

RESOLUTION NO. R13-10

**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, POLICE, AND BUILDING,
PLANNING & 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 12th day of February, 2013.



George F. Bird, Jr., 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 Clerk Department Media: Paper Files, Video & Audio Tapes, Paper Files Date Prepared: 1/21/13

| File Code | Title or Description | Total Retention Period | Inclusive FROM | Dates TO | Quantity |
|-----------|---------------------------------------|------------------------|----------------|--------------------|-------------------|
| | AUDIO RECORDINGS | C + 3 MO | | | |
| | - CITY COUNCIL | | 9/13/11 | JULY 2012 | 31 AUD CASS/CD'S |
| | - PLANNING COMMISSION | | 7/2011 | JULY 2012 | 18 AUD CASS/CD'S |
| | - PARKLANDS COMMITTEE | | 7/2011 | SEPT 2011 | 2 AUDIO CASSETTES |
| | - TRAFFIC SAFETY COMMITTEE | | 7/2011 | OCT 2011 | 3 AUDIO CASSETTES |
| ELE | ROSTER OF VOTERS - 6 PREC; 1 ABSENTEE | E + 5Y | | Gen. Mun. MAR 2007 | 7 ROSTERS |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

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: 1-21-13
Approved: [Signature] City Clerk Date: 1-21-13

Approved: [Signature] City Attorney Date: 2-11-13
Approved: [Signature] City Council Date: 2-22-13

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 CU = Current
LR = Last Report Y = Year(s)
P = Permanent TO = Term of Office
P/M = Permanent/Microfilm/Destroy Paper

Records of: Police Department Files Media: 01/24/13 Date Prepared:

| File Code | Title or Description | Total Retention Period | Inclusive FROM | Dates TO | Quantity |
|-----------|----------------------------------|------------------------|----------------|----------|----------|
| E/C | Marijuana Cite and Report | 2 years | 2009 | 2010 | 1 Box |
| E/C | Uniform Crime Reports | 2 years | 2006 | 2010 | 1 Box |
| E/C | Department of Justice Validation | 2 years | 2006 | 2007 | 1 Box |
| E/C | Arrest Bookings | 3 years | 2005 | 2006 | 17 Boxes |
| E/C | Citation Court Transmittals | 2 years | 2003 | 2008 | 1 Box |
| E/C | Incident reports | 2 years | 2005 | 2006 | 9 Boxes |
| E/C | Traffic Citations | 5 years | 2003 | 2008 | 1 Box |
| E/C | Administrative Parking Reviews | 2 years | 2005 | 2007 | 1 Box |
| E/C | Daily Parking Logs | 2 years | 2005 | 2005 | 1 Box |
| E/C | Non-Detained Warrant Arrests | 2 years | 2005 | 2008 | 1 Box |
| E/C | Administrative Parking Hearings | 2 years | 2001 | 2006 | 1 Box |
| E/C | Patrol Logs | 2 years | 2009 | 2009 | 1 Box |
| E/C | Warning Citations | 2 years | 2001 | 2007 | 1 Box |

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Approved: John Sheppard Date: 1/24/2013 Approved: John Gantz Date: 2-4-13
 Department Head City Clerk

Approved: Angela Hagan Date: 2-11-13 Approved: [Signature] Date: 2-22-13
 City Attorney City Council

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 MO = Months OI = Ownership of Items
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 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

REQUEST TO DESTROY
OBSOLETE RECORDS

Records of: Building, Planning & Public Works Department Head: Allan Rigg Date: January 2013

| Item No. | Title or Description | Retention Period | Date From | Date To | Quantity | Location |
|----------|--|------------------|-----------|---------|----------|----------|
| 1 | Parkland Committee Meeting Materials January - December 2007 | 5 years | Jan-07 | Dec-07 | 12 files | |
| 2 | Planning Commission Meeting Materials January - December 2010 | 2 years | Jan-10 | Dec-10 | 12 files | |
| 3 | Traffic Committee Meeting Materials January - December 2005-2007 | 5 Years | Jan-05 | Dec-07 | 1 box | |
| 3 | Miscellaneous Receipts January - December 2008 | 4 years | Jan-08 | Dec-08 | 12 files | |
| 4 | Duplicate Building Permits & Log sheets January - December 2010 | 2 years | Jan-10 | Dec-10 | 12 files | |
| 5 | Monthly Reports/Building Run Sheets | 5 years | Jan-07 | Dec-07 | 2 files | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | Chron files from January - December 2010 for various staff | 2 years | Jan-10 | Dec-10 | 1 file | |
| 9 | Traffic Accident Reports January - December 2005-2007 | 5 years | Jan-05 | Dec-07 | 1 file | |
| 10 | | | | | | |

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City Attorney: 

City Council: 

Department Head: 

City Clerk: 

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

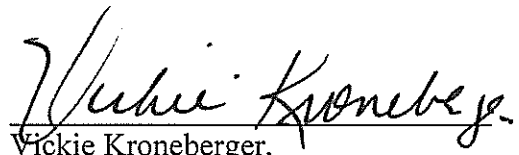
I, Vickie Kroneberger, Executive Assistant/Deputy City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution **R13-10** was duly and regularly approved and adopted by the City Council of the City of Palos Verdes Estates at its regular meeting of the City Council on the 12th day of February, 2013, by the following vote:

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

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

RECUSED: COUNCILMEMBER: None


Vickie Kroneberger,
Executive Assistant/Deputy City Clerk