

RESOLUTION NO. R10-26

**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, TREASURER, FINANCE
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:

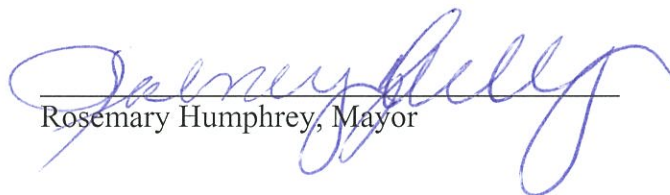
- a. Records affecting the title to real property or liens thereon;

- 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 9th day of November, 2010.



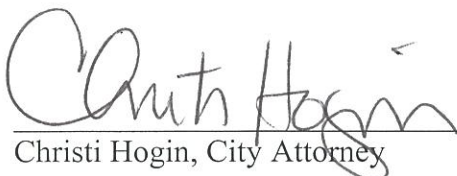
Rosemary Humphrey, Mayor

ATTEST:



Judy Smith, City Clerk

APPROVED AS TO FORM:



Christi Hogin, City Attorney

CITY OF PALOS VERDES ESTATES
CITY CLERK

REQUEST TO DESTROY OBSOLETE RECORDS
 PAGE 1 OF 1

Records of: City Manager Department Media: Paper files Date Prepared: October 26, 2010
Files / Audio Tapes / Video Tapes

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
	City Manager Subject Files:				
	Palos Verdes Homes Association	2Y	1998	2001	one
	Fire & Paramedic Special Services Tax	2Y	2001	2006	two
	Capital Impr. Financing (Non-sewer CIP)	2Y		2004	one
	PERS Investment Losses	2Y		2004	one
	2301 PV Drive West (Lunada Bay Park)	2Y	2001	2005	two
	DUPLICATE of permanent file				
	Budget Follow-Up FY 2001-2002	2Y	2001	2002	one
	Budget FY2001-2002	2Y	2001	2002	one
	Refuse Collection	2Y	2003	2007	one
	Emergency Preparedness	2Y	2003	2007	two
	State Legislative Issues	2Y	2001	2007	five
	Budget FY1998-2000	2Y	1998	2000	four

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: 10-26-10 Approved: [Signature] Date: 10-26-10
 Department Head City Clerk

Approved: [Signature] Date: 11-8-10 Approved: [Signature] Date: 11/9/10
 City Attorney City Council

- Retention Code:** AR = Annual Review AS = After Settlement
 (In years, unless noted) E/C = Expired or Cancelled LA = Last Arrest
 MO = Months OI = Ownership of Items
 S = Superseded 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
REQUEST TO DESTROY OBSOLETE RECORDS
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CITY OF PALOS VERDES ESTATES
 CITY CLERK

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

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
CON	Conflict of Interest – Kowal, James (deceased)	E+5 Years	7/1997	4/ 2005	1 File
ELE 07	GENERAL MUNICIPAL ELECTION FILES				
	Election Inspectors	E + 6 mos.		3/2007	1 File
	Absentee Voter Applications	E + 6 mos.		3/2007	1 File
	Officer Confirmations	E + 6 mos.		3/2007	1 File
	Polling Locations	E + 6 mos.		3/2007	1 File
	Election Officers	E + 6 mos.		3/2007	1 File
	Election Officer Training	E + 6 mos.		3/2007	1 File
	Inspector Declarations	E + 6 mos.		3/2007	1 File
	Foreign Language Translations	E+ 2 Yrs		3/2007	1 File
	Miscellaneous Correspondence	E + 2 Yrs		3/2007	1 File
	Precinct Consolidations	E + 2 Yrs		3/2007	1 File
	Precinct Maps/Lists	E + 2 Yrs		3/2007	1 File
	PUBLIC RECORDS REQUESTS	CL + 2Y	1/2007	12/2007	1 File

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Approved: [Signature] Date: 10-29-10 Approved: [Signature] Date: 10-29-10
 Department Head City Clerk
 Approved: [Signature] Date: 11-8-10 Approved: [Signature] Date: 11/9/2010
 City Attorney City Council

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CITY OF PALOS VERDES ESTATES
CITY CLERK

REQUEST TO DESTROY OBSOLETE RECORDS
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Records of: _____ City Clerk _____ Date Prepared: 10/11/10
 Department _____ Media: Paper files
 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			
	Stroh, Erica			3/15/2005	1 File
	Barnert, Morris			10/17/2005	1 File
	Blakeman, Laura			7/12/2005	1 File
	Vasquez/Gealer			5/11/2005	1 File
	Roettger, Vanessa			4/27/2005	1 File
	Evans, M/M Robert			3/22/2005	1 File
	Martinoff, MM Michael			3/22/2005	1 File
	Irani, Jessica			3/8/2005	1 File
	Schultz, M/M Roger			3/8/2005	1 File
	Masumoto, Chie			10/29/2004	1 File
	Deorellana, Ana			8/20/2004	1 File
	Pippin, Ron			5/7/2004	1 File
	Noda, Noriko			6/8/2004	1 File
	Schuchard, Ken			7/23/2003	1 File

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Approved: [Signature] Date: 10-29-10
 Department Head City Clerk

Approved: [Signature] Date: 11/9/10
 City Council

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CITY OF PALOS VERDES ESTATES
 REQUEST TO DESTROY OBSOLETE RECORDS
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CITY OF PALOS VERDES ESTATES
 CITY CLERK

Records of: City Clerk Department: City Clerk Media: Paper Files, Video & Audio Tapes Date Prepared: 10/11/10

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
N/A	TAPES - VIDEO - CITY COUNCIL	C + 1 Y	9/9/08	10/13/09	26 VHS TAPES
	- PLANNING COMMISSION		9/08	9/09	10 VHS TAPES; 3 DVD'S
	TAPES - AUDIO - CITY COUNCIL	C + 3 MO	6/9/09	6/22/10	36
	- PLANNING COMMISSION		6/09	6/15/10	56
	- PARKLANDS COMMITTEE		5/11/09	5/10/10	6
	- TRAFFIC SAFETY COMMITTEE		4/8/09	6/9/10	7

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Approved: [Signature] Date: 10-29-10
 Department Head

Approved: [Signature] Date: 11-8-10
 City Attorney

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 P = Permanent
 CU = Current
 Y = Year(s)
 TO = Term of Office

REQUEST TO DESTROY OBSOLETE RECORDS
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CITY OF PALOS VERDES ESTATES
CITY CLERK

Date Prepared: 10/19/10

Records of: Finance Department Media: Files / Audio Tapes / Video Tapes

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
	Workpapers	Audit + 5	2003	2004	1 box
	Daily Cash Receipts	4 years	2005	2006	1 file
	AB 2766 SCAQMD Workpapers	Audit + 7	2001	2002	1 box
	Dog License Renewal	3 years	2006	2007	1 box
	Parking Citations/Parking Correspondence	2 Years	2007	2008	1 file
	Prop A & C /TDA Workpapers	Audit + 7	2001	2002	1 box
	Cash Receipts 30100-38085	Audit + 7	2002	2003	1 box
	Cash Receipts 37100-37300 Funds 02-74	Audit + 7	2002	2003	1 box
	Time Cards	Audit + 7	2001	2002	1/2 box
	Cash Balance Summary Report	Audit + 4	2003	2004	1/2 box
	Cash Balance Summary Report	Audit + 4	2004	2005	1/2 box

E X H I B I T
(6 of 8)

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

Approved: [Signature] Department Head Date: 10-29-10
Approved: [Signature] City Clerk Date: 10-29-10

Approved: [Signature] City Attorney Date: 11-8-10
Approved: [Signature] City Council Date: 11/9/2010

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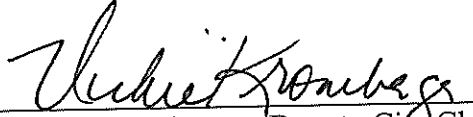
STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF PALOS VERDES ESTATES)

I, Vickie Kroneberger, Deputy City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution **R10-26** 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 9th day of November, 2010, by the following vote:

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

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None


Vickie Kroneberger, Deputy City Clerk