

RESOLUTION NO. R11-34

**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, TREASURER, FINANCE, PUBLIC WORKS
AND PLANNING 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 25th day of October, 2011.



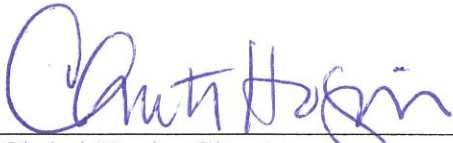
William John Rea, Mayor

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 2

Records of: _____ City Clerk _____ Date Prepared: 10/13/11
Department _____ Media: Paper Files, Video & Audio Tapes

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
F99	COUNCIL "F" FILES (F99-001 THRU F99-147)	4 + 4Y	01/01/1999	12/31/1999	147 FOLDERS
	AGENDAS - 1999	5 + 5Y			1 FILE
	EXECUTIVE SUMMARIES - 1999	5 + 5 Y			1 FILE
	ACTION MEMORANDA - 1999	5 + 5 Y			1 FILE
	NOTICES - 1999	5 + 5 Y			1 FILE
F00	COUNCIL "F" FILES (F00-001 THRU F-175)	4 + 4Y	01/01/2000	12/31/2000	175 FOLDERS
	AGENDAS - 2000	5 + 5Y			1 FILE
	EXECUTIVE SUMMARIES - 2000	5 + 5 Y			1 FILE
	ACTION MEMORANDA - 2000	5 + 5 Y			1 FILE
	NOTICES - 2000	5 + 5 Y			1 FILE
	PUBLIC RECORDS REQUESTS - 2008	CL + 2 Y	1/1/2008	12/31/2008	1 FILE
CON	Conflict of Interest - FPPC Filings				
	- Bryn Morley - Assistant City Attorney (appointed)	E + 5 Y	2003	2004	1 FILE
	Applications - Commission/Committees	CL + 2 Y	2004	2008	5 FILES
	Not Appointed				
	FILM PERMITS	CU + 2 Y GC34090	2003	2008	6 FILES

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: 10-14-11 Approved: [Signature] Date: 10/14/11
 Department Head City Clerk
 Approved: [Signature] Date: 10.25.11 Approved: [Signature] Date: 10/25/11
 City Attorney City Council

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 S = Superseded T = Termination P/M = Permanent/Microfilm/Destroy Paper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

Records of: _____ City Clerk
Department _____

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

Date Prepared: 10/13/11

File Code	Title or Description	Total Retention Period C + 1Y	Inclusive FROM	Dates TO	Quantity
N/A	TAPES - VIDEO		10/27/09	9/14/10	23 TAPES
	- CITY COUNCIL		10/2009	9/2010	12 TAPES/CD'S
	- PLANNING COMMISSION				
	TAPES - AUDIO				
	- CITY COUNCIL	C + 3MO	7/13/10	7/26/2011	45 Cassettes
	- PLANNING COMMISSION		7/10	6/2011	43 Cassettes
	- PARKLANDS COMMITTEE		10/10	6/2011	4 Cassettes
	- TRAFFIC SAFETY COMMITTEE		7/10	6/2011	10 Cassettes

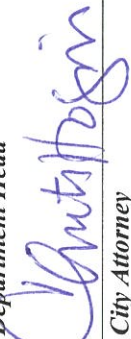
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Approved: 
Department Head

Date: 10-14-11

Approved: 
City Clerk

Date: 10/14/11

Approved: 
City Attorney

Date: 10.25.11

Approved: 
City Council

Date: 10/25/11

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Y = Year(s)
TO = Term of Office

CITY OF PALOS VERDES ESTATES
CITY CLERK

REQUEST TO DESTROY OBSOLETE RECORDS
(CLOSED CLAIMS)

PAGE 1 OF 2

Records of: City Clerk Department Palos Verdes Estates Media: Paper files Date Prepared: 10/14/11
Files / Audio Tapes / Video Tapes

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
	CLOSED CLAIMS	CL + 5 YEARS			
	CLAIMANT	DATE CLOSED:			
CLA04	Johnston, David	6/8/05			
CLA04	Mercury Ins./Heyes, G.	4/15/05		2005	1 File
CLA04	Arthurs, Thomas D.	1/5/05		2005	1 File
CLA04	Johnston, David				
CLA05	Tumanjan, Gail	9/24/05		2005	1 File
CLA05	Briggs, Debra	8/17/05		2005	1 File
CLA05	Vergara, Marta	1/19/06		2006	1 File
CLA05	Jonathan Neil Assoc/Century Nat'l	1/25/06		2006	1 File
CLA05	Bozeman, Teresa	4/18/06		2006	1 File
CLA05	DeSimone Pat	5/13/06		2006	1 File
CLA05	Safeco/Francis	6/16/06		2006	1 File
CLA05	AAA/Duke	6/12/06		2006	1 File
CLA05	Mercury Casualty/Ahearn, Grant	6/30/06		2006	1 File
CLA05	Mills, Damon F	4/18/06		2006	1 File

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CITY OF PALOS VERDES ESTATES
CITY CLERK

REQUEST TO DESTROY OBSOLETE RECORDS
(CLOSED CLAIMS)

PAGE 2 OF 2

Records of: _____ City Clerk _____ Date Prepared: 10/14/11
 Department _____ Media: Paper files
 Files / Audio Tapes / Video Tapes

File Code	Title or Description	Total Retention Period	Inclusive Dates	Quantity
	CLOSED CLAIMS	CL + 5 YEARS		
	CLAIMANT DATE CLOSED:			
CLA06	Perez, Elida	9/23/06	2006	1 File
CLA06	Wesco Infrastructure Tech, LP	9/12/06	2006	1 File
CLA06	Terrell, Don	9/22/06	2006	1 File
CLA06	Emerson, Barbara	8/30/06	2006	1 File
CLA06	Abbott, Dwight	8/22/06	2006	1 File
CLA06	Mercury Ins/Subro Pangelina, Trina	7/13/06	2006	1 File
CLA06	Bean, Jennifer	7/28/06	2006	1 File
CLA06	Ford, Sherry	5/9/06	2006	1 File
CLA06	Ip, Ruth	5/23/06	2006	1 File
CLA06	Motor Officer Accident	4/10/06	2006	1 File
CLA06	Jones, Stanley	3/28/06	2006	1 File
CLA06	Rosenthal, Marc J.	3/1/06	2006	1 File
CLA06	Kauffman, Lynn	2/28/06	2006	1 File
CLA06	Taylor, Glenn	2/22/06	2006	1 File
CLA06	Cleveland, Arthur	1/26/06	2006	1 File
CLA06	Kredel, Frank	1/24/06	2006	1 File
CLA06	Chalfant, Robert	1/24/06	2006	1 File
CLA06	Spiker, Greg	1/11/06	2006	1 File

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 Department Head City Clerk

Approved: [Signature] Date: 10-25-11 Approved: [Signature] Date: 10/25/11
 City Attorney City Council

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CITY OF PALOS VERDES ESTATES
CITY CLERK

REQUEST TO DESTROY OBSOLETE RECORDS
PAGE 1 OF 1

Records of: Treasurer
Department

Media: Files / Audio Tapes / Video Tapes

Date Prepared: 10/06/2011

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
	Bank Yellow Deposit Slips	AU+4	2004	2006	
	AB2766 SCQAMD	Audit + 7	2002-2003		1 file
	Payroll check copies	Audit + 5	FY 2003-2004		1 box
	Payroll check copies	Audit + 5	CY 2005		
	ADP Stop Checks, ADP Billing, ADP Void Payroll	AU + 5 (GC34090;CCP337)	1988-1989		
	ADP Billing, ADP Void Payroll	AU + 5 (GC34090;CCP337)	1992		
	AP Cancelled Checks	AU + 5	2004		
	Bank Account Reports	AU + 5	FY 1994-1995	FY 2000-2001	
	Treasurer's Reports	AU + 5	FY 1994-1995	FY 2000-2001	
	Bank Reconciliation	AU + 5	FY 1994-1995	FY 2000-2001	
	Interest Reports	AU + 5	FY 1994-1995	FY 2000-2001	
	Acct Analysis	AU + 5	FY 1994-1995	FY 2000-2001	
	Transactions Reports	AU + 5	FY 1994-1995	FY 2000-2001	

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Approved:  Department Head Date: 10/19/11 Approved:  City Clerk Date: 10-19-11

Approved:  City Attorney Date: 10.25.11 Approved:  City Council Date: 10/25/11

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 - AU = Audit
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CITY OF PALOS VERDES ESTATES
CITY CLERK

REQUEST TO DESTROY OBSOLETE RECORDS
PAGE 1 OF 2

Records of: Finance Department Media: Files / Audio Tapes / Video Tapes Date Prepared: 10/06/2011

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
	Business license applications	T + 4 (GC34090;CCP 337)	2005	2007	3 boxes
	Business license & Misc. Receipt Books	AU + 4 (GC34090;CCP337)	2003	2006	1 box
	Bank Reconciliation	AU + 5	2001-2002	2004-2005	
	Accounts Payable Vendor Folders	6 years	2003-2004	2004-2005	7 boxes
	Accounts Payable Special Handling Folder	6 years	2004-2004		1 folder
	Contracts – Duplicate Finance Copies	2 years	2007	2009	Large folder
	Purchase Orders – Duplicate	2 years	2000-2001	2007-2008	
	Payroll time cards	Audit +6 yrs (GC34090;29CFR516.2)	2002-2003	2003-2004	
	Accounts Receivable	Audit + 4 (GC 34090)	1/10/05	10/12/2006	
	Parking Citations	C + 2	FY 2005-2006		1 box
	Dog License	Au + 2	FY 07-08		1 box
	Payroll Forms(AFLAC, Magellan, Healthnet, VSP, Dental, Reliance, ICMA Direct Deposit, etc)	Audit + 5	FY 2003-2004		
	Payroll Recon	Audit + 4	FY05-06		
	Revenue Folders	Audit + 4 (GC 34090;CCP337)	FY 2003-2004		2 boxes
	Income Statement	AU + 4 (GC 34090;CCP337)	2004-2005	2005-2006	
	Journal Entries	AU + 4 (GC 34090;CCP337)	2004-2005	2005-2006	

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 Department Head City Clerk
 Approved: [Signature] Date: 10-25-11 Approved: [Signature] Date: 10/25/11
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REQUEST TO DESTROY OBSOLETE RECORDS
PAGE 2 OF 2

CITY OF PALOS VERDES ESTATES
CITY CLERK

Records of: Finance Department Media: Date Prepared: 10/06/2011
Files / Audio Tapes / Video Tapes

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
	Balance Sheet	AU + 4 (GC 34090; CCP337)	2004-2005	2005-2006	
	Cash Balance Summary Report	AU + 4 (GC 34090; CCP337)	2004-2005	2005-2006	
	Monthly workpapers	AU + 4 (GC 34090; CCP337)	2004-2005		
	Invoices	AU+2 (GC 34090)	2005		

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Department Head City Clerk

Approved: [Signature] Date: 10-25-11 Approved: [Signature] Date: 10/25/11
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REQUEST TO DESTROY

Records of: Public Works Department Media: Paper Files / Audio Tapes / Video Tapes Date Prepared: 10/14/2011

File Code	Title or Description	Total Retention Period	Inclusive Dates		Quantity (Project Files)
			FROM	TO	
PW 356 98	1998-2000 Street Sweeping	CL+ 10		1998	1
PW 360 98	Parkland & Landscape Maintenance 1998-2000	CL+ 10		1998	1
PW 362 98	Engineering Consultant Team Capital Improvement Program	CL+ 10		1998	1
PW 363 98	Tree Maintenance 1998-2000	CL+ 10		1998	1
PW 376 99	SLTPP Reimbursement - All Cycles	CL+ 10		1999	1
PW 386 99	Curb & Gutter - Repairs @ Farnham Martin Park	CL+ 10		1999	1
PW 391 91	Malaga Cove Brick Crosswalks	CL+ 10		1991	1
PW 403 2000	Digital Aerial Photo Contract	CL+ 10		2000	1
PW 404 2000	Parkland & Landscape Maintenance	CL+ 10		2000	1
PW 317 95	BFI Solid waste 1995-2000	CL+ 10		1995	1

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Approved: [Signature] Date: 10-14-11
Department Head Approved: [Signature] Date: 10-14-11
City Clerk

Approved: [Signature] Date: 10-25-11
City Attorney Approved: [Signature] Date: 10/25/11
City Council

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

CITY OF PALOS VERDES ESTATES
CITY CLERK

REQUEST TO DESTROY OBSOLETE RECORDS
PAGE 1 OF 1

Records of: Planning Department Media: FILES Date Prepared: 10/11/11
Files / Audio Tapes / Video Tapes

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
	CITY ATTORNEY CODE ENFORCEMENT ACTION FILES (Pursuant to PVEPD Citations):	CL+ 2 (GC34090d)			
	Avila, Sonia Isabel			11/4/08	1 FILE
	Bray, Suzanne			3/4/08	1 FILE
	Tryon, Randy			2/26/08	1 FILE
	Brown, Ray			2/26/08	1 FILE
	Cox, Mary R.			2/26/08	1 FILE
	Curren, Derick Douglas			2/26/08	1 FILE
	Gray, Gregory O'Neal			2/26/08	1 FILE
	Hawkins, Cecil Orlando			2/26/08	1 FILE
	Thornton, Christopher Edward			2/26/08	1 FILE

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

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Department Head City Clerk

Approved: [Signature] Date: 10.25.11 Approved: [Signature] Date: 10/25/11
City Attorney City Council

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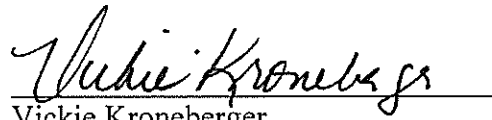
STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF PALOS VERDES ESTATES)

I, Vickie Kroneberger, Executive Assistant/Deputy City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution **R11-34** 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 25th day of October, 2011, by the following vote:

AYES: COUNCILMEMBERS: Rea, Bird, and Humphrey

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: Goodhart, Perkins



Vickie Kroneberger,
Executive Assistant/Deputy City Clerk