

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.

Resolution No. 11-1641

PASSED, APPROVED, and ADOPTED this 24th day of August, 2011, by the following vote, to wit:

AYES: (0)
NOES: (0)
ABSENT: (0)
ABSTAIN: (0)

Harry Schwarz, Mayor

ATTEST:

Kimberly M. Rodrigues, MMC
City Clerk

Exhibit A-1

Administration/City Manager



CITY OF AGOURA HILLS 2010-11 RECORDS DESTRUCTION REQUEST FORM

Department: Administration/City Manager	Prepared by: Patricia Wiley	Date: 06/16/11	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 1	Item No.: 4	Record Series Title and Contents (as listed in Records Retention Schedule): City Manager's Department - City Department and Division Files
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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 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 Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Status Reports from Patton Boggs LLP	10/15/98	03/23/01	G.C. 34090	07/01/11
Sustainability Agenda (Patton Boggs)	11/19/99	11/19/99	G.C. 34090	07/01/11
Sustainable Development Challenge Grants	04/01/99	08/25/99	G.C. 34090	07/01/11
Trans. & Comm. System Preserv. Program	07/12/99	07/12/99	G.C. 34090	07/01/11
Credit Card Survey - Various Cities	08/02/05	08/02/05	G.C. 34090	07/01/11
Customer Response Mgmt. e-Government Solutions	09/20/05	09/20/05	G.C. 34090	07/01/11
Economic Development - L.A. County & Homewood Suites	11/04/08	11/04/08	G.C. 34090	07/01/11
Letter from Richards Watson Gershon re/Eminent Domain	06/29/05	06/29/05	G.C. 34090	07/01/11
Environmental Legislation	03/01/06	04/07/07	G.C. 34090	07/01/11
Environmental Enhancement Mitigation Projects (P-Boggs)	12/02/99	12/02/99	G.C. 34090	07/01/11
Coyote Information	01/25/01	09/12/01	G.C. 34090	07/01/11
Animal Control Services Agreement	07/01/02	07/01/02	G.C. 34090	07/01/11
L.A. Co. Dept. Animal Care Invoices & Reports	07/01/05	01/09/06	G.C. 34090	07/01/11
Correspondence & Memos	12/10/01	11/21/02	G.C. 34090	07/01/11
Emails	08/30/06	08/26/08	G.C. 34090	07/01/11
Event Flyers & Invitations	01/01/08	12/31/08	G.C. 34090	07/01/11
Pat's Copies of Info. Meetings & Conferences Schedules	01/01/08	12/31/08	G.C. 34090	07/01/11
City's Business Task Force Minutes, Agendas, Memos, Surveys	05/29/03	12/31/08	G.C. 34090	07/01/11
Adler Appeal	03/19/08	03/19/08	G.C. 34090	07/01/11
Landfill - Sanitation District	01/01/02	08/04/04	G.C. 34090	07/01/11
Correspondence & Memos To and From Legislators	01/01/04	12/31/07	G.C. 34090	07/01/11
Event Flyers & Invitations	04/24/04	12/31/05	G.C. 34090	07/01/11
Invoice Reports - City of Agoura Hills	01/18/07	03/21/08	G.C. 34090	07/01/11
Washington, D.C. Lobbying Trip	03/01/03	03/05/03	G.C. 34090	07/01/11
Washington, D.C. Lobbying Trip	06/13/05	06/14/05	G.C. 34090	07/01/11
Washington, D.C. Lobbying Trip	03/11/07	03/13/07	G.C. 34090	07/01/11
Washington, D.C. Lobbying Trip	03/09/08	03/11/08	G.C. 34090	07/01/11

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature _____
 Date 7/13/11

CITY ATTORNEY:

 Signature _____
 Date 7/15/11

CITY CLERK:

 Signature _____
 Date 8/17/2011

Date City Council Approved Records for Destruction: _____

Actual Date Records Destroyed: _____



**CITY OF AGOURA HILLS
2010-11 RECORDS DESTRUCTION REQUEST FORM**


Department: Administration/City Manager	Prepared by: Patricia Wiley	Date: 06/16/11	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 1	Item No.: 4	Record Series Title and Contents (as listed in Records Retention Schedule): City Manager's Department - City Department and Division Files
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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 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 Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Copies of Outgoing and Incoming Letters, Faxes, Memos	03/22/07	04/08/09	G. C. 34090	07/01/11
Building & Safety's Monthly Reports	04/04/07	08/04/08	G. C. 34090	07/01/11
Patton Boggs, Attorneys, Memos, Letters, Invoices	01/01/08	12/31/08	G. C. 34090	07/01/11
Nextel Invoices, Reference Guide, Brochures	01/27/03	08/22/05	G. C. 34090	07/01/11
A.H./Calabasas Comm. Ctr. Memos, Letters, Agendas	12/17/04	11/21/07	G. C. 34090	07/01/11
Building & Safety Dept. Letters, reports, notices	06/19/95	10/03/08	G. C. 34090	07/01/11
Dept. of Public Works 98-99 Year in Review - Agoura Hills	01/01/98	12/31/99	G. C. 34090	07/01/11

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature _____
 Date 7/13/11

CITY ATTORNEY:

 Signature _____
 Date 8/15/11

CITY CLERK:

 Signature _____
 Date 8/17/2011

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



CITY OF AGOURA HILLS 2010-11 RECORDS DESTRUCTION REQUEST FORM

Department: Administration/City Manager	Prepared by: Patricia Wiley	Date: 06/15/11	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 1	Item No.: 4	Record Series Title and Contents (as listed in Records Retention Schedule): City Manager's Department -- City Department and Division Files
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List of Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Agreement, Ind. Contractor Re.Newsletter Karen Coyle	02/20/06	02/20/06	G. C. 34090	07/01/11
Agoura Hills Development Projects	01/01/00	02/07/01	G. C. 34090	07/01/11
Dept. of Animal Care Statistic Sheet	07/01/06	05/30/07	G. C. 34090	07/01/11
Bond Act - Committee Work	08/26/92	08/26/92	G. C. 34090	07/01/11
Legislative Support Letters	06/15/06	08/16/06	G. C. 34090	07/01/11
Legislative Committee Corres., Emails; Flyers	01/01/04	03/31/05	G. C. 34090	07/01/11
Legislative (misc.) Issues	02/13/06	03/06/06	G. C. 34090	07/01/11
Council Committee Meetings & Ordinance Copies	10/05/05	06/13/06	G. C. 34090	07/01/11
Affordable Housing Subcommittee	09/21/06	12/18/06	G. C. 34090	07/01/11
Cable Franchises - letter	04/02/07	04/02/07	G. C. 34090	07/01/11
Report to Council - Clean Cities Program	04/11/07	04/11/07	G. C. 34090	07/01/11
Copy, Cooperative Agreement w/Moorpark College	03/23/99	03/23/99	G. C. 34090	07/01/11
Environmental Committee - Green Building Newsletter	11/25/07	11/25/07	G. C. 34090	07/01/11
Economic Development Committee (Notes, maps, reports, etc.)	07/01/02	12/31/02	G. C. 34090	07/01/11
Equestrian Rink Maintenance	06/30/04	09/09/05	G. C. 34090	07/01/11
AB 1234 - Expense Reimbursement & Mandatory Ethics Training	02/22/06	02/22/06	G. C. 34090	07/01/11
2003 Federal Appropriations	03/13/03	04/04/03	G. C. 34090	07/01/11
Finance Committee	01/23/08	01/23/08	G. C. 34090	07/01/11
Infrastructure Bank	11/30/99	03/27/01	G. C. 34090	07/01/11
Vendors - Concrete and Street	09/11/06	09/11/06	G. C. 34090	07/01/11
Local Initiative	05/01/04	05/31/04	G. C. 34090	07/01/11
MHN - Employee Assistance Program	01/01/07	12/31/07	G. C. 34090	07/01/11
Newsletters - Miscellaneous	01/01/06	08/31/06	G. C. 34090	07/01/11
Miscellaneous Letters	03/14/04	04/21/04	G. C. 34090	07/01/11
California Dept. of Parks & Rec - Misc Letters & Reports	10/12/88	12/31/04	G. C. 34090	07/01/11
Public Lands and Highways, incl. Patton Boggs LLP Memo	05/24/99	06/14/99	G. C. 34090	07/01/11
"Smart Park" Transportation Center Grant Proposal Memo	07/07/99	07/07/99	G. C. 34090	07/01/11
South Coast Qir Quality Mgmt. Dist.Report & Resource Guide	01/01/04	09/03/04	G. C. 34090	07/01/11

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature _____
 Date 7/13/11

CITY ATTORNEY:

 Signature _____
 Date 7/15/11

CITY CLERK:

 Signature _____
 Date 8/17/2011

Date City Council Approved Records for Destruction: _____

Actual Date Records Destroyed: _____



**CITY OF AGOURA HILLS
2010-11 RECORDS DESTRUCTION REQUEST FORM**

Department: Administration/City Manager	Prepared by: Louis Celaya	Date: 06/30/11	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 1	Item No.: 4	Record Series Title and Contents (as listed in Records Retention Schedule): City Manager's Department - City Department and Division Files
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List of Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
SWS Contract & Invoices #2	06/02/06	06/01/07	G. C. 34090	07/01/11
Solid Waste \$ Recycling Franchise Agreements 1993	11/17/93	01/09/06	G. C. 34090	07/01/11
Permit Apps	08/29/06	11/21/06	G. C. 34090	07/01/11
Permit 05-06 (Solid Waste)	10/05/05	05/03/06	G. C. 34090	07/01/11
Commercial Permits 2005	11/21/05	12/28/05	G. C. 34090	07/01/11
2004-2006 (Solid Waste Solutions Agreements)	07/28/04	08/18/06	G. C. 34090	07/01/11

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:
[Signature]
Signature
7/13/11
Date

CITY ATTORNEY:
[Signature]
Signature
8/15/11
Date

CITY CLERK:
[Signature]
Signature
8/17/2011
Date

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



CITY OF AGOURA HILLS 2010-11 RECORDS DESTRUCTION REQUEST FORM

Department: Administration/City Manager	Prepared by: Patricia Wiley	Date: 06/15/11	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 3	Item No.: 10	Record Series Title and Contents <i>(as listed in Records Retention Schedule)</i> : Organizations Files - Government Agencies
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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 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 Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Las Virgenes USD Agendas, Notices, Memos, Letters, Maps	05/29/08	02/10/09	G. C. 34090	07/01/11

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature _____
 Date 7/13/11

CITY ATTORNEY:

 Signature _____
 Date 8/15/11

CITY CLERK:

 Signature _____
 Date 8/17/2011

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



AGOURA HILLS

CITY OF AGOURA HILLS 2010-11 RECORDS DESTRUCTION REQUEST FORM

Department: Administration/City Manager	Prepared by: Louis Celaya	Date: 05/25/11	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 3	Item No.: 10	Record Series Title and Contents <i>(as listed in Records Retention Schedule)</i> : Organizations Files - Government Agencies
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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 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 Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Animal Control - 2004	06/16/04	08/20/04	G. C. 34090	07/01/11
MOE-SKEETO	06/25/04	11/07/07	G. C. 34090	07/01/11
Urban Wildlife Management Assoc. - Coyotes	08/29/01	03/27/03	G. G. 34090	07/01/11
Edison (SCE)	04/18/07	11/19/07	G. C. 34090	07/01/11
Fair Housing Council	08/30/06	08/30/06	G. C. 34090	07/01/11

DESTRUCTION AUTHORIZATION

<p>DEPARTMENT HEAD:</p> <p><i>[Signature]</i></p> <hr/> <p>Signature</p> <p><i>7/13/11</i></p> <hr/> <p>Date</p>	<p>CITY ATTORNEY:</p> <p><i>[Signature]</i></p> <hr/> <p>Signature</p> <p><i>8/15/11</i></p> <hr/> <p>Date</p>	<p>CITY CLERK:</p> <p><i>[Signature]</i></p> <hr/> <p>Signature</p> <p><i>8/17/2011</i></p> <hr/> <p>Date</p>
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Date City Council Approved Records for Destruction: _____ **Actual Date Records Destroyed:** _____



CITY OF AGOURA HILLS
2010-11 RECORDS DESTRUCTION REQUEST FORM

Department: Administration/City Manager
Prepared by: Celeste Bird
Date: 07/19/11
Agoura Hills Box No.: N/A
York Storage Box No.: N/A

Page No.: 3
Item No.: 11
Record Series Title and Contents (as listed in Records Retention Schedule): Organizations Files - Professional Organizations: Reports

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 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.

Table with columns: List of Files Recommended for Destruction, Date of Records (From/To), Citation Number, Destruction Date. Rows include records like 'CJPIA Workers' Comp Retrospective Deposit Computation 1998' through 2005.

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:
Signature
Date 8/11/11

CITY ATTORNEY:
Signature
Date 8/15/11

CITY CLERK:
Signature
Date 8/17/2011

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



**CITY OF AGOURA HILLS
2010-11 RECORDS DESTRUCTION REQUEST FORM**

Department: Administration/City Manager	Prepared by: Patricia Wiley	Date: 06/15/11	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 3	Item No.: 11	Record Series Title and Contents (as listed in Records Retention Schedule): Organizations Files - Professional Organizations
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List of Files Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
League of CA. Cities 2007 Meeting in San Francisco	02/07/07	02/09/07	G. C. 34090	07/01/11
League of CA. Cities Annual Conference Sacramento	09/05/07	09/07/07	G. C. 34090	07/01/11
League of CA. Cities 2004 Conference	06/01/04	09/30/04	G. C. 34090	07/01/11
League of CA. Cities 2007 Council Members Exec. Forum	07/24/07	07/27/04	G. C. 34090	07/01/11
League of CA. Cities 2007 Legislative Briefings Report	01/01/07	12/31/07	G. C. 34090	07/01/11
League of CA. Cities 2008 Executive Forum, Squaw Valley	06/04/06	06/06/06	G. C. 34090	07/01/11
League of CA. Cities 2008 C.M. Dept. Meeting	02/06/08	02/08/08	G. C. 34090	07/01/11
League of CA. Cities 2008 Annual Conf. & Exposition	09/24/08	09/26/08	G. C. 34090	07/01/11
League of CA. Cities Misc. Flyers, Invoices, Memos	01/01/05	06/28/08	G. C. 34090	07/01/11
California JPIA Agenda 7/16/08	07/16/08	07/16/08	G. C. 34090	07/01/11
JPIA Training Workshops Handbooks	01/01/07	12/31/08	G. C. 34090	07/01/11
League of CA. Cities Leadership Team Workshop	01/21/04	01/23/04	G. C. 34090	07/01/11
League of CA. Cities Mayors Academy	07/27/05	07/29/05	G. C. 34090	07/01/11
League of CA. Cities - Public Works Conference	02/25/03	02/28/03	G. C. 34090	07/01/11
League of CA. Cities - Annual Conference	10/05/05	10/08/05	G. C. 34090	07/01/11
League of CA. Cities - C.M. Dept. Meeting	02/04/04	02/06/04	G. C. 34090	07/01/11
JPIA Agendas, Notices, Meetings	07/21/04	04/06/07	G. C. 34090	07/01/11

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: _____ Signature	CITY ATTORNEY: _____ Signature	CITY CLERK: _____ Signature
7/13/11 Date	8/15/11 Date	8/17/11 Date

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



CITY OF AGOURA HILLS
2010-11 RECORDS DESTRUCTION REQUEST FORM

Department: Administration/City Manager
Prepared by: Louis Celaya
Date: 05/26/11
Agoura Hills Box No.: N/A
York Storage Box No.: N/A

Page No.: 3
Item No.: 11
Record Series Title and Contents (as listed in Records Retention Schedule): Organization Files - Professional Organizations

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 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.

Table with columns: List of Files Recommended for Destruction: (Description or title of records as listed on file label), Date of Records (From, To), Citation Number, Destruction Date. Includes entries for League of CA Cities - 2007 Conference and League of CA Cities.

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:
Signature: [Handwritten Signature]
Date: 7/13/11

CITY ATTORNEY:
Signature: [Handwritten Signature]
Date: 8/5/11

CITY CLERK:
Signature: [Handwritten Signature]
Date: 8/17/11

Date City Council Approved Records for Destruction:

Actual Date Records Destroyed:

Exhibit A-2

Administration/Personnel



**CITY OF AGOURA HILLS
2010-11 RECORDS DESTRUCTION REQUEST FORM**

Department: Administration/Personnel	Prepared by: Celeste Bird	Date: 06/24/11	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 7	Item No.: 6	Record Series Title and Contents (as listed in Records Retention Schedule): Personnel Files - Dept of Justice (DOJ) – Criminal History Records (page 1 of 4)
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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 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 Files Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Aaron, Samuel J	06/16/04	12/01/04	G. C. 12946 & 34090	07/01/11
Abraham, Adina	06/14/04	12/01/04	G. C. 12946 & 34090	07/01/11
Alfonso, Austin	07/16/03	01/01/04	G. C. 12946 & 34090	07/01/11
Amodio, Michael	07/23/04	12/01/04	G. C. 12946 & 34090	07/01/11
Bennett, Brandon	08/07/03	02/01/04	G. C. 12946 & 34090	07/01/11
Bikhchandani, Mihir	07/16/03	01/01/04	G. C. 12946 & 34090	07/01/11
Bikhchandani, Nikhil	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, Ryan	08/16/04	12/01/04	G. C. 12946 & 34090	07/01/11
Blake, Benjamin	08/06/03	02/01/04	G. C. 12946 & 34090	07/01/11
Bradley, Arielle	07/23/04	12/01/04	G. C. 12946 & 34090	07/01/11
Brotman, Alex	07/16/03	01/01/04	G. C. 12946 & 34090	07/01/11
Burns, Haley	07/27/04	12/01/04	G. C. 12946 & 34090	07/01/11
Bursik, Kelsie	07/11/05	12/01/05	G. C. 12946 & 34090	07/01/11
Chai, Jessica	10/06/04	04/01/05	G. C. 12946 & 34090	07/01/11
Chang, David	08/04/03	02/01/04	G. C. 12946 & 34090	07/01/11
Choi, Andrew	08/22/05	12/01/05	G. C. 12946 & 34090	07/01/11
Choupani, Nakisa	08/05/03	02/01/04	G. C. 12946 & 34090	07/01/11
Danzi, Michael	07/16/03	01/01/04	G. C. 12946 & 34090	07/01/11
Davidson, Rachel	07/23/04	01/01/05	G. C. 12946 & 34090	07/01/11
Drozen, Zoe	08/05/03	02/01/04	G. C. 12946 & 34090	07/01/11
Duff, Ryan	08/17/04	02/01/05	G. C. 12946 & 34090	07/01/11
Eckstein, Sam	07/16/03	01/01/04	G. C. 12946 & 34090	07/01/11
Flanders, Alyssa	08/19/05	12/01/05	G. C. 12946 & 34090	07/01/11
Friedlander, Simone	08/21/03	02/01/04	G. C. 12946 & 34090	07/01/11
Futterman, Jann	07/21/03	01/01/04	G. C. 12946 & 34090	07/01/11

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: Signature 7/14/11 Date	CITY ATTORNEY: Signature 8/15/11 Date	CITY CLERK: Signature 8/17/2011 Date
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Date City Council Approved Records for Destruction: _____ Actual Date Records Destroyed: _____



**CITY OF AGOURA HILLS
2010-11 RECORDS DESTRUCTION REQUEST FORM**


Department: Administration/Personnel	Prepared by: Celeste Bird	Date: 06/24/11	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 7	Item No.: 6	Record Series Title and Contents (as listed in Records Retention Schedule): Personnel Files: Dept of Justice (DOJ) – Criminal History Records (page 2 of 4)
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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 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 Files Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Gindera, Emily	08/24/05	12/01/05	G. C. 12946 & 34090	07/01/11
Ginsberg, Ryan	07/16/03	01/01/04	G. C. 12946 & 34090	07/01/11
Goldman, Brady	07/16/03	01/01/04	G. C. 12946 & 34090	07/01/11
Goller, Kevin	07/21/03	01/01/04	G. C. 12946 & 34090	07/01/11
Gould, Morgan	07/16/03	01/01/04	G. C. 12946 & 34090	07/01/11
Grogan, Cheyenne	06/16/04	12/01/04	G. C. 12946 & 34090	07/01/11
Grogan, Skylar	06/16/04	12/01/04	G. C. 12946 & 34090	07/01/11
Guttchen, Lyndsay	08/05/03	02/01/04	G. C. 12946 & 34090	07/01/11
Hagen, Eric	08/05/03	02/01/04	G. C. 12946 & 34090	07/01/11
Hahn, Emily	07/23/04	01/01/05	G. C. 12946 & 34090	07/01/11
Hesse, Becky	07/16/03	01/01/04	G. C. 12946 & 34090	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 & 34090	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
Mahgerefeh, Eliena	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

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature _____
 Date 7/14/11

CITY ATTORNEY:

 Signature _____
 Date 8/15/11

CITY CLERK:

 Signature _____
 Date 8/17/2011

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



**CITY OF AGOURA HILLS
2010-11 RECORDS DESTRUCTION REQUEST FORM**


Department: Administration/Personnel	Prepared by: Celeste Bird	Date: 06/24/11	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 7	Item No.: 6	Record Series Title and Contents (as listed in Records Retention Schedule): Personnel Files: Dept of Justice (DOJ) – Criminal History Records (page 3 of 4)
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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 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 Files Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Marlis, Hannah	08/05/03	02/01/04	G. C. 12946 & 34090	07/01/11
Marlis, Meredith	07/16/03	01/01/04	G. C. 12946 & 34090	07/01/11
Martinez, Christopher	10/23/03	04/01/04	G. C. 12946 & 34090	07/01/11
McCormack, Katy	08/05/03	02/01/04	G. C. 12946 & 34090	07/01/11
Mays, Amanda	07/16/03	01/01/04	G. C. 12946 & 34090	07/01/11
Merriman, 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	07/28/03	01/01/04	G. C. 12946 & 34090	07/01/11
Nernberg, David	07/11/03	01/01/04	G. C. 12946 & 34090	07/01/11
Neustudt, Michael	07/16/03	01/01/04	G. C. 12946 & 34090	07/01/11
Pedeflons, Katie	07/23/04	01/01/05	G. C. 12946 & 34090	07/01/11
Quinonez, Tanya	07/23/04	01/01/05	G. C. 12946 & 34090	07/01/11
Randall, Alexandra	08/30/04	02/01/05	G. C. 12946 & 34090	07/01/11
Rawnsley, 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
Reynolds, Lauren	08/24/05	12/01/05	G. C. 12946 & 34090	07/01/11
Rimmele, Katherine	07/23/04	01/01/05	G. C. 12946 & 34090	07/01/11
Rosenblum, Max	08/22/05	12/01/05	G. C. 12946 & 34090	07/01/11
Safer, Bryce	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, Austin	08/07/03	02/01/04	G. C. 12946 & 34090	07/01/11
Schwartz, Sophia	07/16/03	01/01/04	G. C. 12946 & 34090	07/01/11
Seabury, Jenica	06/14/04	12/01/04	G. C. 12946 & 34090	07/01/11

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature
 Date 7/14/11

CITY ATTORNEY:

 Signature
 Date 8/15/11

CITY CLERK:

 Signature
 Date 8/17/11

Date City Council Approved Records for Destruction: _____

Actual Date Records Destroyed: _____



**CITY OF AGOURA HILLS
2010-11 RECORDS DESTRUCTION REQUEST FORM**


Department: Administration/Personnel	Prepared by: Celeste Bird	Date: 06/24/11	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 7	Item No.: 6	Record Series Title and Contents (as listed in Records Retention Schedule): Personnel Files: Dept of Justice (DOJ) – Criminal History Records (4 of 4)
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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 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 Files Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Seabury, Kristen	07/22/03	01/01/04	G. C. 12946 & 34090	07/01/11
Sechner, Weslie	08/23/05	12/01/05	G. C. 12946 & 34090	07/01/11
Seidman, Jack	08/16/04	02/01/05	G. C. 12946 & 34090	07/01/11
Seidman, William	08/19/05	12/01/05	G. C. 12946 & 34090	07/01/11
Shore, Kirsty	07/09/04	01/01/05	G. C. 12946 & 34090	07/01/11
Shore, Natalie	06/14/04	12/01/04	G. C. 12946 & 34090	07/01/11
Shahbazi, Sheila	08/19/05	12/01/05	G. C. 12946 & 34090	07/01/11
Silverman, Michelle	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
Standing-Trueblood, Emma	06/16/04	12/01/04	G. C. 12946 & 34090	07/01/11
Tempelton, Shannon	08/19/05	12/01/05	G. C. 12946 & 34090	07/01/11
Thomas, Matthew	07/21/03	01/01/04	G. C. 12946 & 34090	07/01/11
Thomas, Michelle	07/16/03	01/01/04	G. C. 12946 & 34090	07/01/11
Ureda, Weston	08/18/03	02/01/04	G. C. 12946 & 34090	07/01/11
Vincurek, Michella	08/05/03	02/01/04	G. C. 12946 & 34090	07/01/11
Waller, Joshua	07/16/03	01/01/04	G. C. 12946 & 34090	07/01/11
Weiner, Crosby	08/16/04	02/01/05	G. C. 12946 & 34090	07/01/11
Weinstein, Brianna	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, Duncan	08/03/04	02/01/05	G. C. 12946 & 34090	07/01/11
Wishengrad, Devyn	08/21/03	02/01/04	G. C. 12946 & 34090	07/01/11
Wooden, Gabrielle	07/16/03	01/01/04	G. C. 12946 & 34090	07/01/11
Yeates, Samantha	08/05/03	02/01/04	G. C. 12946 & 34090	07/01/11
Yount, Kyle	08/19/05	12/01/05	G. C. 12946 & 34090	07/01/11

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature _____
 Date 7/14/11

CITY ATTORNEY:

 Signature _____
 Date 8/15/11

CITY CLERK:

 Signature _____
 Date 8/17/2011

Date City Council Approved Records for Destruction: _____

Actual Date Records Destroyed: _____



CITY OF AGOURA HILLS 2010-11 RECORDS DESTRUCTION REQUEST FORM

Department: Administration/Personnel	Prepared by: Celeste Bird	Date: 06/03/11	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 7	Item No.: 6	Record Series Title and Contents (as listed in Records Retention Schedule): Personnel Files (page 1 of 3)
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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 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 Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Anderson, Jessica	09/10/04	11/23/05	G. C. 12946 & 34090	07/01/11
Bailey, Kathleen	06/23/04	11/23/05	G. C. 12946 & 34090	07/01/11
Barari, Neama	10/13/04	03/09/05	G. C. 12946 & 34090	07/01/11
Becker, Adria	03/16/04	04/26/05	G. C. 12946 & 34090	07/01/11
Bianchini, Doris	06/25/95	11/23/05	G. C. 12946 & 34090	07/01/11
Blackwell, Clovis	08/09/04	11/23/05	G. C. 12946 & 34090	07/01/11
Carroll, Jennifer	07/02/98	11/23/05	G. C. 12946 & 34090	07/01/11
Chambers, Cythia	10/05/02	12/07/05	G. C. 12946 & 34090	07/01/11
Chisolm, Jammie	04/14/04	05/31/05	G. C. 12946 & 34090	07/01/11
Cox, Susan	05/31/05	11/15/05	G. C. 12946 & 34090	07/01/11
Davis, Jeremy	04/09/04	03/07/05	G. C. 12946 & 34090	07/01/11
Elstein, Chandra	01/28/03	11/23/05	G. C. 12946 & 34090	07/01/11
Falkin, Jason	09/22/03	11/23/05	G. C. 12946 & 34090	07/01/11
Fruehling, Anne	01/31/01	11/23/05	G. C. 12946 & 34090	07/01/11
Gillett, Karol	02/09/05	08/23/05	G. C. 12946 & 34090	07/01/11
Goldman, Bart	10/04/04	11/23/05	G. C. 12946 & 34090	07/01/11
Grant, Brian	06/30/00	11/13/05	G. C. 12946 & 34090	07/01/11
Greene, Elaine	10/23/00	12/07/05	G. C. 12946 & 34090	07/01/11
Grossbart, Jordan	05/05/04	11/03/05	G. C. 12946 & 34090	07/01/11
Hamilton, Bruce	07/12/04	11/18/05	G. C. 12946 & 34090	07/01/11
Holman, Erin	03/30/04	11/18/05	G. C. 12946 & 34090	07/01/11
Koch, Brenda	06/19/05	10/26/05	G. C. 12946 & 34090	07/01/11
Koescielski, Dale	04/26/03	12/07/05	G. C. 12946 & 34090	07/01/11
Lazo, Mardonio	12/13/04	09/30/05	G. C. 12946 & 34090	07/01/11
Levin, Samantha	05/27/04	11/23/05	G. C. 12946 & 34090	07/01/11
Lewis, Kathleen	09/22/03	12/07/05	G. C. 12946 & 34090	07/01/11
Litvak, Dustin	02/08/99	11/23/05	G. C. 12946 & 34090	07/01/11
McCombe, William	05/10/04	11/23/05	G. C. 12946 & 34090	07/01/11

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature _____
 Date 7/14/11

CITY ATTORNEY:

 Signature _____
 Date 8/15/11

CITY CLERK:

 Signature _____
 Date 8/17/2011

Date City Council Approved Records for Destruction: _____

Actual Date Records Destroyed: _____



**CITY OF AGOURA HILLS
2010-11 RECORDS DESTRUCTION REQUEST FORM**


Department: Administration/Personnel	Prepared by: Celeste Bird	Date: 06/03/11	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 7	Item No.: 6	Record Series Title and Contents (as listed in Records Retention Schedule): Personnel Files (page 2 of 3)
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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 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 Files Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Moretski, Jason	05/04/05	11/23/05	G.C. 12946 & 34090	07/01/11
Nesbitt, Melissa	11/29/04	11/23/05	G.C. 12946 & 34090	07/01/11
Phelan, Mark	01/23/05	11/23/05	G.C. 12946 & 34090	07/01/11
Renya, Sandi	09/22/03	10/18/05	G.C. 12946 & 34090	07/01/11
Roodsari, Kristina	05/04/04	11/23/05	G.C. 12946 & 34090	07/01/11
Scott, Larry	01/26/98	12/07/05	G.C. 12946 & 34090	07/01/11
Shagrin, Justin	06/15/03	11/23/05	G.C. 12946 & 34090	07/01/11
Silberberg, Barrie	04/07/04	11/23/05	G.C. 12946 & 34090	07/01/11
Smith, Jordan	11/01/04	09/15/05	G.C. 12946 & 34090	07/01/11
Taira, Yukio	01/27/00	12/23/05	G.C. 12946 & 34090	07/01/11
Weafer, Caitriona	04/20/04	11/23/05	G.C. 12946 & 34090	07/01/11
Westheimer, Michael	09/10/04	11/23/05	G.C. 12946 & 34090	07/01/11
Weston, Sandra	10/30/01	11/23/05	G.C. 12946 & 34090	07/01/11
Adams, Dave	06/19/95	12/26/03	G.C. 12946 & 34090	07/01/11
Ballman, Darlene	10/05/01	04/01/03	G.C. 12946 & 34090	07/01/11
Brancato, Yani	10/10/00	01/21/03	G.C. 12946 & 34090	07/01/11
Burch, Stephan	04/21/97	01/21/03	G.C. 12946 & 34090	07/01/11
Choi, Jenny	10/08/01	01/15/03	G.C. 12946 & 34090	07/01/11
Cohen, Charles	09/26/02	05/06/03	G.C. 12946 & 34090	07/01/11
Cohn, Marty	05/11/00	01/21/03	G.C. 12946 & 34090	07/01/11
Conger, Michael	06/11/02	08/01/03	G.C. 12946 & 34090	07/01/11
Dokken, Jeffrey	05/13/02	01/21/03	G.C. 12946 & 34090	07/01/11
Elder, Jennifer	01/22/96	05/06/03	G.C. 12946 & 34090	07/01/11
Foley, Catherine	07/10/00	01/21/03	G.C. 12946 & 34090	07/01/11
Greene, Patricia	10/13/00	01/21/03	G.C. 12946 & 34090	07/01/11
Hasson, Jessica	10/02/01	01/21/03	G.C. 12946 & 34090	07/01/11
Hatharasinghe, Sri	05/13/02	01/21/03	G.C. 12946 & 34090	07/01/11
Hofius, James	12/03/02	03/31/03	G.C. 12946 & 34090	07/01/11

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature _____
 Date 7/14/11

CITY ATTORNEY:

 Signature _____
 Date 8/13/11

CITY CLERK:

 Signature _____
 Date 8/17/2011

Date City Council Approved Records for Destruction: _____

Actual Date Records Destroyed: _____



**CITY OF AGOURA HILLS
2010-11 RECORDS DESTRUCTION REQUEST FORM**


Department: Administration/Personnel	Prepared by: Celeste Bird	Date: 06/03/11	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 7	Item No.: 6	Record Series Title and Contents (as listed in Records Retention Schedule): Personnel Files (3 of 3)
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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 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 Files Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Ingalls, Frances	04/04/95	11/25/03	G. C. 12946 & 34090	07/01/11
Jensen, Stacey	11/01/98	01/21/03	G. C. 12946 & 34090	07/01/11
Johnson, Michael	01/25/99	01/21/03	G. C. 12946 & 34090	07/01/11
Jones, Robert	01/31/00	10/03/03	G. C. 12946 & 34090	07/01/11
Joshi, Anuradha	06/01/01	01/21/03	G. C. 12946 & 34090	07/01/11
King, Todd	01/29/01	01/21/03	G. C. 12946 & 34090	07/01/11
Larralde, Christine	01/03/01	01/25/03	G. C. 12946 & 34090	07/01/11
Maiti, Sutapa	06/26/00	01/15/03	G. C. 12946 & 34090	07/01/11
McCreary, B.T.	06/26/00	04/01/03	G. C. 12946 & 34090	07/01/11
McCreary, Scott	06/12/00	01/21/03	G. C. 12946 & 34090	07/01/11
Mckagan, Matthew	03/24/98	01/21/03	G. C. 12946 & 34090	07/01/11
Mills, William	09/02/97	01/21/03	G. C. 12946 & 34090	07/01/11
Monaco, Mattew	10/19/01	01/21/03	G. C. 12946 & 34090	07/01/11
Newman, Shannon	10/07/96	01/21/03	G. C. 12946 & 34090	07/01/11
Nichol, Claudia	10/07/96	01/21/03	G. C. 12946 & 34090	07/01/11
Nicholas, Garrett	06/08/00	08/21/03	G. C. 12946 & 34090	07/01/11
Ojeda, Cassandra	10/01/02	01/21/03	G. C. 12946 & 34090	07/01/11
Pavely, Jenny	05/17/00	01/21/03	G. C. 12946 & 34090	07/01/11
Pietrolungo, Angie	12/81/00	01/16/03	G. C. 12946 & 34090	07/01/11
Randazzo, Theresa	04/16/02	04/01/03	G. C. 12946 & 34090	07/01/11
Rodriguez, William	01/14/03	05/08/03	G. C. 12946 & 34090	07/01/11
Sanchez, Patricia	05/10/93	01/21/03	G. C. 12946 & 34090	07/01/11
Satt, Leann	04/16/02	01/21/03	G. C. 12946 & 34090	07/01/11
Skeen, Megan	09/26/02	05/06/03	G. C. 12946 & 34090	07/01/11
Thomas, Michael	07/02/02	05/06/03	G. C. 12946 & 34090	07/01/11
Wong, James	03/28/01	01/21/03	G. C. 12946 & 34090	07/01/11
Yerevanian, Odile	01/22/96	01/21/03	G. C. 12946 & 34090	07/01/11

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature _____
 Date 7/14/11

CITY ATTORNEY:

 Signature _____
 Date 8/15/11

CITY CLERK:

 Signature _____
 Date 8/17/2011

Date City Council Approved Records for Destruction: _____

Actual Date Records Destroyed: _____



CITY OF AGOURA HILLS 2010-11 RECORDS DESTRUCTION REQUEST FORM

Department: Administration/Personnel	Prepared by: Celeste Bird	Date: 06/02/11	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 7	Item No.: 7	Record Series Title and Contents (as listed in Records Retention Schedule): Recruitment Files
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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 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 Files Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Senior Planner & Planning Technician	12/26/04	01/28/05	G. C. 34090	07/01/11
Executive Director - LVMCOG	05/11/05	06/30/05	G. C. 34090	07/01/11
Administrative Secretary I	07/03/05	08/10/05	G. C. 34090	07/01/11
Associate Enginner	09/23/05	10/28/05	G. C. 34090	07/01/11
Assistant to the City Manager	09/30/05	11/04/05	G. C. 34090	07/01/11
Director of Community Services	11/05/06	12/19/05	G. C. 34090	07/01/11
Senior Engineer	04/06/06	05/19/06	G. C. 34090	07/01/11
Recreation Supervisor	05/29/06	06/23/06	G. C. 34090	07/01/11
Administrative Secretary I	06/05/06	06/23/06	G. C. 34090	07/01/11
Planning Technician	06/05/06	07/07/06	G. C. 34090	07/01/11
Community Services Coordinator	06/12/06	07/14/06	G. C. 34090	07/01/11
Executive Assistant	06/14/06	07/31/06	G. C. 34090	07/01/11
Community Services Coordinator	01/01/07	01/25/07	G. C. 34090	07/01/11
City Engineer	02/20/07	03/30/07	G. C. 34090	07/01/11
Parks and Landscape Superintendent	08/20/07	09/28/07	G. C. 34090	07/01/11
IT Classification Survey	01/01/07	01/01/07	G. C. 34090	07/01/11

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: Signature 7/14/11 Date	CITY ATTORNEY: Signature 8/15/11 Date	CITY CLERK: Signature 8/17/2011 Date
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Date City Council Approved Records for Destruction: _____ Actual Date Records Destroyed: _____

Exhibit A-3

Administration/Risk Management



**CITY OF AGOURA HILLS
2010-11 RECORDS DESTRUCTION REQUEST FORM**


Department: Administration/ Risk Management	Prepared by: Celeste Bird	Date: 06/03/11	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 8	Item No.: 2	Record Series Title and Contents (as listed in Records Retention Schedule): Claims (Against the City) Files
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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 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 Files Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Patrick Grapes	04/05/00	05/16/01	G. C. 34090	07/01/11
Ronald Cagnon	08/12/00	06/06/01	G. C. 34090	07/01/11
Adelaide Perram	12/23/00	06/20/01	G. C. 34090	07/01/11
Kripa Jones	06/07/00	01/17/02	G. C. 34090	07/01/11
Faith Gallagher	12/02/01	03/21/02	G. C. 34090	07/01/11
Jillian Porter	05/15/00	04/02/02	G. C. 34090	07/01/11
Ronald and Daniel Evans	07/06/00	04/09/02	G. C. 34090	07/01/11
Geraldine Deutsch	09/06/00	06/24/02	G. C. 34090	07/01/11
Eric Zumstein	11/26/01	07/17/02	G. C. 34090	07/01/11
Rob Metselaar	06/27/02	09/19/02	G. C. 34090	07/01/11
Michael Stepner	06/12/02	09/19/02	G. C. 34090	07/01/11
Perry Cantor	07/26/01	10/23/02	G. C. 34090	07/01/11
Indalesia Gonzales	09/29/01	12/09/02	G. C. 34090	07/01/11
James Long	10/15/01	02/04/03	G. C. 34090	07/01/11
Paul Brent	01/31/02	02/14/03	G. C. 34090	07/01/11
Dennis Miller	05/09/03	06/15/03	G. C. 34090	07/01/11
Roger & Pat Wakefield	09/29/03	10/21/03	G. C. 34090	07/01/11
Ignacio Escobar	04/24/03	11/13/03	G. C. 34090	07/01/11
Rodger Blair	11/08/02	11/19/03	G. C. 34090	07/01/11
Betty Warner	02/18/03	02/27/04	G. C. 34090	07/01/11
Sheree Rosenberg	01/16/04	03/30/04	G. C. 34090	07/01/11
Howard Nehdar	03/02/04	10/26/04	G. C. 34090	07/01/11
Aiden Hughes	07/06/02	12/30/04	G. C. 34090	07/01/11
Paula Moursi	09/29/04	11/27/05	G. C. 34090	07/01/11
Tim Ray	01/19/03	03/29/05	G. C. 34090	07/01/11
Joan Janiga	05/29/04	04/13/05	G. C. 34090	07/01/11
Ron Arquilevich	03/02/05	10/21/05	G. C. 34090	07/01/11
Henry Louie	03/21/04	10/25/05	G. C. 34090	07/01/11

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature
 Date 7/14/11

CITY ATTORNEY:

 Signature
 Date 8/15/11

CITY CLERK:

 Signature
 Date 8/17/2011

Date City Council Approved Records for Destruction: _____

Actual Date Records Destroyed: _____



CITY OF AGOURA HILLS
2010-11 RECORDS DESTRUCTION REQUEST FORM

Department: Administration/Risk Management	Prepared by: Celeste Bird	Date: 07/19/11	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 8	Item No.: 4	Record Series Title and Contents (as listed in Records Retention Schedule): Claims Loss Runs (Monthly)
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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 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 Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Monthly Loss Runs 1997	01/01/97	12/31/97	G.C. 34090	07/01/11
Monthly Loss Runs 1998	01/01/98	12/31/98	G.C. 34090	07/01/11
Monthly Loss Runs 1999	01/01/99	12/31/99	G.C. 34090	07/01/11
Monthly Loss Runs 2003	07/01/03	12/31/03	G.C. 34090	07/01/11
Monthly Loss Runs 2004	02/01/04	12/31/04	G.C. 34090	07/01/11
Monthly Loss Runs 2005	01/01/05	09/20/05	G.C. 34090	07/01/11

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: Signature _____ Date <u>8/12/11</u>	CITY ATTORNEY: Signature _____ Date <u>8/15/11</u>	CITY CLERK: Signature _____ Date <u>8/17/11</u>
---	---	--

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



CITY OF AGOURA HILLS 2010-11 RECORDS DESTRUCTION REQUEST FORM

Department: Administration/Risk Management	Prepared by: Celeste Bird	Date: 07/19/11	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 9	Item No.: 10	Record Series Title and Contents (as listed in Records Retention Schedule): Workers Compensation Insurance Administration Loss Analyses
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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 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 Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Workers, Compensation Management Reports 1997	10/01/97	10/31/97	G.C. 34090	07/01/11
Workers, Compensation Management Reports 1998	01/01/98	11/30/98	G.C. 34090	07/01/11
Workers' Compensation Management Reports 1999	03/01/99	12/31/99	G.C. 34090	07/01/11
Workers' Compensation Management Reports 2000	01/01/00	10/31/00	G.C. 34090	07/01/11
Workers' Compensation Management Reports 2001	05/01/01	12/31/01	G.C. 34090	07/01/11
Workers' Compensation Management Reports 2002	01/01/02	12/31/02	G.C. 34090	07/01/11
Workers' Compensation Management Reports 2003	01/01/03	12/31/03	G.C. 34090	07/01/11

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: _____ Signature 8/11/11 _____ Date	CITY ATTORNEY: _____ Signature 8/15/11 _____ Date	CITY CLERK: _____ Signature 8/17/11 _____ Date
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Date City Council Approved Records for Destruction: _____ **Actual Date Records Destroyed:** _____

Exhibit A-4

Community Development/Block Grants



CITY OF AGOURA HILLS 2010-11 RECORDS DESTRUCTION REQUEST FORM

Department: Community Development/Block Grants	Prepared by: Sheila Keckhut	Date: 06/21/11	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 25	Item No.: 1&2	Record Series Title and Contents (as listed in Records Retention Schedule): Grants - CDBG Program and Project Administration Files
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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 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 Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
CDBG Miscellaneous Correspondence File 1 of 1	1990	1992	29 CFR 97.42	07/01/11
CEBG Bulletins File 1 of 1	2000	2001	29 CFR 97.42	07/01/11
CDBG Funding Requests 24th Year File 1 of 1	1998	1999	29 CFR 97.42	07/01/11
CDBG Cooperative Agreement File 1 of 1	1999	1999	29 CFR 97.42	07/01/11
CDBG Agreement to Implement Project Exhibit A File 1 of 1	1998	1999	29 CFR 97.42	07/01/11
CDBG Miscellaneous Correspondence 23rd Year File 1 of 1	1997	1998	29 CFR 97.42	07/01/11
CDBG Miscellaneous Correspondence 23rd Year File 1 of 1	1998	1999	29 CFR 97.42	07/01/11
CDBG MOU Exhibit A, 23rd Year File 1 of 1	1997	1998	29 CFR 97.42	07/01/11
CDBG Miscellaneous Correspondence 25th Year File 1 of 1	1999	2000	29 CFR 97.42	07/01/11

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: <u>Mike Kamins</u> Signature <u>7.13.11</u> Date	CITY ATTORNEY: <u>[Signature]</u> Signature <u>8/15/11</u> Date	CITY CLERK: <u>[Signature]</u> Signature <u>8/17/2011</u> Date
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Date City Council Approved Records for Destruction: _____ Actual Date Records Destroyed: _____



CITY OF AGOURA HILLS 2010-11 RECORDS DESTRUCTION REQUEST FORM

Department: Community Development/Block Grants	Prepared by: Sheila Keckhut	Date: 06/21/11	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 25	Item No.: 1&2	Record Series Title and Contents (as listed in Records Retention Schedule): CDBG Program and Project Administration Files
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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 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 Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
CDBG Quarterly Program Report 25th Year File 1 of 1	1999	2000	29 CFR 97.42	07/01/11
CDBG Quarterly Program Report 24th Year File 1 of 1	1998	1999	29 CFR 97.42	07/01/11
CDBG Quarterly Program Report 23rd Year File 1 of 1	1997	1998	29 CFR 97.42	07/01/11
CDBG Single Family Housing Rehab Program 26th Year File 1 of 2	2000	2001	29 CFR 97.42	07/01/11
CDBG Requisitions - 26th Year File 1 of 1	2000	2001	29 CFR 97.42	07/01/11
CDBG Requisitions - 25th Year File 1 of 1	1999	2000	29 CFR 97.42	07/01/11
CDBG Requisitions - 23rd Year File 1 of 1	1997	1998	29 CFR 97.42	07/01/11
CDBG Reimbursable Contract 25th Year File 1 of 1	1999	2000	29 CFR 97.42	07/01/11
CDBG Reimbursable Contract 24th Year File 1 of 1	1998	1999	29 CFR 97.42	07/01/11
CDBG Reimbursable Contract 23rd Year File 1 of 1	1997	1998	29 CFR 97.42	07/01/11
CDBG Program Planning Summary 26th Year File 1 of 1	2000	2001	29 CFR 97.42	07/01/11
CDBG Program Planning Summary 25th Year File 1 of 1	1999	2000	29 CFR 97.42	07/01/11
CDBG Planning Summaries 24th Year File 1 of 1	1998	1999	29 CFR 97.42	07/01/11

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

Mike Kamis
 Signature

 7.13.11
 Date

CITY ATTORNEY:

[Signature]
 Signature

 8/15/11
 Date

CITY CLERK:

[Signature]
 Signature

 8/17/2011
 Date

Date City Council Approved Records for Destruction: _____

Actual Date Records Destroyed: _____



CITY OF AGOURA HILLS 2010-11 RECORDS DESTRUCTION REQUEST FORM

Department: Community Development/Block Grants	Prepared by: Sheila Keckhut	Date: 06/21/11	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.:	Item No.:	Record Series Title and Contents (as listed in Records Retention Schedule):
25	1&2	CDBG Program and Project Administration 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 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 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 Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
CDBG Quarterly Performance Reports 26th Year File 1 of 1	2000	2001	29 CFR 97.42	07/01/11
CDBG Selection of Engineers 3 year consultant File 1 of 1	1993	1997	29 CFR 97.42	07/01/11
CDBG Cost Summary - Selection of Projects 23rd Year File 1 of 1	1997	1998	29 CFR 97.42	07/01/11
CDBG Housing Rehab Consultant File 1 of 1	1998	1999	29 CFR 97.42	07/01/11
CDBG Housing Rehab Consultant Procurement File 1 of 1	1998	1999	29 CFR 97.42	07/01/11
CDBG Needs Assessment Study File 1 of 1	1997	1998	29 CFR 97.42	07/01/11

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: <u>Mike Kamins</u> Signature <u>7.13.11</u> Date	CITY ATTORNEY: <u>[Signature]</u> Signature <u>8/15/11</u> Date	CITY CLERK: <u>[Signature]</u> Signature <u>8/17/2011</u> Date
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Date City Council Approved Records for Destruction: _____ Actual Date Records Destroyed: _____



**CITY OF AGOURA HILLS
2010-11 RECORDS DESTRUCTION REQUEST FORM**

Department: Community Development/Block Grants	Prepared by: Sheila Keckhut	Date: 06/21/11	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 25	Item No.: 1&2	Record Series Title and Contents (as listed in Records Retention Schedule): Grants - CDBG Program and Project Administration Files
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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 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 Files Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
CDBG Quarterly Performance Report Training File 1 of 1	2003	2004	29 CFR 97.42	07/01/11
CDBG Single Family Residential Rehab Program File 1 of 1	2003	2004	29 CFR 97.42	07/01/11
CDBG Monitoring Review Single Family Housing Rehab File 1 of 1	2002	2002	29 CFR 97.42	07/01/11
CDBG Housing Rehab. MDG Associates, Inc., Contract File 1 of 1	2002	2003	29 CFR 97.42	07/01/11
CDBG 30th Year Single Family Housing 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
CDBG Single Family Residential Rehab Program File 1 of 1	2001	2004	29 CFR 97.42	07/01/11
CDBG Single Family Residential Rehab Program File 1 of 1	2004	2005	29 CFR 97.42	07/01/11
CDBG Miscellaneous Correspondence File 1 of 1	1999	2000	29 CFR 97.42	07/01/11
CDBG Miscellaneous Correspondence File 1 of 1	2001	2001	29 CFR 97.42	07/01/11
CDBG RFP - Housing Rehabilitation Program File 1 of 1	2005	2005	29 CFR 97.42	07/01/11

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: Signature _____ 7/13/11 Date _____	CITY ATTORNEY: Signature _____ 8/15/11 Date _____	CITY CLERK: Signature _____ 8/17/2011 Date _____
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Date City Council Approved Records for Destruction: _____ **Actual Date Records Destroyed:** _____



**CITY OF AGOURA HILLS
2010-11 RECORDS DESTRUCTION REQUEST FORM**

Department: Community Development/Block Grants	Prepared by: Sheila Keckhut	Date: 06/21/11	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 25	Item No.: 1&2	Record Series Title and Contents (as listed in Records Retention Schedule): Grants CDBG Program and Project Administration Files
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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 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 Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
CDBG MDG Associates Contract File 1 of 1	2003	2004	29 CFR 97.42	07/01/11
CDBG Procurement for SFR Rehab. Consultant File 1 of 1	2002	2003	29 CFR 97.42	07/01/11
CDBG 1st Quarter - Quarterly Performance Reports File 1 of 1	2003	2004	29 CFR 97.42	07/01/11
CDBG Contracts File 1 of 1	2003	2004	29 CFR 97.42	07/01/11
CDBG 2nd Quarterly Performance Reports File 1 of 1	2003	2004	29 CFR 97.42	07/01/11
CDBG 3rd Quarterly Performance Reports File 1 of 1	2003	2004	29 CFR 97.42	07/01/11
CDBG 4th Quarterly Performance Reports File 1 of 1	2003	2004	29 CFR 97.42	07/01/11
CDBG 1st Quarter - Quarterly Performance Reports File 1 of 1	2004	2005	29 CFR 97.42	07/01/11
CDBG 4th Quarter - Quarterly Performance Reports File 1 of 1	2004	2005	29 CFR 97.42	07/01/11
CDBG Participating Cities Program Planning Training File 1 of 1	2002	2003	29 CFR 97.42	07/01/11

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: _____ Signature 7/13/11 _____ Date	CITY ATTORNEY: _____ Signature 8/15/11 _____ Date	CITY CLERK: _____ Signature 8/17/2011 _____ Date
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Date City Council Approved Records for Destruction: _____ **Actual Date Records Destroyed:** _____

Exhibit A-5

Community Development/Planning



CITY OF AGOURA HILLS
2010-11 RECORDS DESTRUCTION REQUEST FORM

Department: Community Development/Planning	Prepared by: Sheila Keckhut	Date: 06/21/11	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 32	Item No.: 17	Record Series Title and Contents (as listed in Records Retention Schedule): Oak Tree Permits
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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 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 Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation	Destruction
	From:	To:	Number:	Date:
Oak Tree Permits	1996	2003	G. C. 34090	07/01/11
Oak Tree Permits	2004	2004	G. C. 34090	07/01/11
Oak Tree Permits	2005	2005	G. C. 34090	07/01/11

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: <u>Mike Kamis</u> Signature 7-13-11 Date	CITY ATTORNEY: <u>[Signature]</u> Signature 8/15/11 Date	CITY CLERK: <u>[Signature]</u> Signature 8/17/2011 Date
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Date City Council Approved Records for Destruction: _____ Actual Date Records Destroyed: _____

Exhibit A-6

Public Works/Building & Safety



**CITY OF AGOURA HILLS
2010-11 RECORDS DESTRUCTION REQUEST FORM**

Department: Public Works/ Building & Safety	Prepared by: Karen Sanders <i>KS</i>	Date: 05/19/11	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 55	Item No.: 8	Record Series Title and Contents (as listed in Records Retention Schedule): Building and Safety - Plans and Drawings
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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 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 Files Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
28906 Bardell Drive - Garden Wall (8399)	10/06/05	12/09/05	H&S 19850	7/1/2011
5924 Calmfield Avenue - Window Change Out/Int Remodel (2610)	10/11/01	04/17/02	H&S 19850	7/1/2011
4046 Defender Drive - Kitchen Remodel (12587)	08/09/01	04/09/02	H&S 19850	7/1/2011
5529 Devore Court - SF Remodel (12421)	01/05/09	04/08/09	H&S 19850	7/1/2011
30342 Eaglebrook Drive - SF Alteration (11770)	01/06/09	03/31/09	H&S 19850	7/1/2011
30342 Eaglebrook Drive - SF Alteration Revisions (11770)	01/29/08	07/01/08	H&S 19850	7/1/2011
6153 Edinburgh Court - BBQ, Fireplace, Fountain (12729)	01/29/08	07/01/08	H&S 19850	7/1/2011
5709 Fairview Place - Window and Door Change Out (1531)	04/16/09	06/05/09	H&S 19850	7/1/2011
5730 Fairview Place - Storage Shed (11384)	11/28/00	03/06/02	H&S 19850	7/1/2011
29201 Fountainwood Street - Bathroom Remodel (12686)	09/25/07	01/07/09	H&S 19850	7/1/2011
29221 Fountainwood Street - Bathroom Remodel (12700)	03/16/09	04/16/09	H&S 19850	7/1/2011
29587 Fountainwood Street - SF Alteration (8698)	03/24/09	04/24/09	H&S 19850	7/1/2011
27430 Freetown Lane - Bathroom Remodel (2363)	03/15/06	10/12/06	H&S 19850	7/1/2011
6032 Grey Rock Road - Replaster Pool/Firepit (12009)	06/18/01	04/11/02	H&S 19850	7/1/2011
5603 High Peak Place - SF Alteration (11561)	05/08/08	01/28/09	H&S 19850	7/1/2011
28161 Laura La Plante Drive - Sewer (11357)	11/08/07	02/29/08	H&S 19850	7/1/2011
5607 Laurel Bluff Place - SF Alteration (11738)	07/19/07	08/28/07	H&S 19850	7/1/2011
30827 Mainmast Drive - Demo (11062)	01/08/08	03/10/09	H&S 19850	7/1/2011
29406 Oakpath Drive - Electrical (11942)	04/12/07	10/23/07	H&S 19850	7/1/2011
5541 Old Salt Lane - Bathroom Remodel (2922)	04/10/08	10/01/08	H&S 19850	7/1/2011
4124 Patrick Henry Place - SF Alteration (11683)	02/21/02	06/20/08	H&S 19850	7/1/2011
3958 Patrick Henry Place - Fireplace (11743)	12/03/07	01/13/09	H&S 19850	7/1/2011
30452 Rainbow Crest Drive - Residential Alteration (11461)	01/08/08	06/04/08	H&S 19850	7/1/2011
6220 Shadycreek Drive - Pool Remodel (8696)	09/11/07	04/09/08	H&S 19850	7/1/2011

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:
[Signature]
 Signature
 7-14-11
 Date

CITY ATTORNEY:
[Signature]
 Signature
 8/15/11
 Date

CITY CLERK:
[Signature]
 Signature
 8/17/2011
 Date

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



CITY OF AGOURA HILLS 2010-11 RECORDS DESTRUCTION REQUEST FORM

Department: Public Works/ Building & Safety	Prepared by: Karen Sanders <i>KS</i>	Date: 05/19/11	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 55	Item No.: 8	Record Series Title and Contents (as listed in Records Retention Schedule): Building and Safety - Plans and Drawings
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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 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 Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
5734 Stonecrest Drive - BBQ and Firepit (12455)	11/12/08	12/12/08	H&S 19850	7/1/2011
29915 Trail Creek Drive - Bathroom Remodel (11946)	04/10/08	05/21/08	H&S 19850	7/1/2011
5624 Walnut Ridge Drive - SF Alteration (11276)	06/15/07	11/28/07	H&S 19850	7/1/2011
5779 Willowtree Drive - Demo (12113)	06/30/08	12/01/08	H&S 19850	7/1/2011
4021 Yankee Drive - Carport Repairs (12417)	11/03/08	11/14/08	H&S 19850	7/1/2011

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: _____ Signature _____ Date	CITY ATTORNEY: <i>[Signature]</i> _____ Signature 8/15/11 _____ Date	CITY CLERK: <i>[Signature]</i> _____ Signature 8/17/2011 _____ Date
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Date City Council Approved Records for Destruction: _____ Actual Date Records Destroyed: _____



CITY OF AGOURA HILLS
2010-11 RECORDS DESTRUCTION REQUEST FORM

Department: Public Works/ Building & Safety
Prepared by: Karen Sanders
Date: 05/20/11
Agoura Hills Box No.: N/A
York Storage Box No.: N/A

Page No.: 55
Item No.: 9
Record Series Title and Contents (as listed in Records Retention Schedule): Correspondence Chronological Files - Sign-In Sheets

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 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.

Table with 4 main columns: List of Files Recommended for Destruction (Description or title of records as listed on file label), Date of Records (From, To), Citation Number, and Destruction Date. The first row contains 'Sign In Sheets', '09/04/07', '06/30/09', 'G. C. 34090', and '7/1/2011'.

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:
Signature
Date 7-14-11

CITY ATTORNEY:
Signature
Date 8/15/11

CITY CLERK:
Signature
Date 8/17/2011

Date City Council Approved Records for Destruction:

Actual Date Records Destroyed: