

**RESOLUTION NO. R12-29**

**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 23rd day of October, 2012.**

  
\_\_\_\_\_  
George F. Bird, Jr. Mayor

ATTEST:



\_\_\_\_\_  
Judy Smith, City Clerk

APPROVED AS TO FORM:



\_\_\_\_\_  
Holly Agrusa, Assistant 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 16, 2012  
                     Files / Audio Tapes / Video Tapes

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
	City Manager Subject Files:				
	Capital Improvements Projects FY '04 & FY '05	2Y	2003	2005	one
	Budget Impl. FY '02-03/'03-'04	2Y	2002	2004	one
	Budget FY 2001-2002	2Y	2001	2002	one
	Budget FY 2002- FY 2003	2Y	2001	2003	one
	Budget FY 2004	2Y	2002	2004	one
	Budget FY 2004- FY 2005 & FY 2005- FY 2006	2Y	2004	2005	one
	Management Salaries FY 91-92	2Y	1991	1992	one
	Palos Verdes Peninsula Transit Authority	2Y	1998	2002	one
	Palos Verdes Peninsula Transit Authority '05-'06	2Y	2004	2007	one

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: 10-15-12 Approved: [Signature] Date: 10-15-12  
 Department Head City Clerk

Approved: [Signature] Date: 11.12.12 Approved: [Signature] Date: 10-23-12  
 City Attorney City Council

- Retention Code:** AR = Annual Review AS = After Settlement C = Completion  
 (In years, unless noted) E/C = Expired or Cancelled LA = Last Arrest LR = Last Report  
 MO = Months OI = Ownership of Items P = Permanent  
 S = Superseded T = Termination P/M = Permanent/Microfilm/Destroy Paper  
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**CITY OF PALOS VERDES ESTATES**  
**CITY CLERK**

**REQUEST TO DESTROY OBSOLETE RECORDS**  
 PAGE 1 OF     

Records of: City Clerk - COUNCIL FILES Department                      Media: Paper files Date Prepared: 10/8/2012  
Files / Audio Tapes / Video Tapes

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
F2001	COUNCIL "F" files (F01-001 thru F-147)	4+4 Y	JAN 2001	DEC 2001	147 Files
	CC AGENDAS - 2001	5+5 Y	JAN 2001	DEC 2001	1 File
	CC ACTION MEMOS - 2001	5+5 Y	JAN 2001	DEC 2001	1 File
	CC EXECUTIVE SUMMARIES - 2001	5+5 Y	JAN 2001	DEC 2001	1 File
	NOTICES- 2001	5+5 Y	JAN 2001	DEC 2001	1 File
2009	Public Record Requests	CL +2Y	1/1/09	12/31/09	1 File
2009	Film Permits	CU +2Y	1/1/09	12/31/09	1 File
	COUNCIL - VIDEO	C + 1Y	9/28/2010	9/27/2011	25 Tapes or DVD's
	PLANNING COMMISSION - VIDEO	C + 1 Y	10/2010	10/2011	12 Tapes or DVD's
CON	Conflict of Interest - FPPC Filings				
	Turner, Chad - Council - Elected (copies)	E + 5Y	1999	3/2003	1 File
	Mackebach, Fred - Council - Elected (copies)	E + 5Y	2001	3/2005	1 File
	Perkowitz, Sy - Planning Comm - (appointed)	E + 5Y	1996	6/2007	1 File
	Manavian, John - " (interim/apptd)	E + 5Y	4/2007	6/2007	1 File
	Hendrickson, James - City Manager (appointed)	E + 5Y	1989	7/2007	1 File

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Approved: [Signature] Date: 10-15-12  
 Department Head  
 City Clerk

Approved: [Signature] Date: 10-23-12  
 City Council

Approved: [Signature] Date: 10-15-12  
 Department Head

Approved: [Signature] Date: 11-12-12  
 City Attorney

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

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
ELE 05	Martin & Chapman Correspondence	E+2 Years	10/2004	12/2004	1 File
ELE 05	Supplies	E+2 Years	11/2004	3/2005	1 File
ELE 05	Miscellaneous Correspondence	E+2 Years	3/2005	6/2005	1 File
ELE 05	Precinct Consolidations	E+2 Years	11/2004	11/2004	1 File
ELE 07	General Municipal Election- Glenn R. Tanner	E+5 Years	12/2006	6/2006	1 File
ELE 07	Election Night	E+5 Years	2/2007	3/2007	1 File
ELE 07	Martin & Chapman Correspondence	E+2 Years	7/2006	6/2007	1 File
ELE 07	Voter Registration	CU+5 Years	4/2007	2/2007	1 File
ELE 07	Secretary of State Correspondence	E+2 Years	12/2006	12/2006	1 File
ELE 07	L.A. Board of Supervisors Correspondence	E+2 Years	10/2006	11/2006	1 File
ELE 07	L.A. County Registrar/ Recorder Correspondence	E+2 Years	10/2006	6/2007	1 File
ELE 07	Supplies	E+2 Years	11/2006	2/2007	1 File
ELE 07	Press	E+2 Years	1/2007	1/2007	1 File
ELE 07	Sample Ballots & Voter Information Packets- GME Tuesday, March 6, 2007 (EXTRA)	E+6 mos.	2/2007	2/2007	1 File
ELE 08	Miscellaneous (Public Record Request re: Returned Ballots; Ltr's to Council Candidates; Ltr re: FPPC Campaign)	E+2 Years	1/2009	5/2009	1 File

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Approved: [Signature] Department Head Date: 10-12-12 Approved: [Signature] City Clerk Date: 10-12-12

Approved: [Signature] City Attorney Date: 11-12-12 Approved: [Signature] City Council Date: 10-23-12

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CITY OF PALOS VERDES ESTATES  
CITY CLERK

REQUEST TO DESTROY OBSOLETE RECORDS  
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Records of: City Clerk Department City Clerk Media: Paper files Date Prepared: 10-23-12  
Files / Audio Tapes / Video Tapes

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
ELE 08	Martin & Chapman Correspondence	E+2 Years	11/2008	5/2009	1 File
ELE 09	Precinct Consolidations	E+2 Years	1/2009	3/2009	1 File
ELE 09	Election Officers	E+6 mos.	1/2009	3/2009	1 File
ELE 09	Inspector Declarations	E+6 mos.	3/2009	3/2009	1 File
ELE 09	Election Inspector	E+6 mos.	3/2009	3/2009	1 File
ELE 09	Elect	E+2 Years	3/2009	3/2009	1 File
ELE 09	Forel	E+2 Years	9/2008	3/2009	1 File
ELE 09	Offic	E+2 Years	3/2009	3/2009	1 File
ELE 09	Preci	E+2 Years	3/2009	3/2009	1 File
ELE 09	Poll	E+2 Years	3/2009	3/2009	1 File
ELE 09	Elect	E+2 Years	1/2008	3/2009	1 File
ELE 09	Samr	E+2 Years	2/2009	3/2009	1 File
ELE 09	GME	E+6 mos.	3/2009	3/2009	1 File
ELE 09	Secre	E+2 Years	11/2008	3/2009	1 File
ELE 09	L.A. Board of Supervisors Correspondence	E+2 Years	10/2008	11/2008	1 File
ELE 09	L.A. County Registrar/ Recorder Correspondence	E+2 Years	10/2008	6/2009	1 File
ELE 09	Press	E+2 Years	10/2008	2/2009	1 File
ELE 09	Supplies	E+2 Years	10/2008	8/2009	1 File
ELE 09	City of Los Angeles Election Consolidation	E+2 Years	7/2009	3/2009	1 File
ELE 07	LACCD- City Clerk	E+5 Years	2/2007	2/2007	1 File

Retained all  
2009 Election  
Files for  
2015

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CITY OF PALOS VERDES ESTATES  
CITY CLERK

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PAGE 1 OF 1

Records of: Finance Department Media: Date Prepared: 10/09/2012  
Files / Audio Tapes / Video Tapes

File Code	Title or Description	Total Retention Period	Inclusive FROM	Dates TO	Quantity
	Accounts Payable Vendor Folders	6 years	FY 2005-2006		3 boxes
	Accounts Payable Special Handling Folder	6 years	FY 2005-2006		1 folder
	Revenue Folders	Audit + 4 (GC 34090;CCP337)	FY 2004-2005		2 boxes
	Payroll time cards	Audit +6 yrs (GC34090;29CFR516.2)	FY 2004-2005		
	Income Statement	AU + 4 (GC 34090;CCP337)	FY 2006-2007		
	Journal Entries	AU + 4 (GC 34090;CCP337)	FY 2006-2007		
	Balance Sheet	AU + 4 (GC 34090;CCP337)	FY 2006-2007		
	Cash Management Summary Reports/Audit Trail	AU + 4 (GC 34090;CCP337)	FY 2006-2007		
	Cash Balance Summary Report	AU + 4 (GC 34090;CCP337)	FY 2006-2007		
	Monthly Workpapers	AU + 4 (GC 34090;CCP337)	FY 2006-2007		
	Payroll Forms ( AFLAC, Magellan, Anthem, VSP, Delta Dental, Reliance, ICMA Direct Deposit etc)	AU + 4 (GC 34090)	FY 2005-2006		
	Payroll Reconciliation	AU + 4 (GC 34090;CCP337)	FY 2005-2006		

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AMENDMENT/MODIFICATION SUMMARY

FEDERAL AID PROGRAM		CALIFORNIA DEPARTMENT OF TRANSPORTATION	
DLA LOCATOR	07-LA-0-PVE		
PREFIX	STPL	PROJECT LOCATION	PREV. AUTH/AGREE DATE
PROJECT NO	5283(004)	VIA CAMPESSINA & VIA ZUMAYA AT PV DR. W*	-----
SEQ NO	2		PE
DIST-EA	07-932968L	TYPE OF WORK	R/W
AGENCY	PALOSVERDES EST	ASPHALT CONCRETE OVERLAY	CON 11/05/07
ROUTE	N/A	FED. RR NOS	SPR
TIP DATA:		PUC CODE(S)	MCS
MPO/YEAR	SCAG	EXEMPT FROM FHWA REVIEW	OTH 10/09/08
DATE	07/08	ENV STATUS CAT. EXCL. - PROG 06/08/07	APPR CODES L230
STIP REF:		R/W STATUS 1 08/22/07	LINE NOS 30
LA450022		BEGIN MP .000	IMPRV TYPE 05
URBANIZED	LA-LONG BEACH	END MP .000	FUNC. SYS C
URB/RURAL	URBAN AREA	INV RTE	
BRIDGE NOS			

PHASE	PROJECT COST	FEDERAL COST	AC COST
CON	PREV. OBLIGATION 94,503.00	67,000.00	.00
	THIS REQUEST -94,503.00	-67,000.00	.00
	SUBTOTAL .00	.00	.00
-----			
TOTAL	.00	.00	.00

PPNO - 07-LA450022.

STATE REMARKS

PROJECT # STPL-5283(004) FIELD REVIEW DATE: 12/04/06 PPNO # 07-LA450022

	TOTAL COST	TOTAL PART.COST	FED. FUNDS	LOCAL FUNDS
CON	\$ 94,503	\$ 94,503	\$ 67,000	\$ 27,503
CON	\$ -94,503	\$ -94,503	\$ -67,000	\$ -27,503
THIS	\$ 0	\$ 0	\$ 0	\$ 0 SP10/8/08

11/05/07: SEQ 1 - AUTHORIZED \$67,000 OF L230 FUNDS FOR CON. CENG WAS NOT REQUESTED AND IS NOT AUTHORIZED. LACMTA IS AWARE THAT THESE FUNDS ARE BEING OBLIGATED IN FFY 2008. \* VIA CAMPESSINA FROM PALOS VERDES DR NORTH TO EAST GOLF COURSE ENTRANCE. AS

10/9/08: SEQ 2 - DEOBLIGATED \$67,000 OF L230 FUNDS FROM CON AND CANCELLED THE PROJECT PER THE DLAE'S 9/9/08 REQUEST. AS

Exhibit A R12-29 pg. 10 of 10

AUTHORIZATION TO PROCEED WITH OTH	PREPARED BY	SMITA PARIKH	ON 10/08/08 213 897-2549
CANCEL PROJECT	REVIEWED BY	ALBERT SOARES	ON 10/09/08 (916)653-1140
	AUTHORIZED BY	A. SOARES	ON 10/09/08
ELECTRONIC SIGNATURE DOCUMENT TYPE AMEND/MOD	SIGNED BY	A. SOARES	ON 10/09/08 FOR CALTRANS
	PROCESSED BY	J. FOGLE	ON 10/20/08 FOR FHWA
LAST FHWA ELECTRONIC SIGNATURE	EXECUTED BY	MARY CUNNINGHAM	ON 10/21/08


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 **R12-29** 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 23rd day of October, 2012, by the following vote:

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

NOES: COUNCILMEMBERS: None

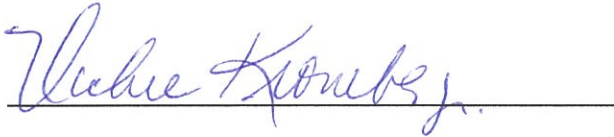
ABSENT: COUNCILMEMBERS: None

  
\_\_\_\_\_  
Vickie Kroneberger,  
Executive Assistant/Deputy City Clerk

**January 8, 2013**

**NOTE TO FILE:**

This fill will be retained for purposes of reference for the Palos Verdes Estates 2015 General Municipal Election, due to cancellation of the 2011 and 2013 General Municipal Elections. They will be destroyed pursuant to GME 2015, as authorized by Council by Resolution R12-29.

A handwritten signature in blue ink, reading "Vickie Kroneberger", is written over a horizontal line.

Vickie Kroneberger  
Executive Assistant/Deputy City Clerk