

RESOLUTION NO. R99-17

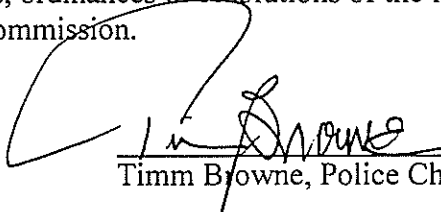
**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF PALOS VERDES ESTATES, CALIFORNIA,  
AUTHORIZING THE DESTRUCTION OF  
SPECIFIC OBSOLETE RECORDS OF THE  
POLICE DEPARTMENT**

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 requested 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; and
- e. The original minutes, ordinances or resolutions of the legislative body or a City committee or commission.

  
\_\_\_\_\_  
Timm Byowne, Police Chief

WHEREAS, the City Attorney has given her 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.

  
\_\_\_\_\_  
Stephanie R. Scher, City Attorney

NOW, THEREFORE, THE CITY COUNCIL HEREBY FINDS AND RESOLVES AS FOLLOWS:

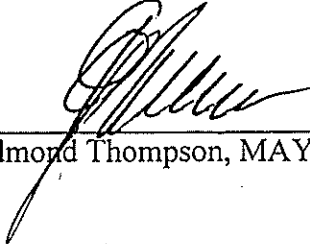
Section 1. That the records which the City Clerk has requested to be destroyed ("Exhibit A") are not:

- 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; and
- e. The original minutes, ordinances or resolutions of the legislative body or 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 13th day of April, 1999.

  
\_\_\_\_\_  
Edmond Thompson, MAYOR

ATTEST:

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

APPROVED AS TO FORM:

  
\_\_\_\_\_  
STEPHANIE SCHER, City Attorney

**REQUEST TO DESTROY OBSOLETE RECORDS**

CITY CLERK  
CITY OF PALOS VERDES ESTATES

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DATE: February 23, 1999

EXHIBIT A

RECORDS OF POLICE DEPARTMENT

ITEM NO.	TITLE OR DESCRIPTION	TOTAL RETEN PERIOD	DATE FROM	DATE TO	QUANTITY
1	MONTHLY DESK LOGS	2 YRS	JUNE 1995	DECEMBER 1995	1 BOX
2	FIELD INVESTIGATION CARDS		1970	1990	1 BOX
3	FALSE ALARM BILLINGS		1994	1997	1 BOX
4	BAIL RECORDS/NON-DETAINED	2 HRS	JANUARY 1995	DECEMBER 1996	1 BOX
5	TRUSTY LOG/RECEIPTS		1992	1993	1 BOX
6	P.D. COMPUTER HARD DRIVES				1 BOX
7	P.D. B/O DICTAPHONE TAPES				1 BOX
8	CITY HALL - UNK CONTENTS				5 BOXES

The above records are submitted for destruction in accordance with procedures outlined in the City of Palos Verdes Estates Records Management Manual 1986.

Approved: [Signature] Date 2-23-99  
 Department Head

Approved: [Signature] Date 3-26-99  
 City Attorney

Approved: [Signature] Date 3/23/99  
 DEPUTY CITY CLERK

Approved: [Signature] Date 4/13/99  
 City Council

**REQUEST TO DESTROY OBSOLETE RECORDS**

CITY CLERK  
CITY OF PALOS VERDES ESTATES  
RECORDS OF POLICE DEPARTMENT

PAGE 2 OF 2  
DATE: February 23, 1999

ITEM NO.	TITLE OR DESCRIPTION	TOTAL RETEN PERIOD	DATE FROM	DATE TO	QUANTITY
9	ADULT BOOKINGS	3 YRS	92-10335	92-10349	1 BOX
10	" "	"	93-10831	93-10915	1 BOX
11	JUVENILE ARREST REPORTS	3 YRS	92-1037	92-10345	1 BOX
12	CRIME REPORTS	Inc. 2 yrs	92-0001	92-0425	1 BOX
13	" "	Misd. 3 yrs	92-0426	92-1150	1 BOX
14	" "	Felony 5yrs	92-1151	93-0375	1 BOX
15	" "	"	93-0801	93-1225	1 BOX
16	MISC. CRIME REPORTS (46 rpts)	"	1971	1989	1 BOX

The above records are submitted for destruction in accordance with procedures outlined in the City of Palos Verdes Estates' Records Management Manual 1986.

Approved: [Signature] Date 2-25-99  
Department Head

Approved: [Signature] Date 3/23/99  
DEPUTY City Clerk

Approved: [Signature] Date 3-26-99  
City Attorney

Approved: [Signature] Date 4/13/99  
City Council

CITY CLERK  
CITY OF PALO

RES ESTATES

APPROVED:

CITY ATTORNEY

DATE:

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RECORDS RETENTION SCHEDULE

APPROVED:

CITY COUNCIL

DATE: 11/26/91

DEPARTMENT: POLICE

RETENTION PERIOD \*

Item No.	Title of Description	Office	Offsite	Destroy	Remarks
1	911 PRINTOUTS	2	---	2	COMBINED WITH 911 TROUBLE FILE.
2	ADULT ARREST REPORTS	1	LA+2	LA+3	
3	ARREST LEDGERS	1	LA+2	LA+3	
5	CERT. TO CARRY CONCEALED WEAPON PERMITS	3	---	3	TRANSFER TO PLANNING DEPARTMENT.
6	CODE ENFORCEMENT RECORDS				
7	CRIME (INCIDENT-DRS) REPORT (1) INCIDENTS - 2 YEARS (2) MISDEMEANORS - 3 YEARS (3) FELONIES - 5 YEARS	3	---	3	
8	CRIME REPORTS-HOMICIDES	5	P	---	STATE HAS ORIGINAL.
9	CRIME STATISTICS REPORTS	2	---	2	
10	DAILY ACTIVITY LOGS	2	---	2	
11	JUVENILE ARREST REPORTS	3	---	3	
12	MARIJUANA CITATIONS	C+2	---	C+2	DESTROY 2 YEARS AFTER DATE OF ARREST OR CONVICTION.
13	MONTHLY REPORTS	5	---	5	
14	MOVING CITATIONS	1	4	5	
15	PARKING CITATIONS	1	1	2	
16	PERSONNEL ACTION FILES	T	T+10	T+10	REMOVE EXPOSURE TO HAZARDOUS WASTE RECORDS AND KEEP 30 YEARS. REMOVE EXPOSURE TO HAZARDOUS WASTE RECORDS AND KEEP 30 YEARS. CONFIDENTIAL RECORD.
17	PERSONNEL FILES	T	T+10	T+10	CONFIDENTIAL RECORD.
18	PURCHASE ORDERS-DUPLICATE	2	---	2	
19	SUBJECT AND CORRESPONDENCE FILES	2AR	---	2AR	
20	TIME CARDS	2	---	2	
22	TRAFFIC ACCIDENT REPORTS (1) NON-INJURY - 5 YEARS (2) INJURY - 7 YEARS (3) FATAL - PERMANENT	2	3	5	
23	VEHICLE PARKING MAINTENANCE RECORDS	2	5	7	
24	REGISTRANTS (290 P.C., ARSON, DRUGS)	P	P	P	KEPT FOR LIFE OF VEHICLE. NEW RECORD SERIES-PERMANENT.
25	JOB APPLICANTS	---	---	---	NEW RECORD SERIES-RETAIN 2 YEARS.

Retention Code:  
(In years unless noted)

AR = Annual Review  
LA = Last Arrest  
P = Permanent  
P/M/A = Permanent/Microfilm/Archive Copy

AS = After Settlement  
LR = Last Report  
P/M = Permanent/Microfilm/Destroy Paper

C = Completion  
MO = Months  
S = Superseded

E/C = Expired or Cancelled  
OI = Ownership of Items  
T = Termination

\* RETENTION PERIOD IN YEARS

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

I, Robin Ford, Deputy City Clerk for the City of Palos Verdes Estate, California, do hereby certify that the foregoing Resolution R99-17 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 13th day of April, 1999, by the following vote:

AYES: COUNCILMEMBERS: Thompson, Turner, Flood, Humphrey,  
Mackenbach

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

  
\_\_\_\_\_  
Robin M. Ford, Deputy City Clerk