tapes / Video Tapes Date Prepared: 11/16/09

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
	Payroll check copies calendar year	Audit + 5	2003	2003	1/2 box
	Parking Citations	2 year	2006	2007	1 box
	Revenue binders	Audit + 6	2001	2002	2 boxes
	AB2766 SCQAMD	Audit + 7	6/30/2000		1 file
	AB2766 SCQAMD	Audit + 7	6/30/2001		1 file
	Prop A, C/TDA Audit	Audit + 7	6/30/2000		1 file
	Prop A, C/TDA Audit	Audit + 7	6/30/2001		1 file
	Cancelled Checks	Audit + 6	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:  Date: 11-16-09
 Department Head City Clerk

Approved:  Date: 12/18/09
 City Attorney City Council

- Retention Code:**
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Records of :Building, Planning & Public Works Department Head: Allan Rigg Date: January 2010

Item No.	Title or Description	Retention Period	Date From	Date To	Quantity	Location
1	Parkland Committee Meeting Materials January - December 2000-2004	5 years	Jan-00	Dec-04	3 boxes	
2	Planning Commission Meeting Materials January - December 2001-2007	2 years	Jan-01	Dec-07	4 boxes	
3						
3	Miscellaneous Receipts January - December 2000-2005	4 years	Jan-00	Dec-05	2 boxes	
4						
5	Building Permits Duplicate January - December 2001	2 years	Jan-01	Dec-07	2 boxes	
6	Building Run Sheets 1998-2004	5 years	Jan-98	Dec-04	1 box	
7						
8	Chron files from January - December 2001-2007 for various staff	2 years	Jan-01	Dec-07	2 boxes	
9						
10						

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City Attorney:  12/8/09 City Council:  12/8/09

Department Head:  City Clerk: 

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 **R09-37** 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 December, 2009, by the following vote:

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

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: Goodhart


Vickie Kroneberger, Deputy City Clerk