

REPORT TO CITY COUNCIL

DATE: OCTOBER 24, 2012

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER

BY: KIMBERLY RODRIGUES, CITY CLERK
CANDICE K. LEE, CITY ATTORNEY

SUBJECT: ADOPT RESOLUTION NO. 12-1691; AUTHORIZING THE DESTRUCTION OF CITY RECORDS PURSUANT TO STATE LAW AND IN ACCORDANCE WITH THE CITY'S ADOPTED 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 - Seventh Edition* (as adopted by the City Council on June 9, 2010).

Attached are the lists of records and files, presented for destruction in 2012, from the Administration/City Manager, City Clerk, Community Services, Finance, Public Works, and Public Works/Engineering departments.

Each *Records Destruction Request Form* identifies the appropriate sections of the Code of Federal Regulations, United States Code, Government Code and Penal Codes 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. 12-1691, Authorizing and Directing the City Clerk to Destroy Certain City Records and Documents Pursuant to the Government Code of the State of California and as listed on the following Exhibits:

Exhibit A-1	Administration/City Manager	Exhibit A-4	Finance
Exhibit A-2	City Clerk	Exhibit A-5	Public Works
Exhibit A-3	Community Services	Exhibit A-6	Public Works/Engineering

Attachments: Resolution No. 12-1691 with Exhibits

RESOLUTION NO. 12-1691

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, CITY CLERK, COMMUNITY SERVICES, FINANCE, PUBLIC WORKS, AND PUBLIC WORKS/ENGINEERING)

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 (26 CFR 31.6001-1 and 29 CFR 97.42); the United States Code (29 USC 436), and the California Penal Code (C.P.C. 801); and Government Code (Sections 12946, 34090, and 34090.7) 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. 12-1691

PASSED, APPROVED, and ADOPTED this 24th day of October 2012, by the following vote, to wit:

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

John M. Edelston, Mayor

ATTEST:

Kimberly M. Rodrigues, MPPA, MMC
City Clerk

Exhibit A-1

Administration/City Manager



CITY OF AGOURA HILLS

2011-12 RECORDS DESTRUCTION REQUEST FORM

Department: Administration/City Manager	Prepared by: Louis Celaya	Date: 07/20/12	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 <i>(as listed in Records Retention Schedule)</i> : 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:		
American Red Cross - Shelter Operation Workbooks	07/01/05	07/01/05	G. C. 34090	07/01/12
ARC - Response Training Schedule/Misc. Items	01/05/05	07/19/05	G. C. 34090	07/01/12
Area B - Meeting Notes/Agendas, etc.	02/11/09	04/09/09	G. C. 34090	07/01/12
CERT/DRT - Meeting Sign-In Sheets, newspaper articles	05/01/95	07/16/09	G. C. 34090	07/01/12
CHIMERA - LACO Table Top Exercise Information	11/28/05	11/28/05	G. C. 34090	07/01/12
DMA 2000 Hazard Mitigation Plan Toolkit	12/10/03	12/10/03	G. C. 34090	07/01/12
SBC Emergency Preparedness	01/01/03	01/01/03	G. C. 34090	07/01/12
SEMS Guidelines	12/01/04	04/10/07	G. C. 34090	07/01/12

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: Signature _____ Date <u>8/27/12</u>	CITY ATTORNEY: Signature _____ Date <u>10/08/12</u>	CITY CLERK: Signature _____ Date <u>10/15/12</u>
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Date City Council Approved Records for Destruction: _____ Actual Date Records Destroyed: _____



CITY OF AGOURA HILLS 2011-12 RECORDS DESTRUCTION REQUEST FORM

Department: Administration/City Manager	Prepared by: Louis Celaya	Date: 07/20/12	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:		
Newsrack Ordinance - 2007 - Draft	04/27/07	02/13/08	G. C. 34090	07/01/12
Bus Shelter FY07/08	01/03/08	05/13/09	G. C. 34090	07/01/12
CA Integrated Waste Management Board - Annual Report	03/21/07	09/10/09	G. C. 34090	07/01/12
City Council Reports (Staff Reports)	08/10/05	07/14/10	G. C. 34090	07/01/12
LA County Focus Newsletters	03/01/06	07/01/07	G. C. 34090	07/01/12
So. California Waste Management Forum	09/29/06	09/26/09	G. C. 34090	07/01/12
League of CA Cities - City Manager's Conference	02/04/09	02/04/09	G. C. 34090	07/01/12
Local Hazard Mitigation Plan - Draft	09/19/05	09/19/05	G. C. 34090	07/01/12
Disaster Response Grants	11/10/04	12/07/04	G. C. 34090	07/01/12
Disaster Response - Homeland Security - Needs Assessment	06/22/04	06/22/04	G. C. 34090	07/01/12
LAC Regional Workshop 2004	09/16/04	09/16/04	G. C. 34090	07/01/12
Disaster Response - Ofc.Emer.Serv. (Manuals, Memos, etc.)	05/08/03	02/22/07	G. C. 34090	07/01/12
Disaster Response - Operation TALAVERA (workshop manuals)	9/1/004	09/16/04	G. C. 34090	07/01/12
Las Virgenes Malibu COG - LHMP Draft 2004	11/02/04	11/02/04	G. C. 34090	07/01/12
Disaster Response - November 16, 2004 (Drill Materials, etc.)	11/16/04	11/17/04	G. C. 34090	07/01/12
Lenovo NRC Sales (Purchase of Thinkpad Pentium M740)	04/12/06	04/12/06	G. C. 34090	07/01/12

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

Signature
8/27/12
Date

CITY ATTORNEY:

Signature
10/08/12
Date

CITY CLERK:

Signature
10/15/12
Date



CITY OF AGOURA HILLS 2011-12 RECORDS DESTRUCTION REQUEST FORM

Department: Administration/City Manager	Prepared by: Louis Celaya	Date: 07/20/12	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: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
2001 Annual Report - Agoura Hills - Solid Waste	01/01/01	12/31/01	G. C. 34090	07/01/12
Agoura 2002 Diversion	06/07/02	03/29/04	G. C. 34090	07/01/12
2001 Annual Report - Agoura Hills - Solid Waste	10/24/02	03/05/03	G. C. 34090	07/01/12
Agoura Smart Gardening Workshop	07/13/02	07/13/02	G. C. 34090	07/01/12
Agoura Hills Permit Application	03/05/02	10/08/02	G. C. 34090	07/01/12
Agoura LA Regional Agency Correspondence 2002	04/19/02	05/03/12	G. C. 34090	07/01/12
Council Meetings 2000	02/09/00	04/12/00	G. C. 34090	07/01/12
Agoura Hills Disposal Reports 2000	12/20/99	12/06/02	G. C. 34090	07/01/12
Agoura Hills 2001 - Diversion for Annual Report	01/01/01	12/31/01	G. C. 34090	07/01/12
Agoura Hauler - Cordova Construction 2001-2002	09/07/00	12/31/03	G. C. 34090	07/01/12
Agoura Hauler - Anderson Rubbish 2001/2002	04/08/99	03/31/03	G. C. 34090	07/01/12
Agoura Hills 2000-ReportingYear Tonnage Modif.Request (RYTMR)	12/02/02	12/12/02	G. C. 34090	07/01/12
Agoura Hauler - GI Rubbish 2001-2002-2003	03/08/01	12/13/02	G. C. 34090	07/01/12
Agoura Hauler - Crown Disposal 2001-2002-2003	04/01/01	04/30/03	G. C. 34090	07/01/12
Agoura Hauler - Las Virgenes 2001-2002	10/01/01	12/31/02	G. C. 34090	07/01/12
Agoura Hauler - General Rubbish 2001-2002	01/10/00	12/31/02	G. C. 34090	07/01/12
Household Hazardous Waste Collection	09/22/99	06/01/00	G. C. 34090	07/01/12
Agoura Hills Disposal & Diversion 2000	01/01/00	12/31/01	G. C. 34090	07/01/12
Agoura Hills 2000 Annual Report Info - Diversion & Solid Waste	09/01/99	08/29/01	G. C. 34090	07/01/12
Agoura Hills 1999 Annual & Final Reports	01/01/99	07/18/01	G. C. 34090	07/01/12
Springfest 2001	12/01/00	04/29/01	G. C. 34090	07/01/12
Agoura Hills Block Grant	03/01/00	12/05/01	G. C. 34090	07/01/12
Agoura Hills 97 Base Year Revision	01/01/99	12/31/99	G. C. 34090	07/01/12
2000 Commercial Survey - List of Solid Waste Accounts	10/06/99	08/13/01	G. C. 34090	07/01/12
Commercial Hauler 2001 Permits	02/12/01	12/31/04	G. C. 34090	07/01/12
Agoura Hills Haulers (red folders) - Waste Management	12/01/01	12/31/02	G. C. 34090	07/01/12
Agoura Hills 2001 Disposal Report w/County of Los Angeles	05/25/01	05/15/02	G. C. 34090	07/01/12
Agoura Hills Annual Report - Anderson Rubbish Disposal	07/01/01	07/31/02	G. C. 34090	07/01/12

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature

 Date 8/27/12

CITY ATTORNEY:

 Signature

 Date 10/08/12

CITY CLERK:

 Signature

 Date 10/15/12

Date City Council Approved Records for Destruction: _____

Actual Date Records Destroyed: _____



CITY OF AGOURA HILLS

2011-12 RECORDS DESTRUCTION REQUEST FORM

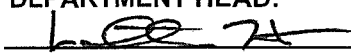
Department: Administration/City Manager	Prepared by: Louis Celaya	Date: 07/20/12	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 2	Item No.: 4	Record Series Title and Contents (as listed in Records Retention Schedule): City Manager's 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:		
Agoura Hills CIWMB Items (CA.Integrated Waste Mgmt. Bd.)	10/26/99	10/27/99	G. C. 34090	07/01/12
Agoura Hills Form 303 File	09/28/00	09/30/01	G. C. 34090	07/01/12
Agoura Hills Landfill Reports/Ton Tracking - 2002	08/27/03	07/28/04	G. C. 34090	07/01/12
Agoura Hills Disposal Reports 2002 - 2004	01/01/03	09/02/03	G. C. 34090	07/01/12
Report to City Council - Green Waste	09/06/95	09/06/95	G. C. 34090	07/01/12
Haulers' Miscellaneous Letters - 2001 - 2003	01/01/01	12/31/03	G. C. 34090	07/01/12
Correspondence	12/06/99	03/03/05	G. C. 34090	07/01/12
Agoura Hills Newsletters and Ad Copy	11/01/02	07/01/05	G. C. 34090	07/01/12

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature
 Date 8/27/12

CITY ATTORNEY:

 Signature
 Date 10/08/12

CITY CLERK:

 Signature
 Date 10/15/12

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



**CITY OF AGOURA HILLS
2011-12 RECORDS DESTRUCTION REQUEST FORM**

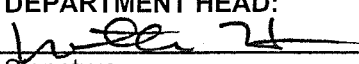
Department: Administration/City Manager	Prepared by: Patricia Wiley	Date: 07/24/12	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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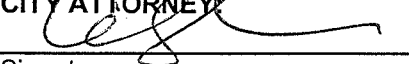
Page No.: 1	Item No.: 4	Record Series Title and Contents (as listed in Records Retention Schedule): City Manager's Department - City Department and Division Files
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List of Files Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
County of L.A. Civil Grand Jury 2008 Final Report	01/01/08	12/31/09	G. C. 34090	07/01/12
Patricia Wiley's Notes on Meetings & Conferences Scheduled	01/01/09	12/31/09	G. C. 34090	07/01/12
Flyers and Notes for Events to Attend by C.M. & City Council	01/01/09	12/31/09	G. C. 34090	07/01/12
Binder w/Report of Artyerial System Financing Program - City	04/01/88	09/20/88	G. C. 34090	07/01/12
Memos - Mike Kamino to Greg Ramirez re/General Plan Update	06/10/09	07/20/09	G. C. 34090	07/01/12

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature
 Date 8/27/12

CITY ATTORNEY:

 Signature
 Date 10/08/12

CITY CLERK:

 Signature
 Date 10/15/12



AGOURA HILLS

CITY OF AGOURA HILLS
2011-12 RECORDS DESTRUCTION REQUEST FORM

Department: Administration/City Manager	Prepared by: Patricia Wiley	Date: 07/24/12	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 1	Item No.: 5	Record Series Title and Contents (as listed in Records Retention Schedule): Community Grant Program
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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:		
Applications and Correspondence	02/01/06	08/31/06	29 CFR 97.42	07/01/12
Applications and Correspondence	02/01/07	08/31/07	29 CFR 97.42	07/01/12

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:
[Signature] _____
Signature

8/27/12 _____
Date

CITY ATTORNEY:
[Signature] _____
Signature

10/08/12 _____
Date

CITY CLERK:
[Signature] _____
Signature

10/15/12 _____
Date



CITY OF AGOURA HILLS

2011-12 RECORDS DESTRUCTION REQUEST FORM




Department: Administration/City Manager	Prepared by: Patricia Wiley	Date: 07/24/12	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 1	Item No.: 9	Record Series Title and Contents (as listed in Records Retention Schedule): Organizations Files - Civic Organizations
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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:		
Agoura Hills' Homeowners Association Member Lists	01/01/07	12/31/07	G. C. 34090	07/01/12
Agoura Hills' Homeowners Association Member Lists	01/01/08	12/31/08	G. C. 34090	07/01/12
Correspondence - Agoura Hills' Homeowners Association	01/01/06	12/31/06	G. C. 34090	07/01/12

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:  Signature Date <u>8/27/12</u>	CITY ATTORNEY:  Signature Date <u>10/08/12</u>	CITY CLERK:  Signature Date <u>10/15/12</u>
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Date City Council Approved Records for Destruction: _____ Actual Date Records Destroyed: _____



CITY OF AGOURA HILLS 2011-12 RECORDS DESTRUCTION REQUEST FORM

Department: Administration/City Manager	Prepared by: Patricia Wiley	Date: 07/30/12	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 1	Item No.: 10	Record Series Title and Contents (as listed in Records Retention Schedule): 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: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
California Water Plan Highlights 2005	12/31/05	12/31/05	G. C. 34090	07/01/12
California Water Plan Update 2005 - Volume 1	12/31/05	12/31/05	G. C. 34090	07/01/12
California Water Plan Update 2005 - Volume 2	12/31/05	12/31/05	G. C. 34090	07/01/12
California Water Plan Update 2005 - Volume 3	12/31/05	12/31/05	G. C. 34090	07/01/12

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature
 8/27/12

 Date

CITY ATTORNEY:

 Signature
 10/08/12

 Date

CITY CLERK:

 Signature
 10/15/12

 Date

Date City Council Approved Records for Destruction: _____

Actual Date Records Destroyed: _____



**CITY OF AGOURA HILLS
2011-12 RECORDS DESTRUCTION REQUEST FORM**




Department: Administration/City Manager	Prepared by: Patricia Wiley	Date: 07/24/12	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 1	Item No.: 12	Record Series Title and Contents (as listed in Records Retention Schedule): Sheriff's Reports - 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: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Monthly Reports by Sheriff's Department	01/01/07	06/30/07	G. C. 34090	07/01/12

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:  Signature _____ 8/27/12 Date _____	CITY ATTORNEY:  Signature _____ 10/08/12 Date _____	CITY CLERK:  Signature _____ 10/15/12 Date _____
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Date City Council Approved Records for Destruction: _____ Actual Date Records Destroyed: _____



CITY OF AGOURA HILLS
2011-12 RECORDS DESTRUCTION REQUEST FORM

Department: Administration/City Manager
Prepared by: Patricia Wiley
Date: 08/14/12
Agoura Hills Box No.: N/A
York Storage Box No.: N/A

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

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.

Table with 5 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. Rows include items like 'General Rubbish & Waste Management-Quarterly Waste Reports', 'Gen. Rubbish & Waste Mgmt. Applications & Insurance', etc.

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:
Signature: [Handwritten Signature]
Date: 8/22/12

CITY ATTORNEY:
Signature: [Handwritten Signature]
Date: 10/08/12

CITY CLERK:
Signature: [Handwritten Signature]
Date: 10/15/12

Date City Council Approved Records for Destruction:

Actual Date Records Destroyed:



CITY OF AGOURA HILLS 2011-12 RECORDS DESTRUCTION REQUEST FORM

Department: Administration/City Manager	Prepared by: Patricia Wiley	Date: 08/16/12	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 1	Item No.: 7	Record Series Title and Contents (as listed in Records Retention Schedule): False Alarms
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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:		
False Alarms Reports and Database	2006	2006	C.P.C. 801	07/01/12
False Alarms Reports and Database	2007	2007	C.P.C. 801	07/01/12

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature *hella H*
9/27/12
 Date

CITY ATTORNEY:

 Signature *[Signature]*
10/08/12
 Date

CITY CLERK:

 Signature *[Signature]*
10/15/12
 Date

Exhibit A-2

City Clerk



CITY OF AGOURA HILLS 2011-12 RECORDS DESTRUCTION REQUEST FORM

Department: City Clerk	Prepared by: Kimberly Rodrigues	Date: 09/18/12	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 13	Item No.: 15	Record Series Title and Contents (as listed in Records Retention Schedule): City Council, Financing Authority, Redevelopment Agency - Video Tapes
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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:		
City Council Meeting Video Tapes (2) (Duplicates)	06/25/08	06/25/08	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Duplicates)	07/09/08	07/09/08	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (2) (Duplicates)	08/13/08	08/13/08	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Duplicates)	08/27/08	08/27/08	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Duplicates)	09/10/08	09/10/08	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Duplicates)	10/07/08	10/07/08	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Duplicates)	10/22/08	10/22/08	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (2) (Duplicates)	11/12/08	11/12/08	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (3) (Duplicates)	12/01/08	12/01/08	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Masters)	07/09/08	07/09/08	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (2) (Masters)	08/13/08	08/13/08	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Masters)	08/27/08	08/27/08	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Masters)	09/10/08	09/10/08	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Masters)	10/07/08	10/07/08	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Masters)	10/22/08	10/22/08	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (3) (Masters)	12/10/08	12/10/08	G. C. 34090.7	07/01/12

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: Signature 9/18/12 Date	CITY ATTORNEY: Signature 10/08/12 Date	CITY CLERK: Signature 10/15/12 Date
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Date City Council Approved Records for Destruction: _____ Actual Date Records Destroyed: _____



**CITY OF AGOURA HILLS
2011-12 RECORDS DESTRUCTION REQUEST FORM**


Department: City Clerk	Prepared by: Kimberly Rodrigues	Date: 09/18/12	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 13	Item No.: 15	Record Series Title and Contents (as listed in Records Retention Schedule): City Council, Financing Authority, Redevelopment Agency - Video Tapes
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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:		
City Council Meeting Video Tapes (1) (Duplicates)	01/28/09	01/28/09	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Duplicates)	02/11/09	02/11/09	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Duplicates)	02/25/09	02/25/09	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (2) (Duplicates)	03/11/09	03/11/09	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Duplicates)	03/25/09	03/25/09	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (2) (Duplicates)	04/16/09	04/16/09	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (2) (Duplicates)	04/22/09	04/22/09	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (2) (Duplicates)	05/13/09	05/13/09	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Masters)	01/14/09	01/14/09	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Masters)	01/28/09	01/28/09	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Masters)	02/11/09	02/11/09	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Masters)	02/25/09	02/25/09	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (2) (Masters)	03/11/09	03/11/09	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Masters)	03/25/09	03/25/09	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (2) (Masters)	04/22/09	04/22/09	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (2) (Masters)	05/13/09	05/13/09	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Masters)	05/26/09	05/26/09	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (2) (Masters)	06/10/09	05/26/09	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (2) (Masters)	06/24/09	06/24/09	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (2) (Masters)	07/08/09	07/08/09	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Masters)	07/28/09	07/28/09	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Masters)	08/13/09	08/13/09	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Masters)	08/19/09	08/19/09	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Masters)	08/26/09	08/26/09	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Masters)	09/09/09	09/09/09	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Masters)	11/10/09	11/10/09	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Masters)	12/03/09	12/03/09	G. C. 34090.7	07/01/12

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature
 9/18/12
 Date

CITY ATTORNEY:

 Signature
 10/08/12
 Date

CITY CLERK:

 Signature
 10/15/12
 Date

Date City Council Approved Records for Destruction: _____

Actual Date Records Destroyed: _____



CITY OF AGOURA HILLS 2011-12 RECORDS DESTRUCTION REQUEST FORM

Department: City Clerk	Prepared by: Kimberly Rodrigues	Date: 09/18/12	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 13	Item No.: 15	Record Series Title and Contents (as listed in Records Retention Schedule): City Council, Financing Authority, Redevelopment Agency - Video Tapes
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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:		
City Council Meeting Video Tapes (1) (Masters)	01/13/10	01/13/10	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Masters)	01/27/10	01/27/10	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Masters)	02/10/10	02/10/10	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (2) (Masters)	03/24/10	03/24/10	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Masters)	04/14/10	04/14/10	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Masters)	04/28/10	04/28/10	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Masters)	05/12/10	05/12/10	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Masters)	05/26/10	05/26/10	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Masters)	06/09/10	06/09/10	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (2) (Masters)	06/23/10	06/23/10	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (2) (Masters)	07/14/10	07/14/10	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Masters)	08/11/10	08/11/10	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Masters)	08/25/10	08/25/10	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Masters)	09/22/10	09/22/10	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Masters)	10/13/10	10/13/10	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Masters)	10/27/10	10/27/10	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Masters)	11/10/10	11/10/10	G. C. 34090.7	07/01/12
City Council Meeting Video Tapes (1) (Masters)	12/08/10	12/08/10	G. C. 34090.7	07/01/12

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature
 9/18/12

 Date

CITY ATTORNEY:

 Signature
 10/08/12

 Date

CITY CLERK:

 Signature
 10/15/12

 Date

Date City Council Approved Records for Destruction: _____

Actual Date Records Destroyed: _____



CITY OF AGOURA HILLS 2011-12 RECORDS DESTRUCTION REQUEST FORM

Department: City Clerk	Prepared by: Kimberly Rodrigues	Date: 09/18/12	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 21	Item No.: 39	Record Series Title and Contents (as listed in Records Retention Schedule): Organization 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: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Western City - League of California Cities	Oct-04	Oct-04	G. C. 34090	07/01/12
Western City - League of California Cities	Jan-05	Jan-05	G. C. 34090	07/01/12
Western City - League of California Cities	Mar-05	Mar-05	G. C. 34090	07/01/12
Western City - League of California Cities	Apr-05	Apr-05	G. C. 34090	07/01/12
Western City - League of California Cities	May-05	May-05	G. C. 34090	07/01/12
Western City - League of California Cities	Jul-05	Jul-05	G. C. 34090	07/01/12
Western City - League of California Cities	Aug-05	Aug-05	G. C. 34090	07/01/12
Western City - League of California Cities	Sep-05	Sep-05	G. C. 34090	07/01/12
Western City - League of California Cities	Oct-05	Oct-05	G. C. 34090	07/01/12
Western City - League of California Cities	Nov-05	Nov-05	G. C. 34090	07/01/12
Western City - League of California Cities	Dec-05	Dec-05	G. C. 34090	07/01/12
Western City - League of California Cities	Jan-06	Jan-06	G. C. 34090	07/01/12
Western City - League of California Cities	Feb-06	Feb-06	G. C. 34090	07/01/12
Western City - League of California Cities	May-06	May-06	G. C. 34090	07/01/12
Western City - League of California Cities	Jun-06	Jun-06	G. C. 34090	07/01/12
Western City - League of California Cities	Jul-06	Jul-06	G. C. 34090	07/01/12
Western City - League of California Cities	Aug-06	Aug-06	G. C. 34090	07/01/12
Western City - League of California Cities	Sep-06	Sep-06	G. C. 34090	07/01/12
Western City - League of California Cities	Oct-06	Oct-06	G. C. 34090	07/01/12
Western City - League of California Cities	Nov-06	Nov-06	G. C. 34090	07/01/12
Western City - League of California Cities	Dec-06	Dec-06	G. C. 34090	07/01/12
Western City - League of California Cities	Jan-07	Jan-07	G. C. 34090	07/01/12
Western City - League of California Cities	Feb-07	Feb-07	G. C. 34090	07/01/12
Western City - League of California Cities	Apr-07	Apr-07	G. C. 34090	07/01/12
Western City - League of California Cities	Jun-07	Jun-07	G. C. 34090	07/01/12
Western City - League of California Cities	Aug-07	Aug-07	G. C. 34090	07/01/12
Western City - League of California Cities	Sep-07	Sep-07	G. C. 34090	07/01/12
Western City - League of California Cities	Oct-07	Oct-07	G. C. 34090	07/01/12

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature _____
 Date 9/18/12

CITY ATTORNEY:

 Signature _____
 Date 10/18/12

CITY CLERK:

 Signature _____
 Date 10/15/12

Date City Council Approved Records for Destruction: _____

Actual Date Records Destroyed: _____



**CITY OF AGOURA HILLS
2011-12 RECORDS DESTRUCTION REQUEST FORM**

Department: City Clerk	Prepared by: Kimberly Rodrigues	Date: 09/18/12	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 21	Item No.: 39	Record Series Title and Contents (as listed in Records Retention Schedule): Organization 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:		
Western City - League of California Cities	Dec-07	Dec-07	G. C. 34090	07/01/12
Western City - League of California Cities	Jan-08	Jan-08	G. C. 34090	07/01/12
Western City - League of California Cities	Feb-08	Feb-08	G. C. 34090	07/01/12
Western City - League of California Cities	Mar-08	Mar-08	G. C. 34090	07/01/12
Western City - League of California Cities	Aug-08	Aug-08	G. C. 34090	07/01/12
Western City - League of California Cities	Sep-08	Sep-08	G. C. 34090	07/01/12
U.S. Dept of Health & Human Services - Recovery Month	Sep-06	Sep-06	G. C. 34090	07/01/12
California Elections Code 2008	2008	2008	G. C. 34090	07/01/12

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature _____
 Date 9/18/12

CITY ATTORNEY:

 Signature _____
 Date 10/08/12

CITY CLERK:

 Signature _____
 Date 10/15/12

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



**CITY OF AGOURA HILLS
2011-12 RECORDS DESTRUCTION REQUEST FORM**


Department: City Clerk	Prepared by: Kimberly Rodrigues	Date: 09/18/12	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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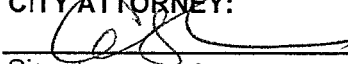
Page No.: 21	Item No.: 40	Record Series Title and Contents (as listed in Records Retention Schedule): Organization Files - Professional Organizations
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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:		
News Digest - International Institute of Municipal Clerks (IIMC)	Oct-04	Oct-04	G. C. 34090	07/01/12
News Digest - International Institute of Municipal Clerks (IIMC)	Nov-04	Nov-04	G. C. 34090	07/01/12
News Digest - International Institute of Municipal Clerks (IIMC)	Dec-04	Dec-04	G. C. 34090	07/01/12
News Digest - International Institute of Municipal Clerks (IIMC)	Jan-04	Jan-04	G. C. 34090	07/01/12
News Digest - International Institute of Municipal Clerks (IIMC)	Feb-05	Feb-05	G. C. 34090	07/01/12
News Digest - International Institute of Municipal Clerks (IIMC)	Mar-05	Mar-05	G. C. 34090	07/01/12
News Digest - International Institute of Municipal Clerks (IIMC)	Apr-05	Apr-05	G. C. 34090	07/01/12
News Digest - International Institute of Municipal Clerks (IIMC)	Jun-05	Jun-05	G. C. 34090	07/01/12
News Digest - International Institute of Municipal Clerks (IIMC)	Jul-05	Jul-05	G. C. 34090	07/01/12
News Digest - International Institute of Municipal Clerks (IIMC)	Sep-05	Sep-05	G. C. 34090	07/01/12
News Digest - International Institute of Municipal Clerks (IIMC)	Oct-05	Oct-05	G. C. 34090	07/01/12
News Digest - International Institute of Municipal Clerks (IIMC)	Nov-05	Nov-05	G. C. 34090	07/01/12
News Digest - International Institute of Municipal Clerks (IIMC)	Dec-05	Dec-05	G. C. 34090	07/01/12
News Digest - International Institute of Municipal Clerks (IIMC)	Mar-06	Mar-06	G. C. 34090	07/01/12
News Digest - International Institute of Municipal Clerks (IIMC)	Apr-06	Apr-06	G. C. 34090	07/01/12
News Digest - International Institute of Municipal Clerks (IIMC)	Jun-06	Jun-06	G. C. 34090	07/01/12
News Digest - International Institute of Municipal Clerks (IIMC)	Jul-06	Jul-06	G. C. 34090	07/01/12
News Digest - International Institute of Municipal Clerks (IIMC)	Aug-06	Aug-06	G. C. 34090	07/01/12
News Digest - International Institute of Municipal Clerks (IIMC)	Oct-06	Oct-06	G. C. 34090	07/01/12
News Digest - International Institute of Municipal Clerks (IIMC)	Nov-06	Nov-06	G. C. 34090	07/01/12
News Digest - International Institute of Municipal Clerks (IIMC)	Dec-06	Dec-06	G. C. 34090	07/01/12
News Digest - International Institute of Municipal Clerks (IIMC)	Jan-07	Jan-07	G. C. 34090	07/01/12
News Digest - International Institute of Municipal Clerks (IIMC)	Feb-07	Feb-07	G. C. 34090	07/01/12
News Digest - International Institute of Municipal Clerks (IIMC)	Mar-07	Mar-07	G. C. 34090	07/01/12
News Digest - International Institute of Municipal Clerks (IIMC)	Apr-07	Apr-07	G. C. 34090	07/01/12
News Digest - International Institute of Municipal Clerks (IIMC)	May-07	May-07	G. C. 34090	07/01/12
News Digest - International Institute of Municipal Clerks (IIMC)	Jun-07	Jun-07	G. C. 34090	07/01/12
News Digest - International Institute of Municipal Clerks (IIMC)	Jul-07	Jul-07	G. C. 34090	07/01/12

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature
 9/18/12
 Date

CITY ATTORNEY:

 Signature
 10/08/12
 Date

CITY CLERK:

 Signature
 10/15/12
 Date

Date City Council Approved Records for Destruction: _____

Actual Date Records Destroyed: _____



**CITY OF AGOURA HILLS
2011-12 RECORDS DESTRUCTION REQUEST FORM**

Department: City Clerk	Prepared by: Kimberly Rodrigues	Date: 09/18/12	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 21	Item No.: 40	Record Series Title and Contents (as listed in Records Retention Schedule): Organization Files - Professional Organizations
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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:		
News Digest - International Institute of Municipal Clerks (IIMC)	Aug-07		G. C. 34090	07/01/12
News Digest - International Institute of Municipal Clerks (IIMC)	Sep-07		G. C. 34090	07/01/12
News Digest - International Institute of Municipal Clerks (IIMC)	Oct-07		G. C. 34090	07/01/12
News Digest - International Institute of Municipal Clerks (IIMC)	Nov-07		G. C. 34090	07/01/12
News Digest - International Institute of Municipal Clerks (IIMC)	Dec-07		G. C. 34090	07/01/12
News Digest - International Institute of Municipal Clerks (IIMC)	Jan-08		G. C. 34090	07/01/12
News Digest - International Institute of Municipal Clerks (IIMC)	Feb-08		G. C. 34090	07/01/12
News Digest - International Institute of Municipal Clerks (IIMC)	Jun-08		G. C. 34090	07/01/12
News Digest - International Institute of Municipal Clerks (IIMC)	Jul-08		G. C. 34090	07/01/12
News Digest - International Institute of Municipal Clerks (IIMC)	Aug-08		G. C. 34090	07/01/12
News Digest - International Institute of Municipal Clerks (IIMC)	Sep-08		G. C. 34090	07/01/12

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: Signature _____ Date 9/18/12	CITY ATTORNEY: Signature _____ Date 10/08/12	CITY CLERK: Signature _____ Date 10/18/12
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Date City Council Approved Records for Destruction: _____ Actual Date Records Destroyed: _____

Exhibit A-3

Community Services



CITY OF AGOURA HILLS 2011-12 RECORDS DESTRUCTION REQUEST FORM




Department: Community Services	Prepared by: Cynthia L. Polich	Date: 07/01/12	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 39	Item No.: 6	Record Series Title and Contents (as listed in Records Retention Schedule): Facilities Reservations Forms
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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. 06-1426. 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:		
Ballfield/Turf Reservations: 2003-2004				
2004: West Coast Baseball - Triunfo YMCA	01/01/04	12/31/04	GC 34090	7/1/12
2003: Agoura Pony Baseball - Superstars/Kimberly Anderson	01/01/03	12/31/03	GC 34090	7/1/12
Recreation Center Rentals: 2003-2005				
Moms Club - Theresa Moore	01/01/03	12/31/05	GC 34090	7/1/12
Filming Rentals: 2000-2005				
Molad LLC - "The Animal" Movie	01/01/00	12/31/05	GC 34090	7/1/12
Equestrian Arena Rentals: 2002-2005				
ETI Corral - Shadow Hills 4-H Club	01/01/02	12/31/05	GC 34090	7/1/12

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:  Signature 9/11/12 Date	CITY ATTORNEY:  Signature 10/08/12 Date	CITY CLERK:  Signature 10/15/12 Date
--	---	--

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



**CITY OF AGOURA HILLS
2011-2012 RECORDS DESTRUCTION REQUEST FORM**

Department: Community Services		Prepared by: Cynthia L. Polich		Date: 07/01/12	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
Page No.: 39	Item No.: 12	Record Series Title and Contents (as listed in Records Retention Schedule): Program Registrations/Waivers of Liability				
<p>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. 06-1426. 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.</p>						
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:			
Spring 2006 Registrations: A-Z		04/01/05	06/30/06	GC 34090	7/1/12	

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature _____
 Date 9/11/12 _____

CITY ATTORNEY:

 Signature _____
 Date 10/08/12 _____

CITY CLERK:

 Signature _____
 Date 10/15/12 _____



CITY OF AGOURA HILLS
2011-12 RECORDS DESTRUCTION REQUEST FORM

Department: Community Services Prepared by: Cynthia L. Polich Date: 07/01/12 Agoura Hills Box No.: N/A York Storage Box No.: N/A

Page No.: 39 Item No.: 12 Record Series Title and Contents (as listed in Records Retention Schedule): Program Registrations/Waivers of Liability

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. 06-1426. 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 5 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. Row 1: Summer 2005 Registrations: A-L, 04/01/05 to 08/31/05, GC 34090, 07/01/12.

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: [Signature] Signature Date 9/11/12

CITY ATTORNEY: [Signature] Signature Date 10/08/12

CITY CLERK: [Signature] Signature Date 10/15/12

Date City Council Approved Records for Destruction:

Actual Date Records Destroyed:



CITY OF AGOURA HILLS 2011-12 RECORDS DESTRUCTION REQUEST FORM

Department: Community Services	Prepared by: Cynthia L. Polich	Date: 07/01/12	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 39	Item No.: 12	Record Series Title and Contents (as listed in Records Retention Schedule): Program Registrations/Waivers of Liability
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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. 06-1426. 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:		
Summer 2005 Registrations: M-Z	04/01/05	08/31/05	GC 34090	7/1/12

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature _____
 9/11/12
 Date _____

CITY ATTORNEY:

 Signature _____
 10/08/12
 Date _____

CITY CLERK:

 Signature _____
 10/15/12
 Date _____



CITY OF AGOURA HILLS 2011-2012 RECORDS DESTRUCTION REQUEST FORM

Department: Community Services	Prepared by: Cynthia L. Polich	Date: 07/01/12	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
Page No.: 39	Item No.: 12	Record Series Title and Contents (as listed in Records Retention Schedule): Program Registrations/Waivers of Liability		
<p>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. 06-1426. 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.</p>				
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:		
Fall 2005 Activity Registrations: A-Z	09/01/05	12/31/05	GC 34090	07/01/12

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

Signature
Date 9/11/12

CITY ATTORNEY:

Signature
Date 10/08/12

CITY CLERK:

Signature
Date 10/15/12

Date City Council Approved Records for Destruction:

Actual Date Records Destroyed:



CITY OF AGOURA HILLS 2011-12 RECORDS DESTRUCTION REQUEST FORM

Department: Community Services	Prepared by: Cynthia L. Polich	Date: 07/01/12	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 39	Item No.: 12	Record Series Title and Contents (as listed in Records Retention Schedule): Program Registrations/Waivers of Liability
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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:		
Spring 2006 Activity Registrations:				
A	03/01/06	06/30/06	GC 34090	07/01/12
B	03/01/06	06/30/06	GC 34090	07/01/12
C	03/01/06	06/30/06	GC 34090	07/01/12
D	03/01/06	06/30/06	GC 34090	07/01/12
E	03/01/06	06/30/06	GC 34090	07/01/12
F	03/01/06	06/30/06	GC 34090	07/01/12
G	03/01/06	06/30/06	GC 34090	07/01/12
H	03/01/06	06/30/06	GC 34090	07/01/12
I	03/01/06	06/30/06	GC 34090	07/01/12
J	03/01/06	06/30/06	GC 34090	07/01/12
K	03/01/06	06/30/06	GC 34090	07/01/12
L	03/01/06	06/30/06	GC 34090	07/01/12
M	03/01/06	06/30/06	GC 34090	07/01/12
N	03/01/06	06/30/06	GC 34090	07/01/12
O	03/01/06	06/30/06	GC 34090	07/01/12
P	03/01/06	06/30/06	GC 34090	07/01/12
Q-R	03/01/06	06/30/06	GC 34090	07/01/12
R	03/01/06	06/30/06	GC 34090	07/01/12
S	03/01/06	06/30/06	GC 34090	07/01/12
T	03/01/06	06/30/06	GC 34090	07/01/12
U-V	03/01/06	06/30/06	GC 34090	07/01/12
W	03/01/06	06/30/06	GC 34090	07/01/12
X - Z	03/01/06	06/30/06	GC 34090	07/01/12

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature _____
 Date 8/23/12

CITY ATTORNEY:

 Signature _____
 Date 10/08/12

CITY CLERK:

 Signature _____
 Date 10/15/12

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



**CITY OF AGOURA HILLS
2011-12 RECORDS DESTRUCTION REQUEST FORM**

Department: Community Services	Prepared by: Cynthia L. Polich	Date: 07/01/12	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 39	Item No.: 12	Record Series Title and Contents <i>(as listed in Records Retention Schedule)</i> : Program Registrations/Waivers of Liability
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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. 06-1426. 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:		
Summer 2006 Activity Registrations (A-H):				
A	04/01/06	08/31/06	GC 34090	07/01/12
Ba - Be	04/01/06	08/31/06	GC 34090	07/01/12
Bh - Bv	04/01/06	08/31/06	GC 34090	07/01/12
C	04/01/06	08/31/06	GC 34090	07/01/12
D	04/01/06	08/31/06	GC 34090	07/01/12
E	04/01/06	08/31/06	GC 34090	07/01/12
F	04/01/06	08/31/06	GC 34090	07/01/12
G	04/01/06	08/31/06	GC 34090	07/01/12
H	04/01/06	08/31/06	GC 34090	07/01/12

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:
Amy R
Signature 8/27/12
Date

CITY ATTORNEY:
[Signature]
Signature 10/08/12
Date

CITY CLERK:
[Signature]
Signature 10/15/12
Date

Date City Council Approved Records for Destruction: _____

Actual Date Records Destroyed: _____



**CITY OF AGOURA HILLS
2011-12 RECORDS DESTRUCTION REQUEST FORM**

Department: Community Services	Prepared by: Cynthia L. Polich	Date: 07/01/12	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 39	Item No.: 12	Record Series Title and Contents (as listed in Records Retention Schedule): Program Registrations/Waivers of Liability
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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. 06-1426. 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:		
Summer 2006 Activity Registrations (I-R):				
I-J	04/01/06	08/31/06	GC 34090	07/01/12
K	04/01/06	08/31/06	GC 34090	07/01/12
L	04/01/06	08/31/06	GC 34090	07/01/12
Ma-Me	04/01/06	08/31/06	GC 34090	07/01/12
Me-Mu	04/01/06	08/31/06	GC 34090	07/01/12
N	04/01/06	08/31/06	GC 34090	07/01/12
O	04/01/06	08/31/06	GC 34090	07/01/12
P	04/01/06	08/31/06	GC 34090	07/01/12
Q-R	04/01/06	08/31/06	GC 34090	07/01/12

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

Amy K
 Signature

 8/27/12
 Date

CITY ATTORNEY:

CSP
 Signature

 10/08/12
 Date

CITY CLERK:

B. Brown
 Signature

 10/15/12
 Date



**CITY OF AGOURA HILLS
2011-12 RECORDS DESTRUCTION REQUEST FORM**

Department: Community Services	Prepared by: Cynthia L. Polich	Date: 07/01/12	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 39	Item No.: 12	Record Series Title and Contents (as listed in Records Retention Schedule): Program Registrations/Waivers of Liability
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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. 06-1426. 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:		
Summer 2006 Activity Registrations (S-Z):				
Sa-Se	04/01/06	08/31/06	GC 34090	07/01/12
Sh-So	04/01/06	08/31/06	GC 34090	07/01/12
Sp-Sw	04/01/06	08/31/06	GC 34090	07/01/12
T	04/01/06	08/31/06	GC 34090	07/01/12
U-V	04/01/06	08/31/06	GC 34090	07/01/12
W	04/01/06	08/31/06	GC 34090	07/01/12
X-Z	04/01/06	08/31/06	GC 34090	07/01/12

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature
 Date 8/23/12

CITY ATTORNEY:

 Signature
 Date 10/08/12

CITY CLERK:

 Signature
 Date 10/15/12

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



CITY OF AGOURA HILLS 2011-12 RECORDS DESTRUCTION REQUEST FORM

Department: Community Services	Prepared by: Cynthia L. Polich	Date: 07/01/12	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 39	Item No.: 12	Record Series Title and Contents (as listed in Records Retention Schedule): Program Registrations/Waivers of Liability
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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. 06-1426. 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:		
Fall 2006 Activity Registrations:				
A	09/01/06	12/31/06	GC 34090	07/01/12
B	09/01/06	12/31/06	GC 34090	07/01/12
C	09/01/06	12/31/06	GC 34090	07/01/12
D	09/01/06	12/31/06	GC 34090	07/01/12
E	09/01/06	12/31/06	GC 34090	07/01/12
F	09/01/06	12/31/06	GC 34090	07/01/12
G	09/01/06	12/31/06	GC 34090	07/01/12
H	09/01/06	12/31/06	GC 34090	07/01/12
I	09/01/06	12/31/06	GC 34090	07/01/12
J	09/01/06	12/31/06	GC 34090	07/01/12
K	09/01/06	12/31/06	GC 34090	07/01/12
L	09/01/06	12/31/06	GC 34090	07/01/12
M	09/01/06	12/31/06	GC 34090	07/01/12
N	09/01/06	12/31/06	GC 34090	07/01/12
O	09/01/06	12/31/06	GC 34090	07/01/12
P	09/01/06	12/31/06	GC 34090	07/01/12
Q-R	09/01/06	12/31/06	GC 34090	07/01/12
S	09/01/06	12/31/06	GC 34090	07/01/12
T	09/01/06	12/31/06	GC 34090	07/01/12
U	09/01/06	12/31/06	GC 34090	07/01/12
V	09/01/06	12/31/06	GC 34090	07/01/12
W	09/01/06	12/31/06	GC 34090	07/01/12
X - Z	09/01/06	12/31/06	GC 34090	07/01/12

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature _____
 Date 8/23/12

CITY ATTORNEY:

 Signature _____
 Date 10/08/12

CITY CLERK:

 Signature _____
 Date 10/15/12

Date City Council Approved Records for Destruction: _____

Actual Date Records Destroyed: _____



CITY OF AGOURA HILLS 2011-12 RECORDS DESTRUCTION REQUEST FORM

Department: Community Services	Prepared by: Cynthia L. Polich	Date: 07/01/12	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 39	Item No.: 12	Record Series Title and Contents (as listed in Records Retention Schedule): Program Registrations/Waivers of Liability
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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. 06-1426. 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:		
Spring 2007 Activity Registrations:				
A-B	03/01/07	06/30/07	GC 34090	07/01/12
C-D	03/01/07	06/30/07	GC 34090	07/01/12
E-F	03/01/07	06/30/07	GC 34090	07/01/12
G-H	03/01/07	06/30/07	GC 34090	07/01/12
I-K	03/01/07	06/30/07	GC 34090	07/01/12
L-M	03/01/07	06/30/07	GC 34090	07/01/12
N-P	03/01/07	06/30/07	GC 34090	07/01/12
Q-R	03/01/07	06/30/07	GC 34090	07/01/12
S	03/01/07	06/30/07	GC 34090	07/01/12
T-V	03/01/07	06/30/07	GC 34090	07/01/12
W-Z	03/01/07	06/30/07	GC 34090	07/01/12

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:
Amy [Signature]
 Signature
8/23/12
 Date

CITY ATTORNEY:
[Signature]
 Signature
10/05/12
 Date

CITY CLERK:
[Signature]
 Signature
10/15/12
 Date

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



CITY OF AGOURA HILLS 2011-12 RECORDS DESTRUCTION REQUEST FORM

Department: Community Services	Prepared by: Cynthia L. Polich	Date: 07/01/12	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 39	Item No.: 12	Record Series Title and Contents (as listed in Records Retention Schedule): Program Registrations/Waivers of Liability
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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. 06-1426. 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:		
Winter 2007 Activity Registrations:				
A	01/01/07	04/30/07	GC 34090	07/01/12
B	01/01/07	04/30/07	GC 34090	07/01/12
C	01/01/07	04/30/07	GC 34090	07/01/12
D	01/01/07	04/30/07	GC 34090	07/01/12
E	01/01/07	04/30/07	GC 34090	07/01/12
F	01/01/07	04/30/07	GC 34090	07/01/12
G	01/01/07	04/30/07	GC 34090	07/01/12
H	01/01/07	04/30/07	GC 34090	07/01/12
I	01/01/07	04/30/07	GC 34090	07/01/12
J	01/01/07	04/30/07	GC 34090	07/01/12
K	01/01/07	04/30/07	GC 34090	07/01/12
L	01/01/07	04/30/07	GC 34090	07/01/12
M	01/01/07	04/30/07	GC 34090	07/01/12
N	01/01/07	04/30/07	GC 34090	07/01/12
O	01/01/07	04/30/07	GC 34090	07/01/12
P	01/01/07	04/30/07	GC 34090	07/01/12
Q-R	01/01/07	04/30/07	GC 34090	07/01/12
S	01/01/07	04/30/07	GC 34090	07/01/12
T	01/01/07	04/30/07	GC 34090	07/01/12
U	01/01/07	04/30/07	GC 34090	07/01/12
V	01/01/07	04/30/07	GC 34090	07/01/12
W	01/01/07	04/30/07	GC 34090	07/01/12
X-Z	01/01/07	04/30/07	GC 34090	07/01/12

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:
Amy Benik
 Signature
8/23/12
 Date

CITY ATTORNEY:
[Signature]
 Signature
10/08/12
 Date

CITY CLERK:
[Signature]
 Signature
10/15/12
 Date

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



CITY OF AGOURA HILLS 2011-12 RECORDS DESTRUCTION REQUEST FORM

Department: Community Services	Prepared by: Cynthia L. Polich	Date: 07/01/12	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 39	Item No.: 12	Record Series Title and Contents (as listed in Records Retention Schedule): Program Registrations/Waivers of Liability
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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. 06-1426. 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:		
2006 Camp Emergency Forms & Rosters				
Tiny Tot Day Camp	04/01/06	08/31/06	GC 34090	07/01/12
Camp Agoura Hills Emergency Forms	04/01/06	08/31/06	GC 34090	07/01/12
Camp Agoura Hills Rosters: 6/18/06 - 8/24/06	06/18/06	08/31/06	GC 34090	07/01/12
Camp Agoura Hills Winter & Spring Caravans: 1/2/06 - 4/13/06	01/02/06	04/13/06	GC 34090	07/01/12
Adventure Club Winter & Spring Caravans: 1/2/06 - 4/13/06	01/02/06	04/13/06	GC 34090	07/01/12
Adventure Club Summer Caravans: 6/18/06 - 8/24/06	06/18/06	08/24/06	GC 34090	07/01/12
Adventure Club Emergency Forms	04/01/06	08/31/06	GC 34090	07/01/12

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:
Amy B
Signature
8/23/12
Date

CITY ATTORNEY:
[Signature]
Signature
10/08/12
Date

CITY CLERK:
[Signature]
Signature
10/15/12
Date



**CITY OF AGOURA HILLS
2011-2012 RECORDS DESTRUCTION REQUEST FORM**

Department: Community Services	Prepared by: Cynthia L. Polich	Date: 07/01/12	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 39	Item No.: 12	Record Series Title and Contents (as listed in Records Retention Schedule): Program Registrations/Waivers of Liability
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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. 06-1426. 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:		
Emergency Forms for 2004: A-Z	01/01/04	12/31/04	GC 34090	7/1/12
Emergency Forms for 2005: A-Z	01/01/05	12/31/05	GC 34090	7/1/12

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: <u><i>Amy</i></u> Signature <u>9/11/12</u> Date	CITY ATTORNEY: <u><i>[Signature]</i></u> Signature <u>10/08/12</u> Date	CITY CLERK: <u><i>[Signature]</i></u> Signature <u>10/15/12</u> Date
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Date City Council Approved Records for Destruction: _____ Actual Date Records Destroyed: _____



CITY OF AGOURA HILLS 2011-12 RECORDS DESTRUCTION REQUEST FORM

Department: Community Services	Prepared by: Cynthia L. Polich	Date: 07/01/12	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 40	Item No.: 13	Record Series Title and Contents (as listed in Records Retention Schedule): Program 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. 06-1426. 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>Amy B - Winter 2003- 2006- File 1</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Dial-A- Ride	01/01/03	12/31/06	GC 34090	7/1/12
City Bus	01/01/03	12/31/06	GC 34090	7/1/12
MTA	01/01/03	12/31/06	GC 34090	7/1/12
LaidLaw July 2003 - June 2005	01/01/03	12/31/06	GC 34090	7/1/12
Beach Bus - 2005 - 2006	01/01/03	12/31/06	GC 34090	7/1/12
NTD Reports 2003 - 2006	01/01/03	12/31/06	GC 34090	7/1/12
T.O. Cab Close-Out	01/01/03	12/31/06	GC 34090	7/1/12

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature

 Date

CITY ATTORNEY:

 Signature
 10/08/12

 Date

CITY CLERK:

 Signature
 10/15/12

 Date

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

Exhibit A-4

Finance



CITY OF AGOURA HILLS 2011-12 RECORDS DESTRUCTION REQUEST FORM




Department: Finance Department	Prepared by: Monica Hanson	Date: 08/29/12	Agoura Hills Box No.: F404	York Storage Box No.: N/A
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Page No.: 43	Item No.: 6	Record Series Title and Contents <i>(as listed in Records Retention Schedule)</i> : Bank/Account Records
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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:		
Lincoln/ICMA Statements and Contribution Backup Data	01/01/98	12/31/03	GC 34090	7/1/2012

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:  _____ Signature 9/6/12 _____ Date	CITY ATTORNEY:  _____ Signature 10/08/12 _____ Date	CITY CLERK:  _____ Signature 10/15/12 _____ Date
--	---	--

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



CITY OF AGOURA HILLS
2011-12 RECORDS DESTRUCTION REQUEST FORM

Table with 5 columns: Department (Finance Department), Prepared by (Monica Hanson), Date (08/30/12), Agoura Hills Box No. (F328), York Storage Box No. (N/A)

Table with 3 columns: Page No. (43), Item No. (8), Record Series Title and Contents (Bank Reconciliation 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.

List of Files Recommended for Destruction: (Description or title of records as listed on file label)

Table with 5 columns: Description, Date of Records (From, To), Citation Number, Destruction Date. Contains rows for Bank Reconciliations and G/L Reports.

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: Signature, Date (9/16/12)

CITY ATTORNEY: Signature, Date (10/08/12)

CITY CLERK: Signature, Date (10/15/12)

Date City Council Approved Records for Destruction:

Actual Date Records Destroyed:



CITY OF AGOURA HILLS 2011-12 RECORDS DESTRUCTION REQUEST FORM

Department: Finance Department	Prepared by: Monica Hanson	Date: 08/29/12	Agoura Hills Box No.: F323	York Storage Box No.: N/A
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Page No.: 43	Item No.: 8	Record Series Title and Contents <i>(as listed in Records Retention Schedule):</i> Bank Reconciliation Files: General Ledger Reports
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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:		
Journal Entries	07/01/00	06/30/01	G.C. 34090	7/1/2012

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: <hr/> Signature Date <u>9/6/12</u>	CITY ATTORNEY: <hr/> Signature Date <u>10/08/12</u>	CITY CLERK: <hr/> Signature Date <u>10/15/12</u>
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Date City Council Approved Records for Destruction: _____ *Actual Date Records Destroyed:* _____



**CITY OF AGOURA HILLS
2011-12 RECORDS DESTRUCTION REQUEST FORM**

Department: Finance Department	Prepared by: Monica Hanson	Date: 08/29/12	Agoura Hills Box No.: F358	York Storage Box No.: N/A
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Pages: 43-44	Item No.: 8,9	Record Series Title and Contents (as listed in Records Retention Schedule): Bank Reconciliation Files/Bank Statement Records
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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:		
Voided Checks	07/01/03	06/30/05	GC 34090	7/1/2012
Statements and Cancelled Checks	07/01/03	06/30/05	GC 34090	7/1/2012

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature
 9/6/12

 Date

CITY ATTORNEY:

 Signature
 10/05/12

 Date

CITY CLERK:

 Signature
 10/15/12

 Date

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



CITY OF AGOURA HILLS
2011-12 RECORDS DESTRUCTION REQUEST FORM

Department: Finance Department
Prepared by: Monica Hanson
Date: 08/20/12
Agoura Hills Box No.: F424
York Storage Box No.: N/A

Page 43,46
Item No.:6,22
Record Series Title and Contents (as listed in Records Retention Schedule): Payroll Files and Account Records

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.

Table with 5 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. Contains entries for Lincoln Statements and Contributions, ICMA Statements and Contributions, and Auto Deposit Registers.

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:
Signature [Signature]
Date 9/6/12

CITY ATTORNEY:
Signature [Signature]
Date 10/08/12

CITY CLERK:
Signature [Signature]
Date 10/15/12

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



**CITY OF AGOURA HILLS
2011-12 RECORDS DESTRUCTION REQUEST FORM**

Department: Finance Department	Prepared by: Monica Hanson	Date: 08/30/12	Agoura Hills Box No.: F423	York Storage Box No.: N/A
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Page 43,47	Item 6,23,24	Record Series Title and Contents (as listed in Records Retention Schedule): Payroll - Tax Reports; W-2's Records; Account Records
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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:		
Payroll tax statements-quarterlies	2004	2005	29 USC 436	7/1/2012
W2's (City copies)	1998	2005	29CFR516.2-516.6	7/1/2012
Lincoln Statements	07/01/01	06/30/04	GC 34090	7/1/2012
Lincoln Contribution Backup Data	2002	2003	GC 34090	7/1/2012

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature _____
 Date 9/6/12

CITY ATTORNEY:

 Signature _____
 Date 10/08/12

CITY CLERK:

 Signature _____
 Date 10/15/12

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



CITY OF AGOURA HILLS 2011-12 RECORDS DESTRUCTION REQUEST FORM

Department: Finance Department	Prepared by: Monica Hanson	Date: 08/21/12	Agoura Hills Box No.: F399	York Storage Box No.: N/A
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Page No.: 46	Item No.: 22	Record Series Title and Contents (as listed in Records Retention Schedule): Payroll: Payroll Reports
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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:		
Pay Periods:	12/23/05	01/06/06	26CFR31.6001-1	7/1/2012
	01/06/06	01/20/06	26CFR31.6001-1	7/1/2012
	01/20/06	02/03/06	26CFR31.6001-1	7/1/2012
	02/03/06	02/17/06	26CFR31.6001-1	7/1/2012
	02/17/06	03/03/06	26CFR31.6001-1	7/1/2012
	03/03/06	03/17/06	26CFR31.6001-1	7/1/2012
	03/17/06	03/31/06	26CFR31.6001-1	7/1/2012
	03/31/06	04/14/06	26CFR31.6001-1	7/1/2012
	04/14/06	04/28/06	26CFR31.6001-1	7/1/2012
	04/28/06	05/12/06	26CFR31.6001-1	7/1/2012
	05/12/06	05/26/06	26CFR31.6001-1	7/1/2012
	05/26/06	06/09/06	26CFR31.6001-1	7/1/2012
	06/09/06	06/23/06	26CFR31.6001-1	7/1/2012
	06/23/06	06/30/06	26CFR31.6001-1	7/1/2012
	06/30/06	07/07/06	26CFR31.6001-1	7/1/2012
	07/07/06	07/21/06	26CFR31.6001-1	7/1/2012
	07/21/06	08/04/06	26CFR31.6001-1	7/1/2012
	08/04/06	08/18/06	26CFR31.6001-1	7/1/2012
Special 08/21/06 L Jackson	08/21/06	08/21/06	26CFR31.6001-1	7/1/2012
	08/18/06	09/01/06	26CFR31.6001-1	7/1/2012
	09/01/06	09/15/06	26CFR31.6001-1	7/1/2012
	09/15/06	09/29/06	26CFR31.6001-1	7/1/2012
	09/29/06	10/13/06	26CFR31.6001-1	7/1/2012
	10/13/06	10/27/06	26CFR31.6001-1	7/1/2012
	10/27/06	11/10/06	26CFR31.6001-1	7/1/2012
	11/10/06	11/24/06	26CFR31.6001-1	7/1/2012
	11/24/06	12/08/06	26CFR31.6001-1	7/1/2012
Special 12/11/06	12/11/06	12/01/06	26CFR31.6001-1	7/1/2012
	12/08/06	12/22/06	26CFR31.6001-1	7/1/2012

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature
 9/6/12

 Date

CITY ATTORNEY:

 Signature
 10/08/12

 Date

CITY CLERK:

 Signature
 10/15/12

 Date

Date City Council Approved Records for Destruction: _____

Actual Date Records Destroyed: _____



CITY OF AGOURA HILLS 2011-12 RECORDS DESTRUCTION REQUEST FORM

Department: Finance Department	Prepared by: Monica Hanson	Date: 08/21/12	Agoura Hills Box No.: F260	York Storage Box No.: N/A
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Page No.: 46	Item No.: 22	Record Series Title and Contents (as listed in Records Retention Schedule): Payroll - Payroll Reports
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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:		
Pay Periods;	12/23/03	01/09/04	26CFR31.6001-1	7/1/2012
	01/09/04	01/23/04	26CFR31.6001-1	7/1/2012
	01/23/04	02/06/04	26CFR31.6001-1	7/1/2012
	02/06/04	02/20/04	26CFR31.6001-1	7/1/2012
	02/20/04	03/05/04	26CFR31.6001-1	7/1/2012
	03/05/04	03/19/04	26CFR31.6001-1	7/1/2012
	03/19/04	04/02/04	26CFR31.6001-1	7/1/2012
	04/02/04	04/16/04	26CFR31.6001-1	7/1/2012
	04/16/04	04/30/04	26CFR31.6001-1	7/1/2012
	04/30/04	05/14/04	26CFR31.6001-1	7/1/2012
	05/14/04	05/28/04	26CFR31.6001-1	7/1/2012
	05/28/04	06/11/04	26CFR31.6001-1	7/1/2012
	06/11/04	06/25/04	26CFR31.6001-1	7/1/2012
Special 06/30/2004	06/30/04	06/30/04	26CFR31.6001-1	7/1/2012
	06/25/04	07/09/04	26CFR31.6001-1	7/1/2012
Special K Cadruvi 07/13/2004	07/13/04	07/13/04	26CFR31.6001-1	7/1/2012
	07/09/04	07/23/04	26CFR31.6001-1	7/1/2012
	07/23/04	08/06/04	26CFR31.6001-1	7/1/2012
	08/06/04	08/20/04	26CFR31.6001-1	7/1/2012
	08/20/04	09/03/04	26CFR31.6001-1	7/1/2012
	09/03/04	09/17/04	26CFR31.6001-1	7/1/2012
	09/17/04	10/01/04	26CFR31.6001-1	7/1/2012
	10/01/04	10/15/04	26CFR31.6001-1	7/1/2012
	10/15/04	10/29/04	26CFR31.6001-1	7/1/2012
	10/29/04	11/12/04	26CFR31.6001-1	7/1/2012
	11/12/04	11/26/04	26CFR31.6001-1	7/1/2012
	11/26/04	12/10/04	26CFR31.6001-1	7/1/2012
	12/10/04	12/24/04	26CFR31.6001-1	7/1/2012

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: Signature _____ Date <u>9/6/12</u>	CITY ATTORNEY: Signature _____ Date <u>10/08/12</u>	CITY CLERK: Signature _____ Date <u>10/15/12</u>
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Date City Council Approved Records for Destruction: _____ Actual Date Records Destroyed: _____



**CITY OF AGOURA HILLS
2011-12 RECORDS DESTRUCTION REQUEST FORM**

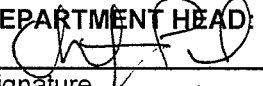
Department: Finance Department	Prepared by: Monica Hanson	Date: 08/31/12	Agoura Hills Box No.: F405	York Storage Box No.: N/A
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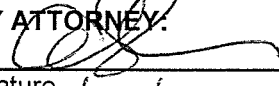
Page No.: 47	Item No.: 23	Record Series Title and Contents (as listed in Records Retention Schedule): Payroll-Payroll Tax Reports
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. The list includes a 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:		
Payroll Tax Statements-Quarterlies	1995	2003	29 USC 436	7/1/2012

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature
 Date 9/6/12

CITY ATTORNEY:

 Signature
 Date 10/08/12

CITY CLERK:

 Signature
 Date 10/15/12

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

Exhibit A-5

Public Works



**CITY OF AGOURA HILLS
2011-12 RECORDS DESTRUCTION REQUEST FORM**

Department: Public Works	Prepared by: Shelley Petrelli	Date: 09/04/12	Agoura Hills Box No.: In-house files	York Storage Box No.: N/A
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Page No.: 52	Item No.: 13	Record Series Title and Contents (as listed in Records Retention Schedule): Traffic Collision Reports
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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:		
Jan - Mar 2009 Traffic Collision Reports	Jan. 2009	Mar. 2009	G. C. 34090	07/01/12
Mar, Apr, May 2009 Traffic Collision Reports	Mar./Apr.	May.2009	G. C. 34090	07/01/12
June - July 2009 Traffic Collision Reports	Jun. 2009	Jul. 2009	G. C. 34090	07/01/12
Aug - Sept 2009 Traffic Collision Reports	Aug. 2009	Sept.2009	G. C. 34090	07/01/12
Oct. 2009 Traffic Collision Reports	Oct. 2009	Oct. 2009	G. C. 34090	07/01/12
Nov. 2009 Traffic Collision Reports	Nov. 2009	Nov. 2009	G. C. 34090	07/01/12
Dec. 2009 Traffic Collision Reports	Dec.2009	Dec. 2009	G. C. 34090	07/01/12
Jan -Feb 2010 Traffic Collision Reports	Jan. 2010	Feb. 2010	G. C. 34090	07/01/12
Mar. 2010 Traffic Collision Reports	Mar. 2010	Mar. 2010	G. C. 34090	07/01/12
Apr. 2010 Traffic Collision Reports	Apr. 2010	Apr. 2010	G. C. 34090	07/01/12
Apr. - June 2010 Traffic Collision Reports	Apr. 2010	Jun. 2010	G. C. 34090	07/01/12

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature _____
 Date 9/10/12

CITY ATTORNEY:

 Signature _____
 Date 10/08/12

CITY CLERK:

 Signature _____
 Date 10/15/12

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

Exhibit A-6

Public Works/Engineering



CITY OF AGOURA HILLS 2011-12 RECORDS DESTRUCTION REQUEST FORM

Department: Public Works <i>Engineering</i>	Prepared by: Shelley Petrelli	Date: 09/04/12	Agoura Hills Box No.: In-house files	York Storage Box No.: N/A
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Page No.: 58	Item No.: 3	Record Series Title and Contents (as listed in Records Retention Schedule): Correspondence - Chronological 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:		
2009 Service Requests	Jan. 2009	Dec. 2009	G. C. 34090	07/01/12
2009 Ramiro Adeva Chron	Jan. 2009	Dec. 2009	G. C. 34090	07/01/12

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature
 9/10/12

 Date

CITY ATTORNEY:

 Signature
 10/12/12

 Date

CITY CLERK:

 Signature
 10/15/12

 Date

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