REPORT TO CITY COUNCIL

DATE: AUGUST 24, 2011

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER

BY: KIMBERLY RODRIGUES, CITY CLERK

CRAIG STEELE, CITY ATTORNEY

SUBJECT: ADOPT A RESOLUTION AUTHORIZING THE DESTRUCTION OF

CITY RECORDS IN ACCORDANCE WITH THE CITY OF AGOURA

HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

The City of Agoura Hills conducts an annual destruction of City records in accordance with applicable State law and its official *City of Agoura Hills Records Retention/Destruction Schedule* (Schedule), as amended by the adoption of Resolution No. 10-1584 on June 9, 2010.

Attached are the lists of records and files, presented for destruction in 2011, from the Administration/City Manager, Administration/Personnel, Administration/Risk Management, Community Development/Block Grants, Community Development/Planning, and Public Works/Building & Safety.

Each *Records Destruction Request Form* (Form) identifies the appropriate sections of the Code of Federal Regulations, and Health and Safety and Government Code of the State of California, that permit the destruction of records as outlined in the Schedule.

Each Form also includes: the finding that all records are more than two years old and/or have been retained for the minimum retention period; the determination that the records no longer have any administrative, legal, evidential, fiscal, or research and historical value; and, a description of the records sufficient for identification.

The attached forms have been reviewed and approved for destruction by the relevant Department Head, the City Attorney, and the City Clerk.

RECOMMENDATION

Staff respectfully recommends the City Council adopt Resolution No. 11-1641, authorizing and directing the City Clerk to destroy the records and files as listed on the following Exhibits:

Exhibit A-1	Administration/City Manager	Exhibit A-4	Community Development/Block Grants
Exhibit A-2	Administration/Personnel	Exhibit A-5	Community Development/Planning
Exhibit A-3	Administration/Risk Management	Exhibit A-6	Public Works/Building & Safety

RESOLUTION NO. 11-1641

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, AUTHORIZING AND DIRECTING THE CITY CLERK TO DESTROY CERTAIN CITY RECORDS AND DOCUMENTS PURSUANT TO THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA (ADMINISTRATION/CITY MANAGER, ADMINISTRATION/PERSONNEL, ADMINISTRATION/RISK MANAGEMENT, COMMUNITY DEVELOPMENT/BLOCK GRANTS, COMMUNITY DEVELOPMENT/PLANNING, AND PUBLIC WORKS/BUILDING & SAFETY

WHEREAS, Section 34090 of the Government Code of the State of California provides for the destruction of certain records and documents, with the approval of the legislative body, by Resolution and the written consent of the City Attorney; and

WHEREAS, The departments listed in the title above have prepared lists of City records and documents recommended for destruction (attached hereto as Exhibits A-1 through A-6); and, in the opinion of the Department Heads concerned, City Attorney, and City Clerk, said City records and documents are no longer required; and

WHEREAS, The City Attorney has consented to the destruction of said City records and documents.

NOW, THEREFORE, the City Council of the City of Agoura Hills does hereby resolve as follows:

- Section 1. The City Clerk is authorized and directed to destroy those items listed in Exhibits A-1 through A-6 attached, pursuant to the Code of Federal Regulations (29 CFR 97.42); and the Health and Safety Code (19850); and Government Code (Sections 12946 and 34090) of the State of California; in accordance with the provisions of the City of Agoura Hills Records Retention/Destruction Schedule (Seventh Edition).
- Section 2. The City Clerk shall certify to the adoption of this Resolution and shall cause this Resolution and her certification to be entered in the Book of Resolutions of the City Council of the City of Agoura Hills.

	PASSED, AI	PPROVED, and ADOPTED this 24 th	day of August, 2011, by the following
vote, 1	to wit:		
	AYES: NOES: ABSENT: ABSTAIN:	(0) (0) (0) (0)	
ATTE	EST:		Harry Schwarz, Mayor
Kimbo	erly M. Rodrig	ues, MMC	

Exhibit A-1

Administration/City Manager



Department:		Prepared by:	Date:	Agoura H	lls Box	York St	orage Box
Administration/Ci	ty Manager	Patricia Wiley	06/16/11	No.: N/A		No.: N	-
Page Item	Record Series	Title and Contents (as listed in	Records Rete	ntion Sched	dule) :		
No.: 1 No.: 4		Department - City Department ar			,		
		d list of records for which I am requesting	-		•		
		hedule page no., record series title and f destruction proposed is shredding. I he					
		for the minimum retention period specifi					
longer have any adm	ninistrative, legal, ev	ridential, fiscal or research and historic v	alue and do not	affect the title	to real proper	ty or liens	thereon, are no
		required to be kept further by a statute, onger required by the City. I request a					
Government Code.	ince, and are no i	onger required by the Oity. I request a	utilonty to desti-	by same pure	dant to occur	JII 34030	of the Camornia
List of Files Rec	ommended for	Destruction:	Date of	Records	Citatio	on	Destruction
(Description or tit	le of records as	listed on file label)	From:	То:	Numb	er:	Date:
Status Reports fr	om Patton Bogg	s LLP	10/15/98	03/23/01	G.C. 34	090	07/01/11
Sustainability Age	enda (Patton Bo	oggs)	11/19/99	11/19/99	G.C. 34	-090	07/01/11
Sustainable Deve	elopment Challe	nge Grants	04/01/99	08/25/99	G.C. 34	090	07/01/11
Trans. & Comm.	System Preserv	. Program	07/12/99	07/12/99	G.C. 34	-090	07/01/11
Credit Card Surve	ey - Various Citi	es	08/02/05	08/02/05	G.C. 34	090	07/01/11
Customer Respo	nse Mgmt. e-Go	vernment Solutions	09/20/05	09/20/05	G.C. 34	090	07/01/11
Economic Develo	pment - L.A. Co	unty & Homewood Suites	11/04/08	11/04/08	G.C. 34	090	07/01/11
Letter from Richa	rds Watson Gei	shon re/Eminent Domain	06/29/05	06/29/05	G.C. 34	090	07/01/11
Environmental Le	gislation		03/01/06	04/07/07	G.C. 34	-090	07/01/11
Environmental Er	nhancement Mit	gation Projects (P-Boggs)	12/02/99	12/02/99	G.C. 34	090	07/01/11
Coyote Information	on		01/25/01	09/12/01	G.C. 34	090	07/01/11
Animal Control S	ervices Agreem	ent ´	07/01/02	07/01/02	G.C. 34	090	07/01/11
L.A. Co. Dept. Ar	imal Care Invoi	ces & Reports	07/01/05	01/09/06	G.C. 34	-090	07/01/11
Correspondence	& Memos		12/10/01	11/21/02	G.C. 34	-090	07/01/11
Emails			08/30/06	08/26/08	G.C. 34	090	07/01/11
Event Flyers & In	vitations		01/01/08	12/31/08	G.C. 34	090	07/01/11
Pat's Copies of I	nfo. Meetings &	Conferences Schedules	01/01/08	12/31/08	G.C. 34	090	07/01/11
City's Business T	ask Force Minu	tes, Agendas,Memos,Surveys	05/29/03	12/31/08	G.C. 34	090	07/01/11
Adler Appeal			03/19/08	03/19/08	G.C. 34	090	07/01/11
Landfill - Sanitatio	on District		01/01/02	08/04/04	G.C. 34	090	07/01/11
Correspondence	& Memos To ar	d From Legislators	01/01/04	12/31/07	G.C. 34	090	07/01/11
Event Flyers & In	vitations	,	04/24/04	12/31/05	G.C. 34	090	07/01/11
Invoice Reports -	City of Agoura	Hills	01/18/07	03/21/08	G.C. 34	090	07/01/11
Washington, D.C	. Lobbying Trip		03/01/03	03/05/03	G.C. 34	090	07/01/11
Washington, D.C	. Lobbying Trip		06/13/05	06/14/05	G.C. 34	090	07/01/11
Washington, D.C	. Lobbying Trip		03/11/07	03/13/07	G.C. 34	090	07/01/11
Washington, D.C	. Lobbying Trip		03/09/08	03/11/08	G.C. 34		07/01/11

Date City Council Approved Recor	ds for Destruction:	Actual Date Records Destroyed:	
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identification	on, includin	g the retention so	hedule page no., record series title ar	nd contents, recor	d dates, reten	tion requireme	ents, and	destruction date.	
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		s Monthly Repo		04/04/07	08/04/08	G. C. 34		07/01/11	
			, Letters, Invoices	01/01/08	12/31/08	G. C. 34		07/01/11	
		Reference Guide			08/22/05	G. C. 34		07/01/11	
			nos, Letters, Agendas	12/17/04	11/21/07	G. C. 34		07/01/11	
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Actual Date Records Destroyed:



Department:	Prepared by:	Date:	Agoura Hills Box		York Storage Box	
Administration/City Manager	Patricia Wiley	06/15/11	No.: N/A		No.: N/A	
Page Item Record Series	Title and Contents (as listed in Re	cords Rete	ntion Sched	lule) :		
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(Description or title of records as	listed on file label)	From:	To:	Numb	er:	Date:
Agreement, Ind. Contractor Re.N	ewsletter Karen Coyle	02/20/06	02/20/06	G. C. 34	1090	07/01/11
Agoura Hills Development Projec	ets	01/01/00	02/07/01	G. C. 34	1090	07/01/11
Dept. of Animal Care Statistic Sh	eet	07/01/06	05/30/07	G. C. 34	1090	07/01/11
Bond Act - Committee Work		08/26/92	08/26/92	G. C. 34	1090	07/01/11
Legislative Support Letters		06/15/06	08/16/06	G. C. 34	1090	07/01/11
Legislative Committee Corres., E	mails; Flyers	01/01/04	03/31/05	G. C. 34	1090	07/01/11
Legislative (misc.) Issues		02/13/06	03/06/06	G. C. 34	1090	07/01/11
Council Committee Meetings & C	ordinance Copies	10/05/05	06/13/06	G. C. 34	1090	07/01/11
Affordable Housing Subcommitte	е	09/21/06	12/18/06	G. C. 34	1090	07/01/11
Cable Franchises - letter		04/02/07	04/02/07	G. C. 34	1090	07/01/11
Report to Council - Clean Cities F	Program	04/11/07	04/11/07	G. C. 34	1090	07/01/11
Copy, Cooperative Agreement wa	/Moorpark College	03/23/99	03/23/99	G. C. 34	1090	07/01/11
Environmental Committee - Gree	n Building Newsletter	11/25/07	11/25/07	G. C. 34	1090	07/01/11
Economic Development Committ	ee (Notes, maps, reports, etc.)	07/01/02	12/31/02	G. C. 34	1090	07/01/11
Equestrian Rink Maintenance		06/30/04	09/09/05	G. C. 34	1090	07/01/11
AB 1234 - Expense Reimbursem	ent & Mandatory Ethics Training	02/22/06	02/22/06	G. C. 34	1090	07/01/11
2003 Federal Appropriations		03/13/03	04/04/03	G. C. 34	1090	07/01/11
Finance Committee		01/23/08	01/23/08	G. C. 34	1090	07/01/11
Infrastructure Bank		11/30/99	03/27/01	G. C. 34	1090	07/01/11
Vendors - Concrete and Street		09/11/06	09/11/06	G. C. 34	1090	07/01/11
Local Initiative	·	05/01/04	05/31/04	G. C. 34	1090	07/01/11
MHN - Employee Assistance Pro	gram *	01/01/07	12/31/07	G. C. 34	1090	07/01/11
Newsletters - Miscellaneous		01/01/06	08/31/06	G. C. 34	1090	07/01/11
Miscellaneous Letters		03/14/04	04/21/04	G. C. 34	1090	07/01/11
California Dept. of Parks & Rec -	Misc Letters & Reports	10/12/88	12/31/04	G. C. 34	1090	07/01/11
Public Lands and Highwatys, incl	. Patton Boggs LLP Memo	05/24/99	06/14/99	G. C. 34	1090	07/01/11
"Smart Park" Transportation Cen	07/07/99	07/07/99	G. C. 34	1090	07/01/11	
South Coast Qir Quality Mgmt. D	ist.Report & Resource Guide	01/01/04	09/03/04	G. C. 34	1090	07/01/11
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DEPARTMENT HEAD:	CITY ATTORNEY:	CITY CLERK:
Signature 7/13/11	Signature 15/11	Signature
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Date City Council Approved Records to	Actual Date Records Destroyed:	



Depart	ment:		Prepared by:	Date:	Agoura Hi	lls Box	York St	orage Box
		y Manager	Louis Celaya		No.: N/A		No.: N	_
Page			Title and Contents (as listed in F			lule) :		
No.: 1	No.: 4	City Manager's	Department - City Department and	d Division File	es			
			d list of records for which I am requesting					
			hedule page no., record series title and of destruction proposed is shredding. I her					
two years	s old and/or l	have been retained	I for the minimum retention period specifie	d in Resolution	No. 10-1584.	I further certif	y that the	records listed no
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SWS C	ontract &	Invoices #2		06/02/06	06/01/07	G. C. 34		07/01/11
Solid W	/aste \$ Re	cycling Franchi	se Agreements 1993	11/17/93	01/09/06	G. C. 34		07/01/11
Permit	Apps			08/29/06	11/21/06	G, C. 34		07/01/11
Permit	05-06 (Sol	id Waste)		10/05/05	05/03/06	G. C. 34	1090	07/01/11
Comme	ercial Pern	nits 2005		11/21/05	12/28/05	G. C. 34	4090	07/01/11
2004-2	006 (Solid	Waste Solution	s Agreements)	07/28/04	08/18/06	G. C. 34	4090	07/01/11
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Actual Date Records Destroyed:



Department:			Prepared by: Date:		Agoura Hills Box		York Storage Box	
Adminis	tration/Ci	ty Manager	Patricia Wiley	06/15/11	No.: N/A		No.: N	-
Page No.: 3		Organizations	Title and Contents (as listed Files - Government Agencies					
			d list of records for which I am reques hedule page no., record series title a					
Unless of	herwise dire	cted, the method of	f destruction proposed is shredding. I	hereby certify that	the records list	ed below and	l/or attach	ed are more than
			for the minimum retention period spe					
			ridential, fiscal or research and historion required to be kept further by a statut					
City boar	d or commi		onger required by the City. I reques					
Governme		ommended for	Doctmaticus	l Data of	December 1	Citati		IDaataa tiaa
			listed on file label)	From:	Records To:	Numb		Destruction Date:
				05/29/08	02/10/09	G. C. 3		07/01/11
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Date City Council Approved Records for Destruction:

Actual Date Records Destroyed:



Department:	Prepared by:	Date:	Agoura Hi	lls Roy	York St	orage Box
Administration/City Manager	Louis Celaya	05/25/11	_	no Box	No.: N/	-
	Title and Contents (as listed in Re			vulo) :	140 147	
	Files - Government Agencies	Jourus Mete	ndon ochec	iuiej.		
	ed list of records for which I am requesting d	estruction. Th	e list includes	a description	of each re	cord sufficient for
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	d for the minimum retention period specified vidential, fiscal or research and historic valu					
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Government Code.						
List of Files Recommended for		Date of	Records	Citatio		Destruction
(Description or title of records as	listed on file label)	From:	To:	Numb	er:	Date:
Animal Control - 2004		06/16/04	08/20/04	G. C. 34	4090	07/01/11
MOE-SKEETO		06/25/04	11/07/07	G. C. 34	4090	07/01/11
Urban Wildlife Management Ass	oc Coyotes	08/29/01	03/27/03	G. G. 34	4090	07/01/11
Edison (SCE)		04/18/07	11/19/07	G. C. 34	4090	07/01/11
Fair Housing Council		08/30/06	08/30/06	G. C. 34	4090	07/01/11
	 					
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Actual Date Records Destroyed: __



Department: Prepared by:				Dat	te:	Agoura Hi	lls Box	York St	orage Box	
		y Manager (Celeste Bird	07	/19/11	No.: N/A		No.: N	_	
Page	ltem	Record Series	Title and Contents (as listed	in Record	ls Rete	ntion Sched	dule):			
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			list of records for which I am reques							
			edule page no., record series title a destruction proposed is shredding.							
	two years old and/or have been retained for the minimum retention period specified in Resolution No. 10-1584. I further certify that the records listed no									
	longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not									
	court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California									
	Government Code.									
List of I	Files Rec	ommended for	Destruction:	D	ate of	Records	Citatio	on	Destruction	
(Descrip	otion or titi	e of records as l	isted on file label)	F	rom:	To:	Numb	er:	Date:	
CJPIA V	/Vorkers' (Comp Retrospec	tive Deposit Computation 1998	8 03	/01/98	03/31/98	G.C. 34	090	07/01/11	
CJPIA (Gen Liabil	ty Retropspectiv	e Deposit Computation 1998	03	/01/98	03/31/98	G.C. 34	090	07/01/11	
How to	Read and	Understand the	Retro Deposit Comps 1998	03	/01/98	03/31/98	G.C. 34	090	07/01/11	
CJPIA V	Norkers' (Comp Retrospec	tive Deposit Computation 1999	9 03	/01/99	03/31/99	G.C. 34	090	07/01/11	
CJPIA (Gen Liabili	ty Retropspectiv	e Deposit Computation 1999	03	/01/99	03/31/99	G.C. 34	090	07/01/11	
How to	Read and	Understand the	Retro Deposit Comps 1999	03	/01/99	03/31/99	G.C. 34	090	07/01/11	
CJPIA V	Norkers' (Comp Retrospec	tive Deposit Computation 200	1 03	/01/01	03/31/01	G.C. 34	090	07/01/11	
CJPIA C	Gen Liabili	ty Retropspectiv	e Deposit Computation 2001	03	/01/01	03/31/01	G.C. 34	090	07/01/11	
CJPIA V	Norkers' (Comp Retrospec	tive Deposit Computation 2004	4 03	/01/04	03/31/04	G.C. 34	090	07/01/11	
CJPIA C	Gen Liabili	ty Retropspectiv	e Deposit Computation 2004	03	/01/04	03/01/04	G.C. 34		07/01/11	
			tive Deposit Computation 2009	5 03	/01/05	03/31/05	G.C. 34		07/01/11	
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PEPAR	TMENT H	IEAD:	CITY ATTORNEY	í:			CITY CLER	K/110	11	
Signatur	re		Signature				Signature	ixin	144	
J.9.10.00	~8 Lu	1	B/ 15	/11			Signature	117/1	lou	
Date	- (' '		Date	/ } =			Date	14:16	×VI	
Date Cit	y Council	Approved Record	ds for Destruction:		A	ctual Date R	ecords Des	troyed: _		



Date

CITY OF AGOURA HILLS 2010-11 RECORDS DESTRUCTION REQUEST FORM

							N . =	
Departr		L . B.4	Prepared by:	Date:	Agoura Hi	lis Box		orage Box
<u> </u>	T	T .	Patricia Wiley		No.: N/A		No.: N	Α
Page			s Title and Contents (as listed in I	records Rete	ntion Sched	iule):		
			Files - Professional Organizations of list of records for which I am requesting	destruction. Th	e list includes	a description	of each re	cord sufficient for
identificati	ion, includir	ng the retention so	hedule page no., record series title and	contents, record	i dates, reten	tion requireme	ents, and	destruction date.
			of destruction proposed is shredding. I her If for the minimum retention period specific					
			vidential, fiscal or research and historic va					
court reco	ords, are not	t, to my knowledge	, required to be kept further by a statute, a	re not the minut	es, ordinances	s or resolutions	s of the Ci	ity Council or any
City board Governme		ttee, and are no	longer required by the City. I request au	ithority to destro	by same purs	uant to Section	on 34090	of the California
		ommended for	r Destruction:	Date of	Records	Citatio	on	Destruction
1			listed on file label)	From:	To:	Numb		Date:
League	of CA. Ci	ties 2007 Meeti	ng in San Francisco	02/07/07	02/09/07	G. C. 34	4090	07/01/11
			ference Sacramento	09/05/07	09/07/07	G. C. 34	4090	07/01/11
League	of CA. Ci	ties 2004 Confe	erence	06/01/04	09/30/04	G. C. 34	4090	07/01/11
League	of CA. Ci	ties 2007 Coun	cil Members Exec. Forum	07/24/07	07/27/04	G. C. 34	4090	07/01/11
League	of CA. Ci	ties 2007 Legisl	lative Briefings Report	01/01/07	12/31/07	G. C. 34	4090	07/01/11
League	of CA. Ci	ties 2008 Exec	utive Forum, Squaw Valley	06/04/06	06/06/06	G. C. 34	4090	07/01/11
League	of CA. Ci	ties 2008 C.M. I	Dept. Meeting	02/06/08	02/08/08	G. C. 34	4090	07/01/11
League	of CA. Ci	ties 2008 Annua	al Conf. & Exposition	09/24/08	09/26/08	G. C. 34	4090	07/01/11
League	of CA. Ci	ties Misc. Flyers	s, Invoices, Memos	01/01/05	06/28/08	G. C. 34	4090	07/01/11
Californ	ia JPIA A	genda 7/16/08		07/16/08	07/16/08	G. C. 34	4090	07/01/11
JPIA Tra	aining Wo	rkshops Handb	ooks	01/01/07	12/31/08	G. C. 34	4090	07/01/11
League	of CA. Ci	ties Leadership	Team Workship	01/21/04	01/23/04	G. C. 34	4090	07/01/11
League	of CA. Ci	ties Mayors Aca	ademy	07/27/05	07/29/05	G. C. 34	4090	07/01/11
League	of CA. Ci	ties - Public Wo	rks Conference	02/25/03	02/28/03	G. C. 34	4090	07/01/11
League	of CA. Ci	ties - Annual Co	onference	10/05/05	10/08/05	G. C. 34	4090	07/01/11
League	of CA. Ci	ties - C.M. Dept	t. Meeting	02/04/04	02/06/04	G. C. 34	4090	07/01/11
JPIA Ag	gendas, N	otices, Meeting	S	07/21/04	04/06/07	G. C. 34	4090	07/01/11
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			*					
DES	STRUCT	TON AUTHO	A CONTRACTOR OF THE PARTY OF TH					
DEPAR	TMENT H	HEAD:	CITY ATTORNEY:			CITY CLE	HUI.	ur
Signatu			Signature 8/15/1)		- ,	Signature		
-		3/11	6/15/11			S	1176	211

Date

Date City Council Approved Records for Destruction: _

Date

Actual Date Records Destroyed:



Departi	ment:		Prepared by:	Date:	Agoura Hills Box		York Storage Box	
•		y Manager	Louis Celaya	05/26/11	_		No.: N/.	_
Page	Item		Title and Contents (as listed					-
No.: 3			Files - Professional Organization		inton Joneu	410/1		j
Listed bel identificat Unless ot two years longer ha court reco City boar Governme	ow and/or a ion, includin herwise dire old and/or ve any adm ords, are not d or commi ent Code.	ttached is a detaile g the retention so cted, the method o nave been retained inistrative, legal, e , to my knowledge ttee, and are no	ed list of records for which I am request thedule page no., record series title of destruction proposed is shredding. It for the minimum retention period specification, fiscal or research and histor required to be kept further by a statulonger required by the City. I request	sting destruction. The and contents, record I hereby certify that ecified in Resolution ic value and do not ste, are not the minutest authority to destro	d dates, retent the records list No. 10-1584. affect the title t es, ordinances by same pursu	ion requireme ed below and/ I further certify to real propert or resolutions ant to Sectio	nts, and or attached that the y or liens of the Ci n 34090	destruction date. ed are more than records listed no thereon, are not ity Council or any of the California
		ommended for	r Destruction: listed on file label)		Records To:	Citatio Numbe		Destruction Date:
<u> </u>				From: 02/07/07	02/07/07	G. C. 34		Date:
		es - 2007 Conf	CICIOCE		-			07/01/11
League	of CA Cit	es		09/17/04	05/26/05	G. C. 34	UYU	07/01/11
<u> </u>		 				****		
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DEPAR Signatu	TMENT F	EAD:	DESTRUCTION CITY ATTORNE Signature B Date			CITY CLER Signature	G Ulari (1712)	u
Date /	/		Date		·	J410		

Actual Date Records Destroyed:

Exhibit A-2 Administration/Personnel



Departmer			Prepared by:	Date:	Agoura H			torage Box	
Administrat	tion/Pe		Celeste Bird	06/24/11	· · · · · · · · · · · · · · · · · · ·	1	No.: N/	A	
1 -	em _		Title and Contents (as listed i			•			
1			s - Dept of Justice (DOJ) - Crim				of a '	and autori (f	
			ed list of records for which I am request shedule page no., record series title a						
		-	of destruction proposed is shredding. I						
			for the minimum retention period spec						
			vidential, fiscal or research and historic						
	court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California								
Government (Government Code. List of Files Recommended for Destruction: Date of Records Citation Destruction								
l .					Records	Citatio		Destruction	
		ie of records as	listed on file label)	From:	To:	Numb		Date:	
Aaron, San				06/16/04	12/01/04	G. C. 12946		07/01/11	
Abraham, A				06/14/04	12/01/04	G. C. 12946		07/01/11	
Alfonso, Au				07/16/03	01/01/04	G. C. 12946	& 34090	07/01/11	
Amodio, Mi				07/23/04	12/01/04	G. C. 12946	& 34090	07/01/11	
Bennett, Br	randor)		08/07/03	02/01/04	G. C. 12946	& 34090	07/01/11	
Bikhchanda	ani, Mi	hir		07/16/03	01/01/04	G. C. 12946	& 34090	07/01/11	
Bikhchanda	ani, Ni	khil		07/16/03	01/01/04	G. C. 12946	& 34090	07/01/11	
Bitter, Mark	<			08/16/04	12/01/04	G. C. 12946	& 34090	07/01/11	
Bitter, Ryar	n			08/16/04	12/01/04	G. C. 12946	& 34090	07/01/11	
Blake, Ben	jamin			08/06/03	02/01/04	G. C. 12946	& 34090	07/01/11	
Bradley, Ar	ielle			07/23/04	12/01/04	G. C. 12946	& 34090	07/01/11	
Brotman, A	Nex			07/16/03	01/01/04	G. C. 12946	& 34090	07/01/11	
Burns, Hale	еу			07/27/04	12/01/04	G. C. 12946	& <u>340</u> 90	07/01/11	
Bursik, Kel	lsie			07/11/05	12/01/05	G. C. 12946	& 34090	07/01/11	
Chai, Jessi	ica			10/06/04	04/01/05	G. C. 12946	& 34090	07/01/11	
Chang, Da	vid			08/04/03	02/01/04	G. C. 12946	& 34090	07/01/11	
Choi, Andre	ew			08/22/05	12/01/05	G. C. 12946	& 34090	07/01/11	
Choupani,	Nakisa	9		08/05/03	02/01/04	G. C. 12946	& 34090	07/01/11	
Danzi, Mich	hael			07/16/03	01/01/04	G. C. 12946	~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	07/01/11	
Davidson, I		1		07/23/04	01/01/05	G. C. 12946		07/01/11	
Drozen, Zo				08/05/03	02/01/04	G. C. 12946		07/01/11	
Duff, Ryan			,	08/17/04	02/01/05	G. C. 12946		07/01/11	
Eckstein, S				07/16/03	01/01/04	G. C. 12946		07/01/11	
Flanders, A				08/19/05	12/01/05	G. C. 12946		07/01/11	
Friedlande				08/21/03	02/01/04	G. C. 12946		07/01/11	
Futterman,		-		07/21/03	01/01/04	G. C. 12946		07/01/11	
			DECEDIATION		ion				
			DESTRUCTION A	Palante de la latera de la compania	IUN				
DEPARTM	ENT I	IEAD:	CITY ATTORNEY	:	_	CITY CLER	KM	rur	
Signature	14	(1	Signature Pulk / \		•	Signature	8/171	7.411	
Date	- 	* 1	Date		•	Date	- 1	W 11	

Actual Date Records Destroyed: ____



Department:	Prepared by:	Date:	Agoura Hi	ills Box York Sto		orage Box				
Administration/Per	sonnel Celeste Bird	06/24/11	No.: N/A		No.: N/A					
	Record Series Title and Contents									
	Personnel Files: Dept of Justice (D									
Listed below and/or attached is a detailed list of records for which I am requesting destruction. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date.										
	the retention schedule page no., record			•	•					
two years old and/or h	ave been retained for the minimum retenti-	on period specified in Resolution I	No. 10-1584.	I further certif	y that the	records listed no				
	nistrative, legal, evidential, fiscal or research									
court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California										
Government Code.										
1	ommended for Destruction:	Date of		Citatio		Destruction				
	e of records as listed on file label)	From:	To:	Numb		Date:				
Gindera, Emily		08/24/05	12/01/05	G. C. 12946		07/01/11				
Ginsberg, Ryan		07/16/03	01/01/04	G. C. 12946		07/01/11				
Goldman, Brady Goller, Kevin		07/16/03 07/21/03	01/01/04 01/01/04	G. C. 12946		07/01/11				
Goiler, Revin		07/16/03	01/01/04	G. C. 12946 G. C. 12946		07/01/11 07/01/11				
Grogan, Cheyenne	2	06/16/04	12/01/04	G. C. 12946		07/01/11				
Grogan, Skylar		06/16/04	12/01/04	G. C. 12946	····	07/01/11				
Guttchen, Lyndsay	·············	08/05/03	02/01/04	G. C. 12946		07/01/11				
Hagen, Eric		08/05/03	02/01/04	G. C. 12946		07/01/11				
Hahn, Emily		07/23/04	01/01/05	G. C. 12946		07/01/11				
Hesse, Becky		07/16/03	01/01/04	G. C. 12946		07/01/11				
Hesse, Danielle		07/16/03	01/01/04	G. C. 12946	& 34090	07/01/11				
Hirsch, Becca		07/16/03	01/01/04	G. C. 12946		07/01/11				
Holmes, Kellyn		07/14/05	12/01/05	G. C. 12946	& 34090	07/01/11				
Hornsby, Cheryl		08/26/04	02/01/05	G. C. 12946	& 34090	07/01/11				
Jacoby, Jessica		07/23/04	01/01/05	G. C. 12946	& 34090	07/01/11				
Jones, Rachelle		08/05/03	02/01/04	G. C. 12946	& 34090	07/01/11				
Keba, Lauren		07/16/03	01/01/04	G. C. 12946	& 34090	07/01/11				
Kellada, Adam		07/09/04	01/01/05	G. C. 12946	& 34090	07/01/11				
Kent, Alyssa		07/16/03	01/01/04	G. C. 12946	& 34090	07/01/11				
Kent, Gregory		08/16/04	02/01/05	G. C. 12946	& 34090	07/01/11				
Khamsi, Sheida	•	07/23/04	01/01/05	G. C. 12946	& 34090	07/01/11				
Klein, Eric		07/09/04	01/01/05	G. C. 12946	& 34090	07/01/11				
Kofman, Greg		08/05/03	02/01/04	G. C. 12946	& 34090	07/01/11				
Maddis, Jacob		08/19/05	12/01/05	G. C. 12946	& 34090	07/01/11				
Mahgerefreh, Elie	na	07/23/04	01/01/05	G. C. 12946	& 34090	07/01/11				
Mahlknecht, Marc		12/24/03	06/01/04	G. C. 12946	& 34090	07/01/11				
	DESTRU	JCTION AUTHORIZAT	ION							
DEPARTMENT H	EAD: CITY	TTORNEY:		CITY CLER	*K :	(P				
Signature 7/14/1	Signati	ire	,	Signature,	$\frac{\sqrt{n}}{2\sqrt{n}}$	~1				
Date	Date	V((3/ 11		Date	7124					

Actual Date Records Destroyed:



Depart			Prepared by:						orage Box
	stration/Pe	7	Celeste Bird			No.: N/A		No.: N	/A
Page	item		s Title and Contents (as I						
No.: 7			s: Dept of Justice (DOJ) – ed list of records for which I am i					of opob ro	oord oufficient for
			chedule page no., record series						
			of destruction proposed is shred						
			d for the minimum retention perionical distribution of the control						
court rec	ords, are no	t, to my knowledge	, required to be kept further by a	statute, are i	not the minut	es, ordinance	s or resolutions	of the Ci	ty Council or any
	rd or comm ent Code.	ittee, and are no	longer required by the City, I i	equest autho	rity to destro	y same purs	uant to Section	n 34090	of the California
		ommended fo	r Destruction:		Date of	Records	Citatio	nn .	Destruction
			is listed on file label)		From:	To:	Numb		Date:
	Hannah				08/05/03	02/01/04	G. C. 12946	& 34090	07/01/11
· · · · · · · · · · · · · · · · · · ·	Meredith				07/16/03	01/01/04	G. C. 12946		07/01/11
Martine	z, Christo	pher			10/23/03	04/01/04	G. C. 12946		07/01/11
McCorr	nack, Kat	y			08/05/03	02/01/04	G. C. 12946		07/01/11
Mays, /	Amanda				07/16/03	01/01/04	G. C. 12946	& 34090	07/01/11
Merrim	an, Sarah				07/16/03	01/01/04	G. C. 12946	& 34090	07/01/11
Milberg	, Hayley				07/21/03	01/01/04	G. C. 12946	& 34090	07/01/11
Milberg	, Jeff				07/16/03	01/01/04	G. C. 12946	& 34090	07/01/11
Milgrim	, Kayla				08/05/03	02/01/04	G. C. 12946	& 34090	07/01/11
Moritz,	Leslie				02/24/05	12/01/05	G. C. 12946	& 34090	07/01/11
Mortiz,	Elizabeth				07/16/03	01/01/04	G. C. 12946	& 34090	07/01/11
Montz,	Alexandra	3			07/28/03	01/01/04	G. C. 12946	& 34090	07/01/11
Nernbe	rg, David				07/11/03	01/01/04	G. C. 12946	& 34090	07/01/11
Neustu	dt, Michae	el		,	07/16/03	01/01/04	G. C. 12946	& 34090	07/01/11
Pedeflo	ons, Katie				07/23/04	01/01/05	G. C. 12946	& 34090	07/01/11
Quinon	ez, Tanya	1			07/23/04	01/01/05	G. C. 12946	& 34090	07/01/11
Randal	I, Alexand	ra	•••		08/30/04	02/01/05	G. C. 12946	& 34090	07/01/11
Rawns	ley, Austin				08/19/05	12/01/05	G. C. 12946	& 34090	07/01/11
Rems,	Chloe				07/23/04	01/01/05	G. C. 12946	& 34090	07/01/11
Reynol	ds, Laurer	1			08/24/05	12/01/05	G. C. 12946	& 34090	07/01/11
Rimme	le, Kather	ine			07/23/04	01/01/05	G. C. 12946	& 34090	07/01/11
Rosent	olum, Max		·		08/22/05	12/01/05	G. C. 12946	& 34090	07/01/11
Safer, I	3ryce				06/14/04	12/01/04	G. C. 12946	& 34090	07/01/11
Safer, (Courtney				06/16/04	12/01/04	G. C. 12946	& 34090	07/01/11
Scara,	····				08/07/03	02/01/04	G. C. 12946	& 34090	07/01/11
Schwa	tz, Sophia	1			07/16/03	01/01/04	G. C. 12946	& 34090	07/01/11
Seabur	y, Jenica				06/14/04	12/01/04	G. C. 12946	& 34090	07/01/11
			DESTRUCȚI		IORIZAT	ION			
DEPAR	RIMENT I	IEAD:	CITY ATTO	RNEY:			CITY CLER	11 2 6	
Signatu	ire		Signature				Signature	YUIA L	<u>/\/\</u>
_	2/1	1/11	6/1	140			81	12/10	<i>()</i>

Date City Council Approved Records for Destruction: _____ Actual Date Records Destroyed: _____

Date



Department:		Prepared by:	Date:	Agoura H	torage Box					
Administration	/Personnel	Celeste Bird	06/24/11	No.: N/A	No.: N	/A				
Page Item		s Title and Contents (as lis			•					
Listed below and/or attached is a detailed list of records for which I am requesting destruction. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date.										
Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than										
two years old and/or have been retained for the minimum retention period specified in Resolution No. 10-1584. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not										
		evidential, fiscal or research and hi e, required to be kept further by a s								
		longer required by the City. I re-								
Government Code						_				
	ecommended for			Records	Citation	Destruction				
		s listed on file label)	From:	То:	Number:	Date:				
Seabury, Krist			07/22/03		G. C. 12946 & 34090	07/01/11				
Sechner, Wes			08/23/05		G. C. 12946 & 34090	07/01/11				
Seidman, Jack			08/16/04		G. C. 12946 & 34090	07/01/11				
Seidman, Will	am		08/19/05	_	G. C. 12946 & 34090	07/01/11				
Shore, Kirsty			07/09/04		G. C. 12946 & 34090	07/01/11				
Shore, Natalie			06/14/04		G. C. 12946 & 34090	07/01/11				
Shahbazi, She			08/19/05	12/01/05	G. C. 12946 & 34090	07/01/11				
Silverman, Mic	helle		07/16/03	01/01/04	G. C. 12946 & 34090	07/01/11				
Sloan, Kevin		· · · · · · · · · · · · · · · · · · ·	07/16/03	01/01/04	G. C. 12946 & 34090	07/01/11				
Sloan, Jordan		··	08/05/03	02/01/04	G. C. 12946 & 34090	07/01/11				
Spilka, Mikey			07/21/03	01/01/04	G. C. 12946 & 34090	07/01/11				
Smith, Katelyn			06/14/04	12/01/04	G. C. 12946 & 34090	07/01/11				
Standring-True	eblood, Emma		06/16/04	12/01/04	G. C. 12946 & 34090	07/01/11				
Tempelton,Sh	annon		08/19/05	12/01/05	G. C. 12946 & 34090	07/01/11				
Thomas, Matt	new		07/21/03	01/01/04	G. C. 12946 & 34090	07/01/11				
Thomas, Mich	elle		07/16/03	01/01/04	G. C. 12946 & 34090	07/01/11				
Ureda, Westo)		08/18/03	02/01/04	G. C. 12946 & 34090	07/01/11				
Vincurek, Mich	ella		08/05/03	02/01/04	G. C. 12946 & 34090	07/01/11				
Waller, Joshu	1		07/16/03	01/01/04	G. C. 12946 & 34090	07/01/11				
Weiner, Crost	у		08/16/04	02/01/05	G. C. 12946 & 34090	07/01/11				
Weinstein, Bri	anna		07/23/04	01/01/05	G. C. 12946 & 34090	07/01/11				
Weiss, Sarah		,	07/16/03	01/01/04	G. C. 12946 & 34090	07/01/11				
Wilson, Dunca	n		08/03/04		G. C. 12946 & 34090	07/01/11				
Wishengrad, [evyn		08/21/03	•	G. C. 12946 & 34090	07/01/11				
Wooden, Gab			07/16/03		G. C. 12946 & 34090	07/01/11				
Yeates, Sama			08/05/03		G. C. 12946 & 34090	07/01/11				
Yount, Kyle			08/19/05	12/01/05	G. C. 12946 & 34090	07/01/11				
		DECTRIBUTE		JON						
	DESTRUCTION AUTHORIZATION									
DEPARTMEN	T HEAD;	CITY ATTOR	YEY:		CITY CLERK:	71. 2				
Signature ,	A	Signature	4	-	Signature ,	<u> </u>				

Date City Council Approved Records for Destruction:

Actual Date Records Destroyed: _____



Signature

CITY OF AGOURA HILLS 2010-11 RECORDS DESTRUCTION REQUEST FORM

Department: Administration/Personnel	Prepared by: Celeste Bird	Date: 06/03/11	Agoura H No.: N/A		ork St o.: N/	orage Box
	s Title and Contents (as li		 		O., 14/7	1
No.: 7 No.: 6 Personnel File		stea iii Necoras Rete	muon sone	uule).		
Listed below and/or attached is a detaile		equesting destruction. Th	e list includes	a description of e	each red	ord sufficient for
identification, including the retention so						
Unless otherwise directed, the method of two years old and/or have been retained						
longer have any administrative, legal, e						
court records, are not, to my knowledge						
City board or committee, and are no Government Code.	longer required by the City, I re	equest authority to destr	oy same purs	suant to Section	34090	of the California
List of Files Recommended fo	r Destruction:	Date of	Records	Citation		Destruction
(Description or title of records as	listed on file label)	From:	To:	Number	:	Date:
Anderson, Jessica		09/10/04	11/23/05	G. C. 12946 & 3	34090	07/01/11
Bailey, Kathleen		06/23/04	11/23/05	G. C. 12946 & 3	34090	07/01/11
Barari, Neama		10/13/04	03/09/05	G. C. 12946 & 3	34090	07/01/11
Becker, Adria		03/16/04	04/26/05	G. C. 12946 & 3	34090	07/01/11
Bianchini, Doris		06/25/95	11/23/05	G. C. 12946 & 3	34090	07/01/11
Blackwell, Clovis		08/09/04	11/23/05	G. C. 12946 & 3	34090	07/01/11
Carroll, Jennifer		07/02/98	11/23/05	G. C. 12946 & 3	34090	07/01/11
Chambers, Cythia		10/05/02	12/07/05	G. C. 12946 & 3	34090	07/01/11
Chisolm, Jammie		04/14/04	05/31/05	G. C. 12946 & 3	34090	07/01/11
Cox, Susan		05/31/05	11/15/05	G. C. 12946 & 3	34090	07/01/11
Davis, Jeremy		04/09/04	03/07/05	G. C. 12946 & 3	34090	07/01/11
Elstein, Chandra		01/28/03	11/23/05	G. C. 12946 & 3	34090	07/01/11
Falkin, Jason		09/22/03	11/23/05	G. C. 12946 & 3	34090	^07/01/11
Fruehling, Anne		01/31/01	11/23/05	G. C. 12946 & 3	34090	07/01/11
Gillett, Karol		02/09/05	08/23/05	G. C. 12946 & 3	34090	07/01/11
Goldman, Bart		10/04/04	11/23/05	G. C. 12946 & 3	34090	07/01/11
Grant, Brian		06/30/00	11/13/05	G. C. 12946 & 3	34090	07/01/11
Greene, Elaine		10/23/00	12/07/05	G. C. 12946 & 3	34090	07/01/11
Grossbart, Jordan		05/05/04	11/03/05	G. C. 12946 & 3	34090	07/01/11
Hamilton, Bruce		07/12/04	11/18/05	G. C. 12946 & 3	34090	07/01/11
Holman, Erin		03/30/04	11/18/05	G. C. 12946 & 3	34090	07/01/11
Koch, Brenda		06/19/05	10/26/05	G. C. 12946 & 3	34090	07/01/11
Koescielski, Dale		04/26/03	12/07/05	G. C. 12946 & 3	34090	07/01/11
Lazo, Mardonio		12/13/04	09/30/05	G. C. 12946 & 3	34090	07/01/11
Levin, Samantha		05/27/04	11/23/05	G. C. 12946 & 3	34090	07/01/11
Lewis, Kathleen		09/22/03	12/07/05	G. C. 12946 & 3	34090	07/01/11
Litvak, Dustin		02/08/99	11/23/05	G. C. 12946 & 3	34090	07/01/11
McCombe, William		05/10/04	11/23/05	G. C. 12946 & 3	34090	07/01/11
	DESTRUCTION	N AUTHORIZAT	ION			
DEPARTMENT HEAD:	CITY ATTOR	NEY:		CITY CLERK	://	1.)

Date City Council Approved Records for Destruction: _____ Actual Date Records Destroyed:

Date



Department:	Prepared by:	Date:	Agoura H	ills Box York	Storage Box
Administration/Personnel	Celeste Bird	06/03/11	No.: N/A	No.: N	I/A
	Series Title and Contents (as lis	ted in Records Rete	ntion Sched	dule) :	
	l Files (page 2 of 3)				
	detailed list of records for which I am recion schedule page no., record series ti				
	ethod of destruction proposed is shredding				
	etained for the minimum retention period				
	gal, evidential, fiscal or research and hi vledge, required to be kept further by a s				
City board or committee, and ar	e no longer required by the City. I red				
Government Code.		D-1	—	014.41	
List of Files Recommende (Description or title of record			Records	Citation Number:	Destruction
· · · · · · · · · · · · · · · · · · ·	us as listed off file label)	From:	To:		Date:
Moretski, Jason		05/04/05	i	G.C. 12946 & 34090	
Nesbitt, Melissa		11/29/04 01/23/05	11/23/05	G.C. 12946 & 34090	
Phelan, Mark		09/22/03		G.C. 12946 & 34090	
Renya, Sandi		05/04/04		G.C. 12946 & 34090	
Roodsari, Kristina Scott, Larry		01/26/98	11/23/05 12/07/05	G.C. 12946 & 34090	
Shagrin, Justin		06/15/03	11/23/05	G.C. 12946 & 34090	
Silberberg, Barrie		04/07/04		G.C. 12946 & 34090	***
Smith, Jordan		11/01/04		G.C. 12946 & 34090	
Taira, Yukio		01/27/00		G.C. 12946 & 34090	·
Weafer, Caitriona		04/20/04		G.C. 12946 & 34090 G.C. 12946 & 34090	
Westheimer, Michael		09/10/04		G.C. 12946 & 34090	
Weston, Sandra		10/30/01		G.C. 12946 & 34090	
Adams, Dave		06/19/95		G.C. 12946 & 34090	
Ballman, Darlene		10/05/01		G.C. 12946 & 34090	
Brancato, Yani	****	10/10/00		G.C. 12946 & 34090	
Burch, Stephan		04/21/97	01/21/03	G.C. 12946 & 34090	
Choi, Jenny	*	10/08/01		G.C. 12946 & 34090	
Cohen, Charles		09/26/02	1	G.C. 12946 & 34090	
Cohn, Marty		05/11/00		G.C. 12946 & 34090	1
Conger, Michael		06/11/02		G.C. 12946 & 34090	
Dokken, Jeffrey	,	05/13/02		G.C. 12946 & 34090	1
Elder, Jennifer		01/22/96	1	G.C. 12946 & 34090	1
Foley, Catherine			01/21/03	G.C. 12946 & 34090	
Greene, Patricia	10/13/00		G.C. 12946 & 34090	-	
Hasson, Jessica	10/02/01		G.C. 12946 & 34090		
Hatharasinghe, Sri			01/21/03	G.C. 12946 & 34090	1
Hofius, James		12/03/02	03/31/03	G.C. 12946 & 34090	
	DESTRUCTIO	N AUTHORIZAT	ION .		

	DESTRUCTION AUTHO	ORIZATION
DEPARTMENT HEAD:	CITY ATTORNEY:	CITY CLERK:
Signature 7/14 /11	Signature	Signature 8/17/20 <i>u</i>
Date	Date	Date
Date City Council Approved Records	for Destruction:	Actual Date Records Destroyed:



Departi			Prepared by:	Date:	Agoura H		torage Box			
	stration/Pe	T	Celeste Bird	 	1 No.: N/A	No.: N	Α			
Page	Item		s Title and Contents (as i	isted in Records Re	tention Sche	dule):				
No.: 7		Personnel File	ed list of records for which I am	requesting destruction	he list includes	a description of each re	cord sufficient for			
			chedule page no., record series							
			of destruction proposed is shred							
			d for the minimum retention peri evidential, fiscal or research and							
			e, required to be kept further by							
		ittee, and are no	longer required by the City. I	request authority to des	troy same pur	suant to Section 34090	of the California			
Government Code. List of Files Recommended for Destruction: Date of Records Citation Destruction										
			s listed on file label)	From:	To:	Number:	Destruction Date:			
·	Frances			04/04/9		G. C. 12946 & 34090	07/01/11			
	Stacey			11/01/9	-1	G. C. 12946 & 34090	07/01/11			
	n, Michae			01/25/9		G. C. 12946 & 34090	07/01/11			
Jones,		-		01/31/0		G. C. 12946 & 34090	07/01/11			
	nuradha			06/01/0	-1	G. C. 12946 & 34090	07/01/11			
King, To				01/29/0		G. C. 12946 & 34090	07/01/11			
	e, Christin	е		01/03/0		G. C. 12946 & 34090	07/01/11			
Maiti, S	utapa			06/26/0		G. C. 12946 & 34090	07/01/11			
McCrea	ary, B.T.			06/26/0	04/01/03	G. C. 12946 & 34090	07/01/11			
McCrea	ry, Scott			06/12/0	01/21/03	G. C. 12946 & 34090	07/01/11			
Mckaga	n, Matthe	w		03/24/9	3 01/21/03	G. C. 12946 & 34090	07/01/11			
Mills, V	/illiam			09/02/9	7 01/21/03	G. C. 12946 & 34090	07/01/11			
Monaco	o, Mattew			10/19/0	1 01/21/03	G. C. 12946 & 34090	07/01/11			
Newma	n, Shanno	on		10/07/9	01/21/03	G. C. 12946 & 34090	07/01/11			
Nichol,	Claudia			10/07/9	01/21/03	G. C. 12946 & 34090	07/01/11			
Nichola	s, Garrett			06/08/0	08/21/03	G. C. 12946 & 34090	07/01/11			
Ojeda,	Cassandr	a		10/01/0	2 01/21/03	G. C. 12946 & 34090	07/01/11			
Pavely,	Jenny		9-1	05/17/0	01/21/03	G. C. 12946 & 34090	07/01/11			
Pietrolu	ngo, Angi	e		12/81/0	01/16/03	G, C. 12946 & 34090	07/01/11			
Randaz	zo, There	sa		04/16/0	2 04/01/03	G. C. 12946 & 34090	07/01/11			
Rodrigu	ıez, Willia	m	·	01/14/0	3 05/08/03	G. C. 12946 & 34090	07/01/11			
Sanche	z, Patricia	<u> </u>	,	05/10/9	3 01/21/03	G. C. 12946 & 34090	07/01/11			
Satt, Le	ann		·	04/16/0	2 01/21/03	G. C. 12946 & 34090	07/01/11			
Skeen,	Megan			. 09/26/0	2 05/06/03	G. C. 12946 & 34090	07/01/11			
	s, Michael			07/02/0		G. C. 12946 & 34090	07/01/11			
Wong,				03/28/0	···	G. C. 12946 & 34090	07/01/11			
Yereva	nian, Odile	-		01/22/9	01/21/03	G. C. 12946 & 34090	07/01/11			
			DESTRUCTI	ON AUTHORIZA	TION					
re, mora serva National Section (C	na na casta de America de Sel Palle (1920) (1945)	ran er trafta i sassini rastas (f. 1200 c. 1500 f. 1500 c. 150	a2		onathernotes and the Color of the Color					

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DEPARTMENT HEAD: ,	CITY ATTORNEY:	CITY CLÉRK;
hall &	_ (p. /8	(Blatur
Signature	Signature	Signature
7/14/11	9/15/11	8/12/201
Date //	Date	Date
Date City Council Approved Records	for Destruction:	Actual Date Records Destroyed:



Departr	nent:		Prepared by:	Date:	Agoura Hi	lle Boy	Vork 64	orage Box	
	tration/Pe	rsonnel	Celeste Bird	06/02/11	-		No.: N/	_	
Page	Item		S Title and Contents (as listed					•	
No.: 7	1	Recruitment F	-	r toooraa r tele	mon Jonet	1470/1			
Listed below and/or attached is a detailed list of records for which I am requesting destruction. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 10-1584. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any									
	d or commi		longer required by the City. I reque						
List of I	Files Rec	ommended fo	r Destruction:	Date of	Records	Citatio	on	Destruction	
(Descrip	otion or titi	e of records as	listed on file label)	From:	To:	Numb	er:	Date:	
Senior F	Planner &	Planning Tech	nician	12/26/04	01/28/05	G. C. 34	4090	07/01/11	
Executiv	/e Directo	r - LVMCOG		05/11/05	06/30/05	G. C. 34	4090	07/01/11	
Adminis	trative Se	cretary I		07/03/05	08/10/05	G. C. 34	4090	07/01/11	
Associa	te Enginn	er		09/23/05	10/28/05	G. C. 34		07/01/11	
		ity Manager		09/30/05	11/04/05	G. C. 34	·····	07/01/11	
Director	of Comm	unity Services		11/05/06	12/19/05	G. C. 34	4090	07/01/11	
	Engineer			04/06/06	05/19/06	G. C. 34	4090	07/01/11	
Recreat	ion Super	visor		05/29/06	06/23/06	G. C. 34	4090	07/01/11	
	trative Se	· · · · · · · · · · · · · · · · · · ·		06/05/06	06/23/06	G. C. 34	,	07/01/11	
Planning	g Technic	ian		06/05/06	07/07/06	G. C. 34	4090	07/01/11	
Commu	nity Servi	ces Coordinato	<u>r</u>	06/12/06	07/14/06	G. C. 34	4090	07/01/11	
Executiv	/e Assista	nt		06/14/06		G. C. 34	4090	07/01/11	
Commu	nity Servi	ces Coordinato	r	01/01/07	01/25/07	G. C. 34	4090	07/01/11	
City Eng				02/20/07	03/30/07	G. C. 34	4090	07/01/11	
Parks at	nd Landso	cape Superinte	ndent	08/20/07	09/28/07	G. C. 34	1090	07/01/11	
IT Class	ification S	Survey		01/01/07	01/01/07	G. C. 34	4090	07/01/11	
			ų.						
			,						
	· · ·								
	- NA								
عدا	DESTRUCTION AUTHORIZATION CITY ATTORNEY: CITY CLERK CITY CLERK CITY CLERK								
Signatu	re 7/14	l et	Signature 9/15/	Ťì.		Signature	117/20	<u>u </u>	
Date	•		Date			Date			

Actual Date Records Destroyed:

Exhibit A-3

Administration/Risk Management



AGOURATHLE										
Department: Administra		Date:	Agoura Hi	ills Box Y	ork St	orage Box				
Risk Management	Celeste Bird	06/03/11	No.: N/A	N	lo.: N/ <i>I</i>	4				
	d Series Title and Contents (as listed in Records Rete	ntion Sched	dule):						
No.: 8 No.: 2 Claims (Against the City) Files Listed below and/or attached is a detailed list of records for which I am requesting destruction. The list includes a description of each record sufficient for										
identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date.										
Unless otherwise directed, the	method of destruction proposed is s	hredding. I hereby certify that	the records lis	sted below and/o	r attache	ed are more than				
two years old and/or have been retained for the minimum retention period specified in Resolution No. 10-1584. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not										
	nowledge, required to be kept further									
City board or committee, and	d are no longer required by the City									
Government Code.		L p-4	B	<u> </u>						
List of Files Recommen			Records	Citation		Destruction				
	cords as listed on file label)	From:	To:	Numbe		Date:				
Patrick Grapes		04/05/00		G. C. 340		07/01/11				
Ronald Cagnon		08/12/00		G. C. 340		07/01/11				
Adelaide Perram		12/23/00	06/20/01	G. C. 340		07/01/11				
Kripa Jones		06/07/00	01/17/02	G. C. 340		07/01/11				
Faith Gallagher		12/02/01	03/21/02	G. C. 340		07/01/11				
Jillian Porter		05/15/00	04/02/02	G. C. 340		07/01/11				
Ronald and Daniel Evans	<u>S</u>	07/06/00	04/09/02	G. C. 340		07/01/11				
Geraldine Deutsch		09/06/00		G. C. 340		07/01/11				
Eric Zumstein		11/26/01	07/17/02	G. C. 340		07/01/11				
Rob Metselaar		06/27/02	09/19/02	G. C. 340		07/01/11				
Michael Stepner		06/12/02	09/19/02	G. C. 340		07/01/11				
Perry Cantor		07/26/01	10/23/02	G. C. 340		07/01/11				
Indalesia Gonzales		09/29/01	12/09/02	G. C. 340		07/01/11				
James Long		10/15/01	02/04/03	G. C. 340		07/01/11				
Paul Brent		01/31/02		G. C. 340		07/01/11				
Dennis Miller		05/09/03		G. C. 340		07/01/11				
Roger & Pat Wakefield		09/29/03	10/21/03	G. C. 340		07/01/11				
Ignacio Escobar		04/24/03	11/13/03	G. C. 340		07/01/11				
Rodger Blair		11/08/02		G. C. 340		07/01/11				
Betty Warner		02/18/03		G. C. 340		07/01/11				
Sheree Rosenberg		01/16/04		G. C. 340		07/01/11				
Howard Nehdar		03/02/04		G. C. 340		07/01/11				
Aiden Hughes	W-4-star,	07/06/02		G. C. 340	90	07/01/11				
Paula Moursi		09/29/04		G. C. 340		07/01/11				
Tim Ray	The state of the s	01/19/03	03/29/05	G. C. 340		07/01/11				
Joan Janiga		05/29/04	04/13/05	G. C. 340		07/01/11				
Ron Arquilevich		03/02/05	10/21/05	G. C. 340		07/01/11				
Henry Louie		03/21/04	10/25/05	G. C. 340	90	07/01/11				
DESTRUCTION AUTHORIZATION										
DEPARTMENT HEAD:	DEPARTMENT HEAD: CITY ATTORNEY: CITY CLERKY									
Signature	Signature	2	,	Signature	ruj i	<u> </u>				
	Signature	100 / 1		Signature /	2/2					

Date City Council Approved Records for Destruction: _____ Actual Date Records Destroyed: _____



	·							
Department:		Prepared by:	Date:	Agoura Hi	l l	York Storage Box		
Administration/Ris		Celeste Bird	07/19/11		No.: 1	√A		
Page Item No.: 8 No.: 4	Record Series Claims Loss R	s Title and Contents (as liste	ed in Records Rete	ntion Sched	dule) :			
		ed list of records for which I am requ	esting destruction. Th	e list includes	a description of each	record sufficient for		
identification, includ	ing the retention so	chedule page no., record series title	e and contents, record	d dates, reten	tion requirements, an	d destruction date.		
		of destruction proposed is shredding						
		d for the minimum retention period s vidential, fiscal or research and hist						
court records, are no	ot, to my knowledge	, required to be kept further by a sta	itute, are not the minut	es, ordinances	s or resolutions of the	City Council or any		
· ·	nittee, and are no	longer required by the City. I requ	est authority to destro	y same purs	uant to Section 3409	0 of the California		
Government Code. List of Files Re	commended fo	r Destruction:	Date of	Records	Citation	Destruction		
		listed on file label)	From:	To:	Number:	Date:		
Monthly Loss Ru			01/01/97	12/31/97	G.C. 34090	07/01/11		
Monthly Loss Ru			01/01/98	12/31/98	G.C. 34090	07/01/11		
Monthly Loss Ru			01/01/99	12/31/99	G.C. 34090	07/01/11		
Monthly Loss Ru			07/01/03	12/31/03	G.C. 34090	07/01/11		
Monthly Loss Ru			02/01/04	12/31/04	G.C. 34090	07/01/11		
Monthly Loss Ru			01/01/05	09/20/05	G.C. 34090	07/01/11		
Monany 2000 i to	110 2000		0 1/0 1/00	00/20/00	0.0.04000	07/01/11		
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		DESTRUCTION	I AUTHORIZAT	ION				
DEPARTMENT	НЕАР:	CITY ATTORNI	ÉY:		CITY CHERK:	,) .		
hatt	7				XVIII			
Signature	. 1	Signature	10		Signature			
Data SI	2 11	<u> 7/6/</u>	Mary Mary		8117No			
Date -	₹.	Date			Date			

Actual Date Records Destroyed:



·							
Depart			Prepared by:	Date:	Agoura Hi	1	ork Storage Box
		Management	Celeste Bird		No.: N/A		o.: N/A
Page No.: 9	item	1	s Title and Contents (as listed pensation Insurance Administra			ule):	
			ed list of records for which I am reque			a description of e	ach record sufficient for
identificat	tion, includir	g the retention so	hedule page no., record series title	and contents, record	d dates, retent	ion requirements	, and destruction date.
			of destruction proposed is shredding. I for the minimum retention period sp				
			vidential, fiscal or research and histo				
			required to be kept further by a stat				
	d or commi ent Code.	ttee, and are no l	onger required by the City. I reque	st authority to destro	by same purs	uant to Section (34090 of the California
<u> </u>		ommended for	Destruction:	Date of	Records	Citation	Destruction
(Descri	ption or tit	le of records as	listed on file label)	From:	To:	Number:	Date:
Worker	s, Compe	nsation Manage	ement Reports 1997	10/01/97	10/31/97	G.C. 3409	0 07/01/11
Worker	s, Compe	nsation Manage	ement Reports 1998	01/01/98	11/30/98	G.C. 3409	0 07/01/11
Worker	s' Compe	nsation Manage	ment Reports 1999	03/01/99	12/31/99	G.C. 3409	0 07/01/11
Worker	s' Compei	nsation Manage	ment Reports 2000	01/01/00	10/31/00	G.C. 3409	0 07/01/11
Worker	s' Compe	nsation Manage	ment Reports 2001	05/01/01	12/31/01	G.C. 3409	0 07/01/11
Worker	s' Compe	nsation Manage	ment Reports 2002	01/01/02	12/31/02	G.C. 3409	0 07/01/11
Worker	s' Compe	nsation Manage	ment Reports 2003	01/01/03	12/31/03	G.C. 3409	0 07/01/11
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						7	
			•••				
			, , , , , , , , , , , , , , , , , , , ,				
			DESTRUCTION	AUTHORIZAT	ION		
DEPAR	ETMENT H	IEAD:	CITY ATTORNE	Y:		CITY CLERK	urur
Signatu	re 8/11	ι,	Signature		- -	Signature 8/17/1	.OVI
Date	, (Date		. •	Date	

Actual Date Records Destroyed: _____

Exhibit A-4

Community Development/Block Grants



Depart	ment: Com	nmunity	Prepared by:	Date:	Agoura H	ills Box	York S	torage Box
	pment/Bloc	•	Sheila Keckhut		No.: N/A		No.: N/	_
Page	Item	i	s Title and Contents (as listed in			dula) ·		
-			Program and Project Administr		TRIOTI CONC.	auto).		
			list of records for which I am requestir		e list includes	a description	of each re	cord sufficient for
identifica	ition, including	the retention sched	dule page no., record series title and col	ntents, record date	s, retention re	quirements, ar	nd destruc	tion date. Unless
otherwis	e directed, the	method of destruc	ion proposed is shredding. I hereby ce	rtify that the record	ls listed below	and/or attache	ed are mo	re than two years
I			imum retention period specified in Resc					·=
_			or research and historic value and do no					
	-		ot further by a statute, are not the min					= =
		mmended for l	he City. I request authority to destroy sa	Charles Street Control of the Contro	Records	Citati		Destruction
I			sted on file label)	From:	To:	Numb		Date:
·			ence File 1 of 1	1990	1992	29 CFR		07/01/11
	Bulletins Fil		erice The Tol T	2000	2001	29 CFR		07/01/11
		•	or File 1 of 1	1998	1999	29 CFR		07/01/11
		equests 24th Ye			i 			07/01/11
	· · · · · · · · · · · · · · · · · · ·	e Agreement Fil		1999	1999	29 CFR		†
			roject Exhibit A File 1 of 1	1998	1999	29 CFR		07/01/11
		· · · · · · · · · · · · · · · · · · ·	ence 23rd Year File 1 of 1	1997	1998	29 CFR		07/01/11
			ence 23rd Year File 1 of 1	1998	1999	29 CFR		07/01/11
		oit A, 23rd Year I		1997	1998	29 CFR		07/01/11
CDBG	Miscellaned	ous Correspond	ence 25th Year File 1 of 1	1999	2000	29 CFR	97.42	07/01/11
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DEPAI	RATMENT ⊮I	FAD:	CITY ATTORNEY:			CITY CLE	RK:	
	niko K	amin -	- (,54)			(K)	Men	W
Signati	ire	,	Signature		-	Signature		
	<u> 7 · / 3 · /</u>	7	<u> </u>		_	<u> </u>	17/20	11
Date			Date			Date		

Actual Date Records Destroyed:



Departm	nent: Com	munity	Prepared by:	Date:	Agoura H	ils Box	York St	orage Box
Develop	ment/Block	Grants	Sheila Keckhut	06/21/11	No.: N/A		No.: N/.	A
:	Item No.: 1&2		s Title and Contents (as listed in R n and Project Administration Files	ecords Rete	ntion Sched	dule):		0
			list of records for which I am requesting de	estruction. The	list includes	a description o	of each re	cord sufficient for
identification	on, including	the retention sched	lule page no., record series title and conten	ts, record date	s, retention re	quirements, ar	d destruc	iion date. Unless
otherwise	directed, the	method of destruct	ion proposed is shredding. I hereby certify	that the record	s listed below	and/or attache	ed are mo	re than two years
9			mum retention period specified in Resolution			=		-
			or research and historic value and do not af					
A .			ot further by a statute, are not the minutes he City. I request authority to destroy same			-		
		mmended for	<u> </u>		Records	Citati		Destruction
ł .			sted on file label)	From:	To:	Numb		Date:
			25th Year File 1 of 1	1999	2000	29 CFR		07/01/11
			24th Year File 1 of 1	1998	1999	29 CFR		07/01/11
			23rd Year File 1 of 1	1997	1998	29 CFR		07/01/11
CDBG S	ingle Fami	ly Housing Reh	ab Program 26th Year File 1 of 2	2000	2001	29 CFR	97.42	07/01/11
CDBG R	Requisitions	- 26th Year Fil	e 1 of 1	2000	2001	29 CFR	97.42	07/01/11
CDBG R	Requisitions	- 25th Year Fil	e 1 of 1	1999	2000	29 CFR	97.42	07/01/11
CDBG R	Requisitions	- 23rd Year Fil	e 1 of 1	1997	1998	29 CFR	97.42	07/01/11
CDBG R	Reimbursab	le Contract 25t	h Year File 1 of 1	1999	2000	29 CFR	97.42	07/01/11
CDBG R	Reimbursab	le Contract 24t	n Year File 1 of 1	1998	1999	29 CFR	97.42	07/01/11
CDBG R	Reimbursab	le Contract 23r	d Year File 1 of 1	1997	1998	29 CFR	97.42	07/01/11
CDBG P	rogram Pla	anning Summar	y 26th Year File 1 of 1	2000	2001	29 CFR	97.42	07/01/11
CDBG P	rogram Pla	anning Summar	y 25th Year File 1 of 1	1999	2000	29 CFR	97.42	07/01/11
CDBG P	lanning Su	mmaries 24th \	/ear File 1 of 1	1998	1999	29 CFR	97.42	07/01/11
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Date			Date			Date		

Actual Date Records Destroyed:



Department: Community		epared by:	Date:	Agoura H	ills Box	E .	torage Box
Development/Block Grant		eila Keckhut	06/21/11			No.: N/.	A
		tle and Contents (as listed in R nd Project Administration Files	Records Rete	ntion Sched	dule) :		
Listed below and/or attached is	a detailed list	of records for which I am requesting d	estruction. The	list includes	a description o	of each re	cord sufficient for
a		page no., record series title and conter			•		
9		proposed is shredding. I hereby certify					
		n retention period specified in Resolution			-		-
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1		irther by a statute, are not the minute City. I request authority to destroy same					
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(Description or title of reco			From:	To:	Numb		Date:
CDBG Quarterly Performa		· · · · · · · · · · · · · · · · · · ·	2000	2001	29 CFR		07/01/11
CDBG Quarterly renormal CDBG Selection of Engine	•		1993	1997	29 CFR	•	07/01/11
		Projects 23rd Year File 1 of 1	1997	1998	29 CFR	······	07/01/11
CDBG Housing Rehab Co			1998	1999	29 CFR		07/01/11
CDBG Housing Rehab Co			1998	1999	29 CFR		07/01/11
CDBG Needs Assessmen	t Study File	e 1 of 1	1997	1998	29 CFR	97.42	07/01/11
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		DESTRUCTION AUT	HORIZATI	ON			
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7 · /3 · // Date		Date 9/15/1			Date	11712	0(/

Actual Date Records Destroyed:



Depart	ment: Com	munity	Prepared by:	Date:	Agoura H	ills Box	York S	torage Box
Develo	pment/Bloc	k Grants	Sheila Keckhut	06/21/11	No.: N/A		No.: N	-
Page	Item		s Title and Contents (as listed in R	ecords Rete	ntion Sche	dule):	•	
			3 Program and Project Administratio			,		
Listed be	elow and/or att	ached is a detailed	llist of records for which I am requesting d	estruction. The	e list includes	a description	of each re	cord sufficient fo
identifica	ition, including	the retention sched	dule page no., record series title and conten	ts, record date	s, retention re	quirements, a	nd destruc	tion date. Unless
1			tion proposed is shredding. I hereby certify					-
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4			or research and historic value and do not af					
1	•		pt further by a statute, are not the minutes			•		
			the City. I request authority to destroy same					
ı		mmended for			Records	Citati		Destruction
<u> </u>			isted on file label)	From:	To:	Numb		Date:
	,,		port Training File 1 of 1	2003	2004	29 CFR		07/01/11
CDBG	Single Fam	ily Residential F	Rehab Program File 1 of 1	2003	2004	29 CFR	97.42	07/01/11
CDBG	Monitoring	Review Single F	Family Housing Rehab File 1 of 1	2002	2002	29 CFR	97.42	07/01/11
CDBG	Housing Re	hab. MDG Ass	ociates, Inc., Contract File 1 of 1	2002	2003	29 CFR	97.42	07/01/11
CDBG	30th Year S	Single Family Ho	ousing Rehab Program File 1 of 1	2004	2005	29 CFR	97.42	07/01/11
CDBG	Audit File 1	of 1		2004	2004	29 CFR	97.42	07/01/11
			Rehab Program File 1 of 1	2001	2004	29 CFR	97.42	07/01/11
	_		Rehab Program File 1 of 1	2004	2005	29 CFR		07/01/11
			ence File 1 of 1	1999	2000	29 CFR		07/01/11
		<u>-</u>	ence File 1 of 1	2001	2001	29 CFR		07/01/11
				2005	2005	1		
CDBG	RFP - Hous	ang Renabilitati	on Program File 1 of 1	2005	2005	29 CFR	91.42	07/01/11
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Date	1 4/11		Date		-	Date		- 11

Actual Date Records Destroyed: __



Department: Community Development/Block Grants	Prepared by: Sheila Keckhut	Date: 06/21/11	Agoura H	ills Box	York St No.: N/	orage Box
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No.: 25 No.: 1&2 Grants CDBG	s Title and Contents (as listed in Re Program and Project Administration	Files				
	d list of records for which I am requesting de					
	dule page no., record series title and contents					
·	tion proposed is shredding. I hereby certify the					-
	nimum retention period specified in Resolution					·='
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	pt further by a statute, are not the minutes, the City. I request authority to destroy same p			-		
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(Description or title of records as I		From:	To:	Numb		Date:
CDBG MDG Associates Contract		2003	2004	29 CFR		07/01/11
CDBG Procurement for SFR Reha		2002	2003	29 CFR		07/01/11
CDBG 1st Quarter - Quarterly Per		2003	2004	29 CFR		07/01/11
	Tormance reports tile tor t	2003	2004	29 CFR		07/01/11
CDBG Contracts File 1 of 1	- Deposite File 4 of 4	 				
CDBG 2nd Quarterly Performance		2003	2004	29 CFR		07/01/11
CDBG 3rd Quarterly Performance		2003	2004	29 CFR		07/01/11
CDBG 4th Quarterly Performance	·······	2003	2004	29 CFR		07/01/11
CDBG 1st Quarter - Quarterly Per		2004	2005	29 CFR		07/01/11
CDBG 4th Quarter - Quarterly Per		2004	2005	29 CFR		07/01/11
CDBG Participating Cities Prograr	n Planning Training File 1 of 1	2002	2003	29 CFR	97.42	07/01/11
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Exhibit A-5 Community Development/Planning



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Departr		mont/Diannina	Prepared by:	Date: 06/21/11	Agoura Hi	IIIS BOX	York Storage Box No.: N/A		
		nent/Planning	Sheila Keckhut		·	-(() -	NO.: N/	Α	
	Item No.: 17	Oak Tree Pern							
			list of records for which I am request	=		=			
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			ion proposed is shredding. I hereby c						
			mum retention period specified in Res			=		-	
			or research and historic value and do r ot further by a statute, are not the m						
			or further by a statute, are not the m he City. I request authority to destroy s			· · · · · · · · · · · · · · · · · · ·			
		mmended for I			Records	Citatio		Destruction	
			sted on file label)	From:	To:	Numb		Date:	
<u> </u>	e Permits			1996	2003	G. C. 34	4090	07/01/11	
Oak Tre	e Permits			2004	2004	G. C. 34	4090	07/01/11	
Oak Tre	e Permits			2005	2005	G. C. 34	4090	07/01/11	
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Date			Date			Date		~ 1	
Date Cit	y Council A	pproved Record	ls for Destruction:	A	ctual Date F	Records Des	troyed: _		

Exhibit A-6 Public Works/Building & Safety



AGGURA								
Department: Pu		Prepared by:	1/0	Date:	Agoura Hi	lls Box	1	orage Box
Building & Safety		Karen Sanders		05/19/11	<u> </u>		No.: N/	Α
Page Item	1	es Title and Contents		cords Rete	ntion Sched	dule) :		
No.: 55 No.: 8		Safety - Plans and Drav						
		illed list of records for which I schedule page no., record s						
		d of destruction proposed is s						
two years old and/or	r have been retain	ed for the minimum retention	period specified	in Resolution	No. 10-1584.	I further certi	fy that the	records listed no
longer have any adr	ninistrative, legal,	evidential, fiscal or research ge, required to be kept further	and historic value	e and do not a	affect the title	to real prope: or resolution	rty or liens	thereon, are no
City board or comm	nittee, and are no	o longer required by the Cit	y. I request auth	ority to destre	by same purs	uant to Secti	on 34090	of the California
Government Code.								
List of Files Re					Records	Citati		Destruction
(Description or t	itle of records a	as listed on file label)		From:	To:	Numb		Date:
28906 Bardell D	<u>rive - Garden V</u>	Vall (8399)		10/06/05	12/09/05	H&S 19		7/1/2011
5924 Calmfield A	Avenue - Windo	ow Change Out/Int Rem	odel (2610)	10/11/01	04/17/02	H&S 19		7/1/2011
4046 Defender [Orive - Kitchen	Remodel (12587)		08/09/01	04/09/02	H&S 19		7/1/2011
5529 Devore Co	urt - SF Remo	del (12421)		01/05/09	04/08/09	H&S 19	9850	7/1/2011
30342 Eaglebro	ok Drive - SF A	Iteration (11770)		01/06/09	03/31/09	H&S 19	9850	7/1/2011
30342 Eaglebro	ok Drive - SF A	Iteration Revisions (117	70)	01/29/08	07/01/08	H&S 19	9850	7/1/2011
6153 Edinburgh	Court - BBQ, F	Fireplace, Fountain (127	29)	01/29/08	07/01/08	H&S 19	9850	7/1/2011
5709 Fairview P	lace - Window	and Door Change Out (1531)	04/16/09	06/05/09	H&S 19	9850	7/1/2011
5730 Fairview P	lace - Storage	Shed (11384)		11/28/00	03/06/02	H&S 19	9850	7/1/2011
29201 Fountain	wood Street - E	Bathroom Remodel (126	86)	09/25/07	01/07/09	H&S 19	9850	7/1/2011
29221 Fountain\	wood Street - E	Bathroom Remodel (127	00)	03/16/09	04/16/09	H&S 19	9850	7/1/2011
29587 Fountain	wood Street - S	F Alteration (8698)		03/24/09	04/24/09	H&S 19	9850	7/1/2011
27430 Freetown	Lane - Bathro	om Remodel (2363)		03/15/06	10/12/06	H&S 19	9850	7/1/2011
6032 Grey Rock	Road - Replas	ster Pool/Firepit (12009)		06/18/01	04/11/02	H&S 19	9850	7/1/2011
5603 High Peak	Place - SF Alto	eration (11561)		05/08/08	01/28/09	H&S 19	9850	7/1/2011
28161 Laura La	Plante Drive -	Sewer (11357)		11/08/07	02/29/08	H&S 19	9850	7/1/2011
5607 Laurel Blut	f Place - SF Al	teration (11738)		07/19/07	08/28/07	H&S 19	9850	7/1/2011
30827 Mainmas	t Drive - Demo	(11062)		01/08/08	03/10/09	H&S 19	9850	7/1/2011
29406 Oakpath	Drive - Electric	al (11942)		04/12/07	10/23/07	H&S 19	9850	7/1/2011
5541 Old Salt La	ane - Bathroom	Remodel (2922)		04/10/08	10/01/08	H&S 19	9850	7/1/2011
4124 Patrick He	nry Place - SF	Alteration (11683)		02/21/02	06/20/08	H&S 1	9850	7/1/2011
3958 Patrick He	nry Place - Fire	eplace (11743)		12/03/07	01/13/09	H&S 1	9850	7/1/2011
		Residential Alteration (11	461)	01/08/08	06/04/08	H&S 1	9850	7/1/2011
6220 Shadycree	k Drive - Pool	Remodel (8696)		09/11/07	04/09/08	H&S 1	9850	7/1/2011
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Signature	/	\$ignatui	e'	A		Signature	Lat.	

Date City Council Approved Records for Destruction: ______ Actual Date Records Destroyed: _____



Donorto	nont: Dut	olic Works/	Prepared by:		Date:	Agoura Hi	lle Roy	Vork St	orage Box
•	nent: Put & Safety	AIC VVOIKS/	Karen Sanders	VS->	05/19/11	_	IIO DUX	No.: N/	-
	Item	Doord Caria	Title and Contents	(as listed in Pa			lule) :	110 14//	1
Page No.: 55	No.: 8	Building and S	afety - Plans and Drav	vings		•	•		
			ed list of records for which I hedule page no., record s						
Unless oth	nerwise dire	cted, the method o	of destruction proposed is s	hredding. I hereby	y certify that t	he records lis	ted below and	or attache	ed are more than
			for the minimum retention						
			vidential, fiscal or research , required to be kept furthe						
City board Governme	d or commi	ttee, and are no l	onger required by the Cit	y. I request autho	ority to destro	y same purs	uant to Section	on 34090	of the California
		ommended for	Destruction:		Date of	Records	Citatio	on	Destruction
(Descrip	otion or titi	le of records as	listed on file label)		From:	To:	Numb	er:	Date:
5734 St	onecrest l	Drive - BBQ and	d Firepit (12455)		11/12/08	12/12/08	H&S 19	850	7/1/2011
29915 T	rail Creel	CDrive - Bathro	om Remodel (11946)		04/10/08	05/21/08	H&S 19	850	7/1/2011
5624 W	alnut Ridg	je Drive - SF Al	teration (11276)		06/15/07	11/28/07	H&S 19	850	7/1/2011
5779 W	illowtree [Drive - Demo (1	2113)		06/30/08	12/01/08	H&S 19	850	7/1/2011
4021 Ya	nkee Driv	/e - Carport Rep	oairs (12417)		11/03/08	11/14/08	H&S 19	850	7/1/2011
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Actual Date Records Destroyed:



Donart	mont Du	hlio Marka!	Prepared by:		Date:	Agoura Hil	le Boy	Vork 9	torage Box
_	ment: Pul g & Safety	blic Works/	Karen Sanders	1		No.: N/A	IS DUX	No.: N	_
Page	Item	1	s Title and Contents	o (as listed in Pa	.!	<u>. </u>	ulo):	NO. IV	· · · · · · · · · · · · · · · · · · ·
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Listed be identifica Unless o two years longer ha court rec City boar Governm	low and/or a tion, including therwise direct sold and/or ave any admords, are no ords, are no rd or commord ords.	attached is a detaile ng the retention so ected, the method of have been retained inistrative, legal, e of, to my knowledge littee, and are no	ed list of records for which chedule page no., record of destruction proposed is defor the minimum retentividential, fiscal or research, required to be kept furth longer required by the formal of the control of the c	h I am requesting do I series title and co s shredding. I herel on period specified ch and historic valu ner by a statute, are	estruction. The ontents, recon- by certify that in Resolution e and do not not the minut ority to destr	d dates, retent the records list No. 10-1584. affect the title les, ordinances by same pursu	ion requirem ed below and I further certi to real prope or resolution	ents, and d/or attach fy that the rty or lien s of the C on 34090	destruction date. ned are more than e records listed no s thereon, are not City Council or any
		commended for	: listed on file label)		From:	Records To:	Numb		Destruction Date:
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Date Ci	ty Council	I Approved Reco	ords for Destruction:		A	ctual Date R	ecords Des	stroyed:	