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

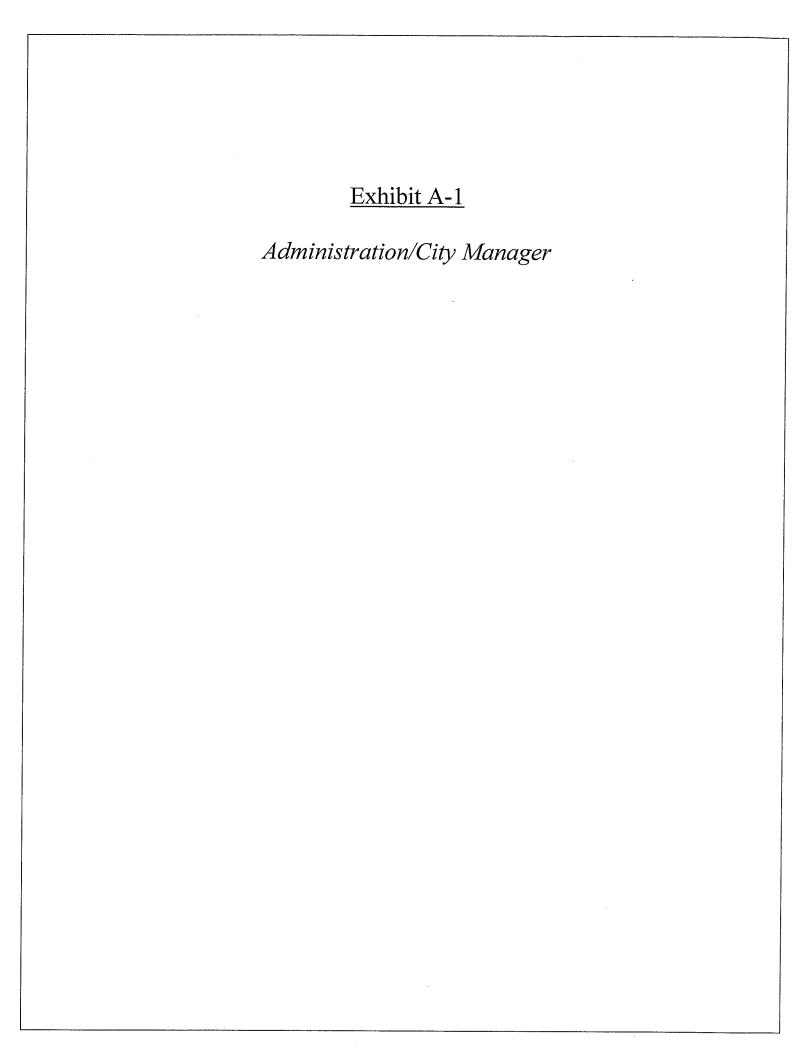
WHEREAS, The departments listed in the title above have prepared lists of City records and documents recommended for destruction (attached hereto as Exhibits A-1 through A-6); and, in the opinion of the Department Heads concerned, City Attorney, and City Clerk, said City records and documents are no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

| | PASSED, Al | PPROVED, and AD | OPTED this 24 th | h day of October 2012, by t | the following |
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| vote, | to wit: | | | | |
| | AYES: NOES: ABSENT: ABSTAIN: | (0) (0) (0) (0) | | | |
| ATTE | EST: | | | John M. Edelston, Mayo | r |
| Kimb City (| - | ues, MPPA, MMC | | | |





| Department: | | | Prepared by: | repared by: Date: Ago | | | York Storage Box | | |
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| Adminis | tration/Cit | y Manager | Louis Celaya | 07/20/12 | No.: N/A | | No.: N | / A | |
| Page | ltem | | Title and Contents (as listed in | | | dule) : | | | |
| | No.: 4 | | Department - City Department a | | | | | | |
| | | | d list of records for which I am requesti hedule page no., record series title ar | | | | | | |
| | | | of destruction proposed is shredding. | | | | | | |
| two years | old and/or l | nave been retained | I for the minimum retention period spec | ified in Resolution | No. 10-1584. | I further certif | y that the | records listed no | |
| | | | vidential, fiscal or research and historic | | | | | | |
| | | | required to be kept further by a statute onger required by the City. I request | | | | | | |
| Governme | | ice, and are no i | ongo, required by the only. I request | dunonty to desti | by same para | dant to occin | 511 04030 | or the Camornia | |
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| (Descrip | tion or titl | e of records as | listed on file label) | From: | To: | Numb | er: | Date: | |
| America | n Red Cr | oss - Shelter Op | peration Workbooks | 07/01/05 | 07/01/05 | G. C. 34 | 4090 | 07/01/12 | |
| ARC - R | esponse | Training Sched | ule/Misc. Items | 01/05/05 | 07/19/05 | G. C. 34 | 1090 | 07/01/12 | |
| | | Notes/Agendas | | 02/11/09 | 04/09/09 | G. C. 34 | | 07/01/12 | |
| | | | eets, newspaper articles | 05/01/95 | 07/16/09 | G. C. 34 | | 07/01/12 | |
| | | *************************************** | ercise Information | 11/28/05 | 11/28/05 | G. C. 34 | | 07/01/12 | |
| DMA 20 | 00 Hazar | d Mitigation Pla | n Toolkit | 12/10/03 | 12/10/03 | G. C. 34 | | 07/01/12 | |
| | E | Preparedness | | 01/01/03 | 01/01/03 | G. C. 34 | | 07/01/12 | |
| SEMS G | uidelines | | ************************************** | 12/01/04 | 04/10/07 | G. C. 34 | 1090 | 07/01/12 | |
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Actual Date Records Destroyed: _____



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| Adminis | stration/Ci | ty Manager | Louis Celaya | 07/20/12 | No.: N/A | No.: | N/A |
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| Unless of | therwise dire | cted, the method of | of destruction proposed is shredding. I her | eby certify that | the records lis | sted below and/or atta | ched are more than |
| two years | s old and/or | have been retained | d for the minimum retention period specifie | d in Resolution | No. 10-1584. | I further certify that | the records listed no |
| court reco | ords, are not | inistrative, legal, e to mv knowledge | vidential, fiscal or research and historic va , required to be kept further by a statute, a | re not the minut | affect the title | to real property or lies or resolutions of the | ens thereon, are not |
| City boar | d or commi | ttee, and are no | longer required by the City. I request au | thority to destr | by same purs | suant to Section 340 | 90 of the California |
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| | | | listed on file label) | From: | To: | Number: | Date: |
| | | nce - 2007 - | Drage | 04/27/07 | 02/13/08 | G. C. 34090 | 07/01/12 |
| | elter FY07 | | | 01/03/08 | 05/13/09 | G. C. 34090 | 07/01/12 |
| | | | nt Board - Annual Report | 03/21/07 | 09/10/09 | G. C. 34090 | 07/01/12 |
| | | orts (Staff Repo | orts) | 08/10/05 | 07/14/10 | G. C. 34090 | 07/01/12 |
| | | Newsletters | | 03/01/06 | 07/01/07 | G. C. 34090 | 07/01/12 |
| | | ste Manageme | | 09/29/06 | 09/26/09 | G. C. 34090 | 07/01/12 |
| League | of CA Citi | es - City Mana(| ger's Conference | 02/04/09 | 02/04/09 | G. C. 34090 | 07/01/12 |
| Local H | azard Miti | gation Plan - Dr | raft | 09/19/05 | 09/19/05 | G. C. 34090 | 07/01/12 |
| Disaster | r Respons | e Grants | | 11/10/04 | 12/07/04 | G. C. 34090 | 07/01/12 |
| Disaste | r Respons | e - Homeland S | Security - Needs Assessment | 06/22/04 | 06/22/04 | G. C. 34090 | 07/01/12 |
| LAC Re | gional Wo | rkshop 2004 | | 09/16/04 | 09/16/04 | G. C. 34090 | 07/01/12 |
| Disaster | r Respons | e - Ofc.Emer.S | erv. (Manuals, Memos, etc.) | 05/08/03 | 02/22/07 | G. C. 34090 | 07/01/12 |
| Disaster | r Respons | e - Operation T | ALAVERA (workshop manuals) | 9/1/004 | 09/16/04 | G. C. 34090 | 07/01/12 |
| Las Virg | genes Mali | bu COG - LHM | P Draft 2004 | 11/02/04 | 11/02/04 | G. C. 34090 | 07/01/12 |
| Disaster | r Respons | e - November 1 | 16, 2004 (Drill Materials, etc.) | 11/16/04 | 11/17/04 | G. C. 34090 | 07/01/12 |
| Lenovo | NRC Sale | s (Purchase of | Thinkpad Pentium M740) | 04/12/06 | 04/12/06 | G. C. 34090 | 07/01/12 |
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| Department: Prepared by: | Date: | Agoura Hi | lls Box Y | ork Storage | Box |
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| Administration/City Manager Louis Celaya | 07/20/12 | No.: N/A | N | o.: N/A | |
| Page Item Record Series Title and Contents (as listed in Re | cords Rete | ntion Sched | dule) : | | |
| No.: 1 No.: 4 City Manager's Department - City Department and | | | | | |
| Listed below and/or attached is a detailed list of records for which I am requesting de identification, including the retention schedule page no., record series title and co | | | | | |
| Unless otherwise directed, the method of destruction proposed is shredding. I hereb | y certify that | the records lis | ted below and/or | attached are r | more that |
| two years old and/or have been retained for the minimum retention period specified longer have any administrative, legal, evidential, fiscal or research and historic value | | | | | |
| court records, are not, to my knowledge, required to be kept further by a statute, are | | | | | |
| City board or committee, and are no longer required by the City. I request auth- | | | | | |
| Government Code. List of Files Recommended for Destruction: | Date of | Records | Citation | Doct | ruction |
| (Description or title of records as listed on file label) | From: | To: | Number | | ate: |
| 2001 Annual Report - Agoura Hills - Solid Waste | 01/01/01 | 12/31/01 | G. C. 340 | | /01/12 |
| Agoura 2002 Diversion | 06/07/02 | 03/29/04 | G. C. 340 | | /01/12 |
| 2001 Annual Report - Agoura Hills - Solid Waste | 10/24/02 | 03/05/03 | G. C. 340 | 90 07/ | /01/12 |
| Agoura Smart Gardening Workshop | 07/13/02 | 07/13/02 | G. C. 340 | 90 07/ | /01/12 |
| Agoura Hills Permit Application | 03/05/02 | 10/08/02 | G. C. 340 | 90 07/ | /01/12 |
| Agoura LA Regional Agency Correspondence 2002 | 04/19/02 | 05/03/12 | G. C. 340 | 90 07/ | /01/12 |
| Council Meetings 2000 | 02/09/00 | 04/12/00 | G. C. 340 | 90 07/ | /01/12 |
| Agoura Hills Disposal Reports 2000 | 12/20/99 | 12/06/02 | G. C. 340 | 90 07/ | /01/12 |
| Agoura Hills 2001 - Diversion for Annual Report | 01/01/01 | 12/31/01 | G. C. 340 | 90 07/ | /01/12 |
| Agoura Hauler - Cordova Construction 2001-2002 | 09/07/00 | 12/31/03 | G. C. 340 | 90 07/ | /01/12 |
| Agoura Hauler - Anderson Rubbish 2001/2002 | 04/08/99 | 03/31/03 | G. C. 340 | 90 07/ | /01/12 |
| Agoura Hills 2000-ReportingYear T onnage Modif.Request (RYTMR) | 12/02/02 | 12/12/02 | G. C. 340 | 90 07/ | /01/12 |
| Agoura Hauler - Gl Rubbish 2001-2002-2003 | 03/08/01 | 12/13/02 | G. C. 340 | 90 07/ | /01/12 |
| Agoura Hauler - Crown Disposal 2001-2002-2003 | 04/01/01 | 04/30/03 | G. C. 340 | | /01/12 |
| Agoura Hauler - Las Virgenes 2001-2002 | 10/01/01 | 12/31/02 | G. C. 340 | | /01/12 |
| Agoura Hauler - General Rubbish 2001-2002 | 01/10/00 | 12/31/02 | G. C. 340 | | /01/12 |
| Household Hazardous Waste Collection | 09/22/99 | 06/01/00 | G. C. 340 | | /01/12 |
| Agoura Hills Disposal & Diversion 2000 | 01/01/00 | 12/31/01 | G. C. 340 | 90 07/ | /01/12 |
| Agoura Hills 2000 Annual Report Info - Diversion & Solid Waste | 09/01/99 | 08/29/01 | G. C. 340 | | /01/12 |
| Agoura Hills 1999 Annual & Final Reports | 01/01/99 | 07/18/01 | G. C. 340 | 90 07/ | /01/12 |
| Springfest 2001 | 12/01/00 | 04/29/01 | G. C. 340 | 90 07/ | /01/12 |
| Agoura Hills Block Grant | 03/01/00 | 12/05/01 | G. C. 340 | 90 07/ | /01/12 |
| Agoura Hills 97 Base Year Revision | 01/01/99 | 12/31/99 | G. C. 340 | 90 07/ | /01/12 |
| 2000 Commercial Survey - List of Solid Waste Accounts | 10/06/99 | 08/13/01 | G. C. 340 | 90 07/ | /01/12 |
| Commercial Hauler 2001 Permits | 02/12/01 | 12/31/04 | G. C. 340 | | /01/12 |
| Agoura Hills Haulers (red folders) - Waste Management | 12/01/01 | 12/31/02 | G. C. 340 | | /01/12 |
| Agoura Hills 2001 Disposal Report w/County of Los Angeles | 05/25/01 | 05/15/02 | G. C. 340 | | /01/12 |
| Agoura Hills Annual Report - Anderson Rubbish Disposal | 07/01/01 | 07/31/02 | G. C. 340 | 90 07/ | /01/12 |

| Agoura Hills Annual Report - Anderson I | Rubbish Disposal | 07/01/01 | 07/31/02 | G. C. 34090 | 07/01/12 |
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| | DESTRUCTION AUT | HORIZAT | ION | | |
| DEPARTMENT HEAD: | CITY ATTORNÉY: | | | CITY CLERK: | |
| Signature \$/27/12 | Signature (V) S / 18 | | | Signature | MANUAL MA |
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| 1 ' | Administration/City Manager | | Louis Celaya | Date: | Agoura Hi No.: N/A | | | torage Box |
| Page | · | | | | <u> </u> | | No.: N | /A |
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| | | | ed list of records for which I am requesting | | | a description of | of each re | ecord sufficient for |
| identificati | ion, includin | ig the retention so | hedule page no., record series title and | d contents, record | d dates, reten | tion requireme | nts, and | destruction date |
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| court reco | ords, are not | , to my knowledge | required to be kept further by a statute, | are not the minut | es, ordinances | s or resolutions | of the C | ity Council or any |
| City board | d or commi | ttee, and are no l | onger required by the City. I request a | authority to destro | by same purs | uant to Sectio | n 34090 | of the California |
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| 1 | | e of records as | From: | To: | Citatio Numbe | | Destruction | |
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| | | | ntegrated Waste Mgmt. Bd.) | 10/26/99 | 10/27/99 | G. C. 34 | | 07/01/12 |
| | Hills Form | | T | 09/28/00 | 09/30/01 | G. C. 34 | | 07/01/12 |
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| | | uncil - Green W | | 09/06/95 | 09/06/95 | G. C. 34 | | 07/01/12 |
| | | neous Letters - : | 2001 - 2003 | 01/01/01 | 12/31/03 | G. C. 34 | 090 | 07/01/12 |
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Actual Date Records Destroyed: _____

te City Council Approved Records for Destruction:



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

| Departr Adminis | | y Manager | Prepared by: Patricia Wiley | Date: 07/24/12 | Agoura H No.: N/A | | York Sto | orage Box A |
|---|---|---|---|---|--|---|--|--|
| Listed bel | ow and/or a | City Manager's ttached is a detailed | Title and Contents (as listed in Department - City Department and list of records for which I am requesting | Records Rete | ntion Schedes es e list includes | dule): | of each rec | cord sufficient fo |
| identificati Unless otl two years longer hav court reco City board Governme | ion, includin herwise dire old and/or l ve any adm ords, are not d or commi ent Code. | g the retention so cted, the method of have been retained inistrative, legal, ev , to my knowledge, ttee, and are no l | hedule page no., record series title and f destruction proposed is shredding. I he for the minimum retention period specific vidential, fiscal or research and historic vequired to be kept further by a statute, onger required by the City. I request a | contents, record ereby certify that led in Resolution alue and do not are not the minut uthority to destro | d dates, reter the records lis No. 10-1584. affect the title es, ordinance by same purs | tition requiremented below and. I further certify to real properties or resolutions suant to Section | ents, and of for attache y that the in ty or liens is of the Cit on 34090 o | destruction date and are more than records listed no thereon, are no by Council or any of the California |
| | | ommended for | Destruction: listed on file label) | | Records | Citatio | | Destruction |
| | Maria 1980 | | 008 Final Report | From: 01/01/08 | To: | Numb | | Date: |
| | | | gs & Conferences Scheduled | 01/01/08 | 12/31/09 12/31/09 | G. C. 34 G. C. 34 | | 07/01/12 |
| | | | tend by C.M. & City Council | 01/01/09 | 12/31/09 | G. C. 34 | | 07/01/12 |
| | | | em Financing Program - City | 04/01/88 | 09/20/88 | G. C. 34 | | 07/01/12 07/01/12 |
| | | | amirez re/General Plan Update | 06/10/09 | 07/20/09 | G. C. 34 | | 07/01/12 |
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| Date | | 1 - 1 | Date | · · · · · · · · · · · · · · · · · · · | • | Date | | |
| te City | / Council A | Approved Recor | ds for Destruction: | A | ctual Date R | ecords Dest | troyed: _ | |



| Departi | | | Prepared by: | Date: | Agoura Hi | ills Box | York St | orage Box |
|--|---|--|--|--|--|---|--|---|
| Adminis | tration/Cit | y Manager | Patricia Wiley | 07/24/12 | No.: N/A | 1 | No.: N/ | 'A |
| Page No.: 1 | Item No.: 5 | Record Series Community Gr | Title and Contents (as listerant Program | d in Records Rete | ention Sched | dule) : | | |
| Listed bel identificat Unless ot two years longer ha court reco | ow and/or a ion, includin herwise dire old and/or live any admords, are not do or commi | ttached is a detaile g the retention so cted, the method o have been retained inistrative, legal, ev , to my knowledge, | d list of records for which I am requence hedule page no., record series title f destruction proposed is shredding, for the minimum retention period syldential, fiscal or research and historequired to be kept further by a statement of the company | and contents, record I hereby certify that pecified in Resolution oric value and do not tute, are not the minute | d dates, reten the records lis No. 10-1584. affect the title tes, ordinances | tion requiremented below and/or further certify to real property or resolutions | nts, and or attached that the or liens of the Ci | destruction date ed are more thar records listed no thereon, are no ty Council or any |
| | | ommended for | Destruction: | Date of | Records | Citatio | n | Destruction |
| (Descrip | otion or titl | e of records as | listed on file label) | From: | To: | Numbe | r: | Date: |
| Applicat | ions and (| Correspondence | 9 | 02/01/06 | 08/31/06 | 29 CFR 9 | 7.42 | 07/01/12 |
| Applicat | ions and (| Correspondence | 9 | 02/01/07 | 08/31/07 | 29 CFR 9 | 7.42 | 07/01/12 |
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| | - m1 - 1 - 4 - 4 - 1513 - 6 - 1-4 | | | | | | | |
| DEPAR Signatur | TMENT H | EAD: | DESTRUCTION CITY ATTORNE Signature OF 12 | di Santa di | Assert Ministry and American | CITY CLERI Signature l O(13 | Ur | |
| Date | | | Date | | | Date | | |

Actual Date Records Destroyed:

Date City Council Approved Records for Destruction: _____



| Depart | ment: | | Prepared by: | Date: | Agoura Hi | lls Box Yor | k Storage Box |
|-------------|---|---|---|---------------------|--|---|--------------------------|
| Adminis | stration/Ci | ty Manager | Patricia Wiley | 07/24/12 | No.: N/A | No. | : N/A |
| Page | Item | Record Series | s Title and Contents (as listed in | n Records Rete | ntion Schea | lule): | |
| No.: 1 | | Organizations | Files - Civic Organizations | | | • | |
| Listed be | low and/or a | ttached is a detaile | ed list of records for which I am requesti | ng destruction. Th | e list includes | a description of eac | ch record sufficient for |
| I Inless of | tion, includir therwise dire | ig the retention so ected the method (| hedule page no., record series title ar of destruction proposed is shredding. | nd contents, record | d dates, retent | tion requirements, | and destruction date. |
| two years | s old and/or | have been retained | for the minimum retention period spec | ified in Resolution | No. 10-1584. | I further certify that | t the records listed no |
| longer ha | ive any adm | inistrative, legal, e | vidential, fiscal or research and historic | value and do not | affect the title | to real property or | liens thereon, are no |
| City hear | ords, are not | to my knowledge | , required to be kept further by a statute | , are not the minut | es, ordinances | or resolutions of the | ne City Council or any |
| Governm | | illee, and are no | onger required by the City. I request | authority to destr | by same pursi | uant to Section 34 | .090 of the California |
| List of | Files Rec | ommended for | Destruction: | Date of | Records | Citation | Destruction |
| (Descri | ption or tit | le of records as | listed on file label) | From: | То: | Number: | Date: |
| Agoura | Hills' Hom | neowners Assoc | ciation Member Lists | 01/01/07 | 12/31/07 | G. C. 34090 | 07/01/12 |
| Agoura | Hills' Hom | neowners Assoc | ciation Member Lists | 01/01/08 | 12/31/08 | G. C. 34090 | |
| Corresp | ondence | - Agoura Hills' h | Homeowners Association | 01/01/06 | 12/31/06 | G. C. 34090 | |
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| DEPAR | TMENT H | 1 L | CITY ATTORNEY: | | (| CITY CLERK: | 71A. |
| Signatur | re | /4= | Signature | | - - | Signature , | W) |
| oignatui | 8/27 | 4.3 | 10/12/17 | _ | • | 10/15/ | 12 |
| Date | 2/27 | 116- | Date | | <u>. </u> | Date | 10 |
| 2410 | | | 24.0 | | ' | - 5.0 | |

Actual Date Records Destroyed: _____

Date City Council Approved Records for Destruction:



| Departm | ent: | | Prepared by: | | Date: | Agoura Hi | lls Box | York S | torage Box |
|--|---|--|--|--|--|---|---|--|--|
| | ration/Ci | ty Manager | Patricia Wiley | | | No.: N/A | | No.: N | /A |
| No.: 1 | | Organizations | es Title and Conte Files - Governme led list of records for w | ent Agencies | | | | of oach re | |
| identification Unless other two years of longer have court record City board Governmen | on, includirerwise directions of and/or e any admeds, are no or comment Code. | ng the retention sected, the method have been retaine inistrative, legal, and the method tee, and are no | schedule page no., red of destruction propose ed for the minimum ret evidential, fiscal or res e, required to be kept to longer required by the | cord series title and of ed is shredding. I here tention period specified tearch and historic val further by a statute, ar | contents, record by certify that the din Resolution ue and do not a te not the minut | d dates, reten the records lis No. 10-1584. affect the title es, ordinances | tion requiremented below and I further certification to real proper to real propers or resolution | ents, and didor attach fy that the rty or liens of the C | destruction date ed are more that records listed no thereon, are no ity Council or any |
| B . | | | or Destruction: | n | | Records | Citati | | Destruction |
| | | | s listed on file labe | 1) | From: | To: | Numb | | Date: |
| | | Plan Highlights | | | 12/31/05 | 12/31/05 | G. C. 3 | | 07/01/12 |
| · · · · · · · · · · · · · · · · · · · | | · · · · · · · · · · · · · · · · · · · | 005 - Volume 1 | | 12/31/05 | 12/31/05 | G. C. 3 | | 07/01/12 |
| | | | 005 - Volume 2 | | 12/31/05 | 12/31/05 | G. C. 3 | | 07/01/12 |
| California | a vvater i | Plan Update 20 | 005 - Volume 3 | · · · · · · · · · · · · · · · · · · · | 12/31/05 | 12/31/05 | G. C. 34 | 4090 | 07/01/12 |
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| | | | Control of the second section of the file | RUCTION AUT | HORIZAT | ION | | | |
| Signature | 2 | EAD: | CIT` (Sign | YATTORNEY: | | - | CITY CLER Signature | RK: MAC | |
| • | z /27 | 112 | Date | 10/08/12 | | - | <u> </u> | -/12- | |

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



| Departm | ent: | | Prepared by: | Date: | Agoura Hi | lls Box | York S | torage Box |
|--|---|--|---|---|--|--|--|--|
| Administ | ration/Cit | ty Manager | Patricia Wiley | 07/24/12 | No.: N/A | | No.: N | _ |
| No.: 1 | No.: 12 | Sheriff's Repo | s Title and Contents (as liste rts - Monthly ed list of records for which I am requi | | | | of a a b | |
| identificatio Unless othe two years o longer have court recore | on, includin erwise dire old and/or l e any adm ds, are not or commi | g the retention s cted, the method have been retaine inistrative, legal, e , to my knowledge | chedule page no., record series title of destruction proposed is shredding of for the minimum retention period solvidential, fiscal or research and history, required to be kept further by a state longer required by the City. I required | and contents, recored. I hereby certify that pecified in Resolution oric value and do not tute, are not the minu | d dates, retent the records list No. 10-1584. affect the title tes, ordinances | ion requireme ed below and, I further certify to real propert or resolutions | ents, and /or attach y that the ty or liens s of the C | destruction date ned are more than a records listed no s thereon, are no city Council or any |
| | | | r Destruction: | Date of | Records | Citatio | n | Destruction |
| (Descript | ion or titl | e of records as | listed on file label) | From: | То: | Numb | er: | Date: |
| Monthly F | Reports t | oy Sheriff's Dep | partment | 01/01/07 | 06/30/07 | G. C. 34 | 1090 | 07/01/12 |
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| Signature | De | 7) | Signature | | | CITY CLER Signature | Mex | |
| Date | छ/ 2 | 411 | | <u></u> | <u> </u> | <u> </u> | 112 | · |

Actual Date Records Destroyed: _____

Date City Council Approved Records for Destruction: _____



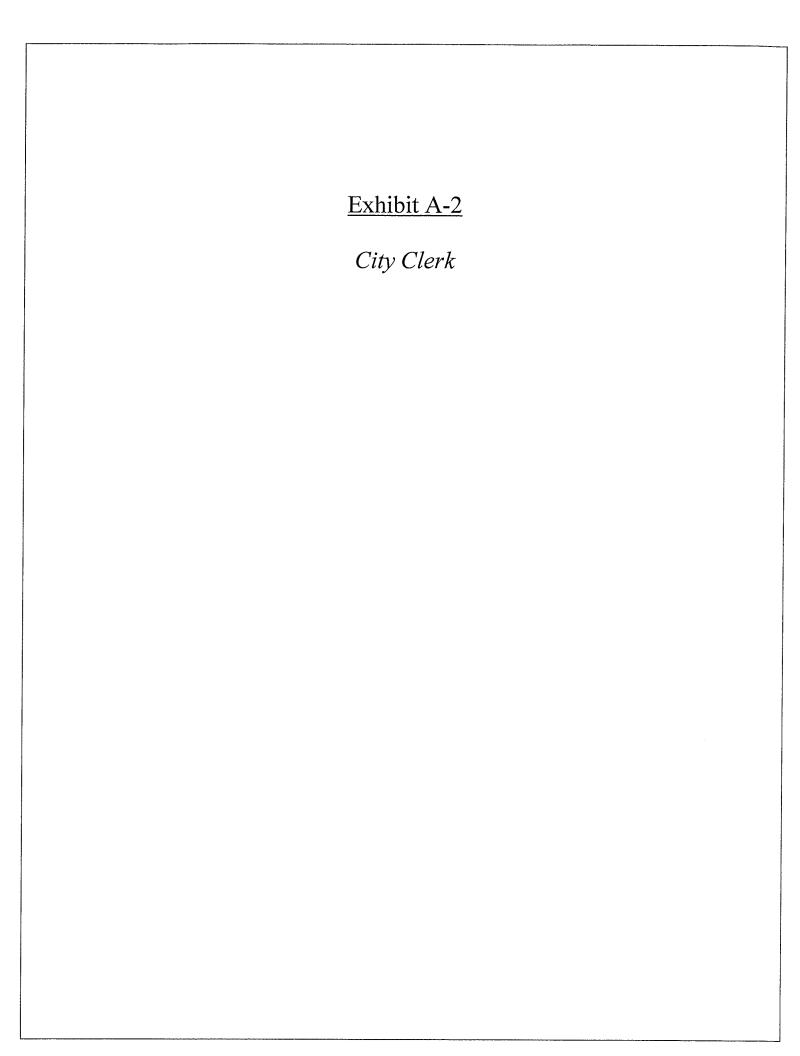
| Departr | ment: | | Prepared by: | Date: | Agoura H | ills Box | York S | torage Box |
|------------|---|-------------------------|--|-------------------|-----------------|----------------|--------------|-------------------|
| | | ty Manager | Patricia Wiley | • | No.: N/A | ino Box | No.: N | _ |
| Page | Item | <u> </u> | Title and Contents (as listed in F | | | dule) • | | |
| | 1 | | Department - City Department and | | | <i>au10)</i> : | | |
| Listed bel | ow and/or a | ttached is a detaile | ed list of records for which I am requesting | destruction. Th | e list includes | | | |
| | | | hedule page no., record series title and | | | | | |
| | | | of destruction proposed is shredding. I here If for the minimum retention period specified | | | | | |
| | | | vidential, fiscal or research and historic val | | | | | |
| | | | , required to be kept further by a statute, ar | | | | | |
| Governme | | ttee, and are no l | longer required by the City. I request au- | thority to destro | by same purs | suant to Secti | on 34090 | of the California |
| | | ommended for | Destruction: | Date of | Records | Citati | on | Destruction |
| (Descrip | otion or tit | le of records as | listed on file label) | From: | To: | Numb | er: | Date: |
| General | Rubbish | & Waste Mana | gement-Quarterly Waste Reports | 2007 | 2007 | G.C. 34 | 4090 | 07/01/12 |
| Gen. Ru | ubbish & V | Vaste Mgmt. Ap | oplications & Insurance | 2007 | 2007 | G.C. 34 | 4090 | 07/01/12 |
| Looney | Bins - Qu | arterly Waste R | leports & Appl. & Insurance | 2007 | 2008 | G.C. 34 | 4090 | 07/01/12 |
| Persona | al Skills/Le | adership Progr | am Folder | 2006 | 2007 | G.C. 34 | 4090 | 07/01/12 |
| Mid-Yea | ar Budget | - City of Agoura | Hills - Misc. Documents | 2006 | 2007 | G.C. 34 | 4090 | 07/01/12 |
| City of A | Agoura Hil | ls Budget - Mise | cellaneous Documents | 2007 | 2008 | G.C. 34 | 1090 | 07/01/12 |
| Budget - | - Agoura I | Hills - Misc. Dod | cuments & Reports | 2009 | 2009 | G.C. 34 | 4090 | 07/01/12 |
| Budget · | - Agoura I | Hills - Misc. Doo | cuments & Reports | 2008 | 07/01/05 | G.C. 34 | 4090 | 07/01/12 |
| County | of Los An | geles Public He | alth Newletters & Publications | 2005 | 03/01/08 | G.C. 34 | 4090 | 07/01/12 |
| South C | oast Air C | Quality Mgmt. Di | istrict Folders, Rep., Corres. | 2004 | 03/01/10 | G.C. 34 | 1090 | 07/01/12 |
| Recreat | ional Trail | s Program;App | I.Habitat Conserv.Fund Grant | 2001 | 2002 | G.C. 34 | 4090 | 07/01/12 |
| State So | cenic High | way Proposal f | or Cities (A.H., W.V., T.O.) | 1992 | 1992 | G.C. 34 | 4090 | 07/01/12 |
| Applicat | ions for th | e City Makeove | er Program (MWD) | 02/28/03 | 02/28/03 | G.C. 34 | 4090 | 07/01/12 |
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| DEPAR | TMENT H | EAD: | CITY ATTORNEY | | | CITY CLE | RK: ////~ | / |
| Signatur | <u> </u> | 64 | Signature | | - | Signature | um | |
| Oignatul | B/. | 72/12 | 10/08/12 | _ | | 1011 | 5/12 | |
| Date | | 4/10 | Date | | - | Date | - 110 | |

Date City Council Approved Records for Destruction:

Actual Date Records Destroyed: _____



| Department: Prepared by: Date: Agoura Hills Box York Stor | | | orage Box | | | | | |
|--|--|---|--|--|--|---|--|--|
| Adminis | tration/Cit | y Manager | Patricia Wiley | 08/16/12 | No.: N/A | | No.: N | Ά |
| Page No.: 1 | Item No.: 7 | Record Series False Alarms | Title and Contents (as listed in | Records Rete | ention Sched | lule) : | | |
| Listed belidentificati Unless oth two years longer have court reco | ow and/or a ion, includin herwise dire old and/or leve any admitrate, are not dependent or commi | ttached is a detaile g the retention so cted, the method o have been retained inistrative, legal, ev , to my knowledge | d list of records for which I am requestir hedule page no., record series title an of destruction proposed is shredding. I had for the minimum retention period specific vidential, fiscal or research and historic required to be kept further by a statute onger required by the City. I request | d contents, recor nereby certify that fied in Resolution value and do not , are not the minu | d dates, reten the records lis No. 10-1584. affect the title tes, ordinances | tion requiremented below and I further certion to real proper or resolution | ents, and I/or attache fy that the ty or liens s of the Ci | destruction date. ed are more than records listed no thereon, are not ty Council or any |
| Governme | | ommended for | · Destruction: | Date of | Records | Citati | on | Destruction |
| | | | listed on file label) | From: | To: | Numb | | Date: |
| <u> </u> | | orts and Datab | | 2006 | 2006 | C.P.C. | | 07/01/12 |
| | · | orts and Datab | · · · · · · · · · · · · · · · · · · · | 2007 | 2007 | C.P.C. | | 07/01/12 |
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| DEPAR. | TMENT H | FAD | DESTRUCTION A | l UTHORIZA ⁻ > | I TION | CITY CLE | ek. | |
| | Æ. | 21 | | | 7 | CKITA | NA | _ |
| Signatur | e <i>91</i> | 22/12 | Signature 10 08 15 |) | . | Signature 1011 | 5/12 | |
| Date | | - 4 | Date | | | Date | - [• 66 | |
| Date City | y Council . | Approved Reco | rds for Destruction: | A | ctual Date R | Records Des | troyed: _ | |





| Department: | Prepared by: | Date: | Agoura Hi | ille Boy | Vork St | orage Box |
|---|---|------------------|--------------------|------------------|-------------------------------|---------------------|
| City Clerk | Kimberly Rodrigues | 09/18/12 | _ | | No.: N/ | _ |
| | es Title and Contents (as listed in R | | | | itoli iti. | |
| | Financing Authority, Redevelopment | | | iuloj. | | |
| | iled list of records for which I am requesting | | CONTRACT OF STREET | a description of | of each re | cord sufficient for |
| | schedule page no., record series title and o | | | | | |
| | I of destruction proposed is shredding. I here ed for the minimum retention period specified | | | | | |
| | evidential, fiscal or research and historic val | | | | | |
| court records, are not, to my knowledg | e, required to be kept further by a statute, ar | e not the minut | es, ordinance | s or resolutions | of the Ci | ty Council or any |
| City board or committee, and are no Government Code. | o longer required by the City. I request aut | hority to destro | by same purs | uant to Sectio | on 34090 | of the California |
| List of Files Recommended for | or Destruction: | Date of | Records | Citatio | on | Destruction |
| (Description or title of records a | s listed on file label) | From: | To: | Numb | er: | Date: |
| City Council Meeting Video Tap | es (2) (Duplicates) | 06/25/08 | 06/25/08 | G. C. 340 | 090.7 | 07/01/12 |
| City Council Meeting Video Tap | | 07/09/08 | 07/09/08 | G. C. 340 | 090.7 | 07/01/12 |
| City Council Meeting Video Tap | es (2) (Duplicates) | 08/13/08 | 08/13/08 | G. C. 340 | 090.7 | 07/01/12 |
| City Council Meeting Video Tap | es (1) (Duplicates) | 08/27/08 | 08/27/08 | G. C. 340 | 090.7 | 07/01/12 |
| City Council Meeting Video Tap | es (1) (Duplicates) | 09/10/08 | 09/10/08 | G. C. 340 | 090.7 | 07/01/12 |
| City Council Meeting Video Tap | es (1) (Duplicates) | 10/07/08 | 10/07/08 | G. C. 340 | 090.7 | 07/01/12 |
| City Council Meeting Video Tap | es (1) (Duplicates) | 10/22/08 | 10/22/08 | G. C. 340 | 090.7 | 07/01/12 |
| City Council Meeting Video Tap | es (2) (Duplicates) | 11/12/08 | 11/12/08 | G. C. 340 | 090.7 | 07/01/12 |
| City Council Meeting Video Tap | es (3) (Duplicates) | 12/01/08 | 12/01/08 | G. C. 340 | 090.7 | 07/01/12 |
| | | | | ····· | | |
| City Council Meeting Video Tap | es (1) (Masters) | 07/09/08 | 07/09/08 | G. C. 340 | 090.7 | 07/01/12 |
| City Council Meeting Video Tap | es (2) (Masters) | 08/13/08 | 08/13/08 | G. C. 340 | 090.7 | 07/01/12 |
| City Council Meeting Video Tap | es (1) (Masters) | 08/27/08 | 08/27/08 | G. C. 340 | 090.7 | 07/01/12 |
| City Council Meeting Video Tap | es (1) (Masters) | 09/10/08 | 09/10/08 | G. C. 340 | 090.7 | 07/01/12 |
| City Council Meeting Video Tap | es (1) (Masters) | 10/07/08 | 10/07/08 | G. C. 340 | 090.7 | 07/01/12 |
| City Council Meeting Video Tap | es (1) (Masters) | 10/22/08 | 10/22/08 | G. C. 340 | 090.7 | 07/01/12 |
| City Council Meeting Video Tap | es (3) (Masters) | 12/10/08 | 12/10/08 | G. C. 340 | 090.7 | 07/01/12 |
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| | DESTRUCTION AUT | HORIZAT | ION | | | |
| DEPARTMENT HEAD: | CITY ATTORNEY. | | | CITY CLER | ŖΚ <u>:</u> | |
| Marie | _ (gtt | | | <u>(BMI</u> | Mer | _ |
| Signature | Signature |) | | Signature | -1.3 | |
| 7/1/8/12- | 0 08 12 | | • | 10(15) | 110 | |
| Date | Date | | | Date * | | |

Date City Council Approved Records for Destruction:

Actual Date Records Destroyed: _____



Date

CITY OF AGOURA HILLS 2011-12 RECORDS DESTRUCTION REQUEST FORM

| Departmo | ent: | Prepared | by: | Date: | Agoura Hi | lls Box | York Storage Box | |
|--|---|---------------------------------------|----------------------------------|---|---|-----------------|------------------|---|
| City Clerk | (| Kimberly F | Rodrigues | 09/18/12 | No.: N/A | | No.: N/A | |
| Page I | ltem | Record Series Title and | Contents (as listed in Re | cords Rete | ntion Sched | dule): | | |
| | | City Council, Financing A | | | | | | |
| | | ttached is a detailed list of recor | | | | | | |
| | | ng the retention schedule page | | | | | | |
| Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more 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 liste | | | | | | | | |
| longer have | any adm | inistrative, legal, evidential, fisca | l or research and historic value | e and do not a | affect the title | to real proper | ty or liens | thereon, are not |
| | | , to my knowledge, required to b | | | | | | |
| City board of Government | | ttee, and are no longer require | ed by the City. I request auth | ority to destro | y same purs | uant to Section | on 34090 | of the California |
| | | ommended for Destructi | on: | Date of | Records | Citatio | on | Destruction |
| | | le of records as listed on fil | | From: | To: | Numb | | Date: |
| | | ing Video Tapes (1) (Dupli | | 01/28/09 | 01/28/09 | G. C. 340 | | 07/01/12 |
| | | ing Video Tapes (1) (Dupli | | 02/11/09 | 02/11/09 | G. C. 340 | | 07/01/12 |
| City Coun | cil Meet | ing Video Tapes (1) (Dupli | cates) | 02/25/09 | 02/25/09 | G. C. 34 | 090.7 | 07/01/12 |
| City Coun | icil Meet | ing Video Tapes (2) (Dupli | cates) | 03/11/09 | 03/11/09 | G. C. 340 | | 07/01/12 |
| | | ing Video Tapes (1) (Dupli | | 03/25/09 | 03/25/09 | G. C. 340 | | 07/01/12 |
| | | ing Video Tapes (2) (Dupli | | 04/16/09 | 04/16/09 | G. C. 340 | | 07/01/12 |
| | | ing Video Tapes (2) (Dupli | | 04/22/09 | 04/22/09 | G. C. 340 | | 07/01/12 |
| City Coun | icil Meet | ing Video Tapes (2) (Dupli | cates) | 05/13/09 | 05/13/09 | G. C. 340 | 090.7 | 07/01/12 |
| City Cover | -:1 NA4 | in - \ /: - Tour /4\ /884 | | 04/44/00 | 04/44/00 | 0.0.04 | 200 7 | 07/04/40 |
| | | ing Video Tapes (1) (Mast | | 01/14/09 | 01/14/09 | G. C. 340 | | 07/01/12 |
| | | ing Video Tapes (1) (Mast | | 01/28/09 | 01/28/09 | G. C. 340 | | 07/01/12 |
| | | ing Video Tapes (1) (Mast | / | 02/11/09 | 02/11/09 | G. C. 340 | | 07/01/12 |
| | | ing Video Tapes (1) (Mast | | 02/25/09 | 02/25/09 | G. C. 340 | | 07/01/12 |
| | *************************************** | ing Video Tapes (2) (Mast | | 03/11/09 | 03/11/09 | G. C. 340 | | 07/01/12 |
| City Cound | cil Meeti | ing Video Tapes (1) (Maste | ers) | 03/25/09 | 03/25/09 | G. C. 340 | 090.7 | 07/01/12 |
| | | ing Video Tapes (2) (Maste | ····· | 04/22/09 | 04/22/09 | G. C. 340 | 090.7 | 07/01/12 |
| City Counc | cil Meeti | ing Video Tapes (2) (Maste | ers) | 05/13/09 | 05/13/09 | G. C. 340 | 090.7 | 07/01/12 |
| City Counc | cil Meeti | ing Video Tapes (1) (Maste | ers) | 05/26/09 | 05/26/09 | G. C. 340 | 090.7 | 07/01/12 |
| City Counc | cil Meeti | ing Video Tapes (2) (Maste | ers) | 06/10/09 | 05/26/09 | G. C. 340 | 090.7 | 07/01/12 |
| City Counc | cil Meeti | ing Video Tapes (2) (Maste | ers) | 06/24/09 | 06/24/09 | G. C. 340 | 090.7 | 07/01/12 |
| City Counc | cil Meeti | ing Video Tapes (2) (Maste | ers) | 07/08/09 | 07/08/09 | G. C. 340 | 090.7 | 07/01/12 |
| City Counc | cil Meeti | ing Video Tapes (1) (Maste | ers) | 07/28/09 | 07/28/09 | G. C. 340 | 090.7 | 07/01/12 |
| City Counc | cil Meeti | ing Video Tapes (1) (Maste | ers) | 08/13/09 | 08/13/09 | G. C. 340 | 090.7 | 07/01/12 |
| City Counc | cil Meeti | ing Video Tapes (1) (Maste | ers) | 08/19/09 | 08/19/09 | G. C. 340 | 090.7 | 07/01/12 |
| City Counc | cil Meeti | ing Video Tapes (1) (Maste | ers) | 08/26/09 | 08/26/09 | G. C. 340 | 090.7 | 07/01/12 |
| City Counc | cil Meeti | ing Video Tapes (1) (Maste | ers) | 09/09/09 | 09/09/09 | G. C. 340 | 090.7 | 07/01/12 |
| City Counc | cil Meeti | ng Video Tapes (1) (Maste | ers) | 11/10/09 | 11/10/09 | G. C. 340 | 090.7 | 07/01/12 |
| City Counc | cil Meeti | ng Video Tapes (1) (Maste | ers) | 12/03/09 | 12/03/09 | G. C. 340 | 090.7 | 07/01/12 |
| Harris Sala | 137 | | ESTRUCTION AUTI | HORIZAT | ION | | | |
| DEPART | | | CITY ATTORNEY? | manuscon, a de como es como esta de | Chi a a decidio como como de Caractero. | CITY/CLER | K: | a seconda de la composição |
| VILLA | All- | | | | | SALL | Mea- | |
| Signature | 112 | | Signature 10/08/10 | | | Signature | 112_ | |

Date

Date City Council Approved Records for Destruction: ___

Date

Actual Date Records Destroyed: ___



| Departr | nent: | | Prepared by: | Date: | Agoura Hi | lls Box Yo | ork St | orage Box |
|---------------|-------------|------------------------------------|--|------------------------|--------------|--|----------|--------------------|
| City Cle | rk | | Kimberly Rodrigues | 09/18/12 | No.: N/A | No | o.: N/A | 4 |
| Page | Item | Record Series | Title and Contents (as liste | | | | | ····· |
| | i . | 3 | inancing Authority, Redevelop | | | | | |
| | | | d list of records for which I am requ | | | a description of e | each rec | ord sufficient for |
| | | | hedule page no., record series title | | | | | |
| | | | of destruction proposed is shredding I for the minimum retention period s | | | | | |
| | | | ridential, fiscal or research and hist | | | | | |
| | | | required to be kept further by a sta | | | | | |
| - | | ttee, and are no l | onger required by the City. I requ | est authority to destr | by same purs | uant to Section 3 | 34090 | of the California |
| Governme | | ommended for | Destruction: | Date of | Records | Citation | | Destruction |
| | | | listed on file label) | From: | To: | Number: | | Destruction Date: |
| | | ing Video Tape | | 01/13/10 | 01/13/10 | G. C. 34090 | | 07/01/12 |
| | | ing Video Tape | ······································ | 01/27/10 | | G. C. 34090 | | 07/01/12 |
| | | ing Video Tape | | 02/10/10 | 02/10/10 | G. C. 34090 | | 07/01/12 |
| | | ing Video Tape | | 03/24/10 | 03/24/10 | G. C. 34090 | | 07/01/12 |
| | | ing Video Tape | | 04/14/10 | 04/14/10 | G. C. 34090 | | 07/01/12 |
| | | ing Video Tape | | 04/28/10 | 04/28/10 | G. C. 34090 | | 07/01/12 |
| · · · · | | ing Video Tape | | 05/12/10 | 05/12/10 | G. C. 34090 | | 07/01/12 |
| | | ing Video Tape | | 05/26/10 | 05/26/10 | G. C. 34090 | | 07/01/12 |
| | | ing Video Tape: | | 06/09/10 | 06/09/10 | G. C. 34090 | | 07/01/12 |
| | | ing Video Tape: ing Video Tape: | | 06/23/10 | 06/03/10 | G. C. 34090 | | |
| | | | | | <u> </u> | | | 07/01/12 |
| | | ing Video Tape: | | 07/14/10 | | G. C. 34090 | | 07/01/12 |
| | | ing Video Tape | | 08/11/10 | 08/11/10 | G. C. 34090 | | 07/01/12 |
| | | ing Video Tape | | 08/25/10 | 08/25/10 | G. C. 34090 | | 07/01/12 |
| | | ing Video Tape: | | 09/22/10 | 09/22/10 | G. C. 34090 | | 07/01/12 |
| | | ing Video Tapes | | 10/13/10 | 10/13/10 | G. C. 34090 | | 07/01/12 |
| | | ing Video Tapes | | 10/27/10 | | G. C. 34090 | | 07/01/12 |
| City Cou | ıncil Meet | ing Video Tapes | s (1) (Masters) | 11/10/10 | 11/10/10 | G. C. 34090 | 0.7 | 07/01/12 |
| City Cou | ıncil Meet | ing Video Tape: | s (1) (Masters) | 12/08/10 | 12/08/10 | G. C. 34090 | 0.7 | 07/01/12 |
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| PATERNA STATE | | | DESERVACION | AUTUODIZAT | ion | | HEERSTYN | |
| | 32.342 | | DESTRUCTION | | | Estado de Estado | | |
| DEPAR | TMENT H | EAD: | CITY ATTORNE | X: | | CITY CLERK: | : | |
| TXV | UN KI | | |) | | BALLU | 1 | |
| Signatur | e 0/10- | | Signature 0/08 | 112 | | Signature | ۲5. | |
| Date | 0110 | | | 1 - | | 10/15/1 | 10 | |
| Dale | | | Date | | | Date | | |

Date City Council Approved Records for Destruction:

Actual Date Records Destroyed:



Date City Council Approved Records for Destruction:

CITY OF AGOURA HILLS 2011-12 RECORDS DESTRUCTION REQUEST FORM

| Departmen | nt: | | Prepared by: | | Date: | Agoura H | ills Box | | torage Box |
|---|------------|--------------------|--|------------------------|----------------|-----------------|-----------------|-------------|--|
| City Clerk | | | Kimberly Rodrigues | | * | No.: N/A | | No.: N | /A |
| | | | s Title and Contents | | cords Rete | ention Sched | dule): | | |
| | | | iles - Government A ed list of records for which | | etruction Th | e list includes | a description | of oach re | poord gufficions E- |
| identification, | including | g the retention so | chedule page no., record | series title and co | ntents, recor | d dates, reter | tion requirem | ents, and | destruction date |
| Unless otherw | wise dire | cted, the method o | of destruction proposed is | shredding. I hereb | y certify that | the records lis | sted below and | d/or attach | ned are more tha |
| two years old | l and/or h | nave been retained | d for the minimum retention vidential, fiscal or researc | on period specified in | in Resolution | No. 10-1584. | I further certi | fy that the | records listed n |
| court records, | , are not, | to my knowledge | , required to be kept furth | er by a statute, are | not the minut | tes, ordinance | s or resolution | is of the C | s mereon, are no City Council or an |
| City board or | r commit | tee, and are no | longer required by the C | City. I request author | ority to destr | oy same purs | suant to Secti | on 34090 | of the Californi |
| Government C | | ammonded for | r Destruction: | | Doto of | Records | Citati | | ID and the state of |
| | | | listed on file label) | | From: | To: | Numb | | Destruction Date: |
| | | ague of Califori | | | Oct-04 | Oct-04 | G. C. 3 | | |
| | | ague of Californ | | | Jan-05 | Jan-05 | G. C. 3 | | 07/01/12 |
| | | ague of Californ | · · · · · · · · · · · · · · · · · · · | | Mar-05 | Mar-05 | G. C. 3 | | 07/01/12 |
| | | ague of Californ | | | Apr-05 | Apr-05 | G. C. 3 | | 07/01/12 |
| | | ague of Califorr | | | May-05 | May-05 | G. C. 3 | | 07/01/12 07/01/12 |
| | | ague of Californ | | | Jul-05 | Jul-05 | G. C. 3 | | 07/01/12 |
| | | ague of Califorr | | | Aug-05 | Aug-05 | G. C. 3 | | 07/01/12 |
| | | ague of Californ | | | Sep-05 | Sep-05 | G. C. 3 | | 07/01/12 |
| | | ague of Californ | | | Oct-05 | Oct-05 | G. C. 3 | | 07/01/12 |
| | | ague of Californ | | | Nov-05 | Nov-05 | G. C. 3 | | 07/01/12 |
| | | ague of Californ | · · · · · · · · · · · · · · · · · · · | | Dec-05 | Dec-05 | G. C. 3 | | 07/01/12 |
| | | ague of Califorr | | | Jan-06 | Jan-06 | G. C. 3 | | 07/01/12 |
| | | ague of Califorr | | | Feb-06 | Feb-06 | G. C. 3 | | 07/01/12 |
| | | ague of Califorr | | | May-06 | May-06 | G. C. 3 | | 07/01/12 |
| | | ague of Califorr | | | Jun-06 | Jun-06 | G. C. 3 | | 07/01/12 |
| | * | ague of Califorr | | | Jul-06 | Jul-06 | G. C. 3 | | 07/01/12 |
| | | ague of Californ | | | Aug-06 | Aug-06 | G. C. 3 | | 07/01/12 |
| | | ague of Califorr | | | Sep-06 | Sep-06 | G. C. 3 | | 07/01/12 |
| | | ague of Califorr | | | Oct-06 | Oct-06 | G. C. 3 | | 07/01/12 |
| | | igue of Califorr | | | Nov-06 | Nov-06 | G. C. 3 | | 07/01/12 |
| | <u> </u> | gue of Californ | | | Dec-06 | Dec-06 | G. C. 3 | | 07/01/12 |
| | | ague of Califorr | | | Jan-07 | Jan-07 | G. C. 3 | | 07/01/12 |
| | ·* | igue of Califorr | | | Feb-07 | Feb-07 | G. C. 3 | | 07/01/12 |
| | | gue of Califorr | | | Apr-07 | Apr-07 | G. C. 34 | | 07/01/12 |
| | | gue of Califorr | | | Jun-07 | Jun-07 | G. C. 3 | | 07/01/12 |
| | | gue of Califorr | | | Aug-07 | Aug-07 | G. C. 34 | | 07/01/12 |
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| DEPARTME | CIVI MI | EAU: J | CITYA | TTORNEY | > | | CITY CLEF | in: | naragaran' |
| Signature , | eri - | | Signatu | re (| | | Signature | UM | |
| 6///8/1 | 12 | | | 0/08/12 | | | 10/18 | (11) | |
| Date | | | Date | (1 | | | Date | | |

Actual Date Records Destroyed: ___



| Department: | Prepared I | oy: | Date: | Agoura Hi | lls Box | York St | orage Box |
|---|--|---|---|--|---|---|---|
| City Clerk | Kimberly R | • | 09/18/12 | No.: N/A | | No.: N// | • |
| Page Item | Record Series Title and | | cords Rete | ntion Sched | dule): | | |
| No.: 21 No.: 39 | Organization Files - Gover | nment Agencies | | | | | |
| identification, includir Unless otherwise dire two years old and/or longer have any adm court records, are not City board or commi Government Code. | ttached is a detailed list of recording the retention schedule page in the retention schedule page in the retention of destruction played been retained for the minimal inistrative, legal, evidential, fiscal in the return of the required to be the return of the requirement of the requirement of the return of t | no., record series title and co proposed is shredding. I hereb num retention period specified I or research and historic value e kept further by a statute, are d by the City. I request autho | ntents, record y certify that in Resolution and do not not the minut ority to destra | d dates, reten the records lis No. 10-1584. affect the title tes, ordinances | tion requirem ted below and I further certi to real prope s or resolution | ents, and donce attached for attached for the the rty or liens as of the Cition 34090 | destruction date. ed are more than records listed no thereon, are not ty Council or any |
| | le of records as listed on file | | From: | To: | Numb | | Destruction Date: |
| | ague of California Cities | | Dec-07 | Dec-07 | G. C. 3 | | 07/01/12 |
| | ague of California Cities | | Jan-08 | Jan-08 | G. C. 3 | | 07/01/12 |
| <u> </u> | ague of California Cities | | Feb-08 | Feb-08 | G. C. 3 | | 07/01/12 |
| | ague of California Cities | | Mar-08 | Mar-08 | G. C. 3 | | 07/01/12 |
| <u> </u> | ague of California Cities | | Aug-08 | Aug-08 | G. C. 3 | | 07/01/12 |
| | ague of California Cities | | Sep-08 | Sep-08 | G. C. 3 | | 07/01/12 |
| | th & Human Services - Red | covery Month | Sep-06 | Sep-06 | G. C. 3 | | 07/01/12 |
| California Election | | · · · · · · · · · · · · · · · · · · · | 2008 | 2008 | G. C. 3 | | 07/01/12 |
| | | | | | | | |
| | <u>, </u> | - ESTRUCTION AUTI | НОВІЗАТ | יייייי ועטו | | | |
| DEPARTMENT H Signature AUSIII Date | | CITY ATTORNEY: Signature 0 8 2 Date | | одуст 4.5 ч бод т отцен бөгөөн 7 од он одоод от | CITY CLEI Signature LO (S Date | RK: MV -117 | |

Actual Date Records Destroyed:

Date City Council Approved Records for Destruction:



| Depar | | | Prepared by: | Date: | Agoura H | • | ork Storage Box |
|----------|--|--------------------|---|--|--------------|--------------------------|--------------------------|
| City CI | erk | | Kimberly Rodrigues | | No.: N/A | | o.: N/A |
| Page | ltem | | s Title and Contents (as listed in R | ecords Rete | ention Sche | dule): | |
| | | | iles - Professional Organizations | | | | |
| | | | ed list of records for which I am requesting or chedule page no., record series title and or | | | | |
| | | | of destruction proposed is shredding. I here | | | | |
| two year | s old and/or | have been retained | d for the minimum retention period specified | l in Resolution | No. 10-1584. | I further certify th | at the records listed no |
| | | | vidential, fiscal or research and historic value | | | | |
| | | | , required to be kept further by a statute, and longer required by the City. I request aut | | | | |
| | nent Code. | | | | | | - and camping |
| I | - | ommended for | | Date of | Records | Citation | Destruction |
| (Descr | iption or tit | le of records as | listed on file label) | From: | To: | Number: | Date: |
| News [| Digest - Int | ernational Instit | ute of Municipal Clerks (IIMC) | Oct-04 | Oct-04 | G. C. 3409 | 07/01/12 |
| News I | Digest - Int | ernational Instit | ute of Municipal Clerks (IIMC) | Nov-04 | Nov-04 | G. C. 3409 | 07/01/12 |
| News [| Digest - Int | ernational Instit | ute of Municipal Clerks (IIMC) | Dec-04 | Dec-04 | G. C. 3409 | 07/01/12 |
| News I | Digest - Int | ernational Instit | ute of Municipal Clerks (IIMC) | Jan-04 | Jan-04 | G. C. 3409 | 07/01/12 |
| News [| Digest - Int | ernational Institu | ute of Municipal Clerks (IIMC) | Feb-05 | Feb-05 | G. C. 3409 | 07/01/12 |
| News [| Digest - Inte | ernational Institu | ute of Municipal Clerks (IIMC) | Mar-05 | Mar-05 | G. C. 3409 | 07/01/12 |
| News [| Digest - Int | ernational Institu | ute of Municipal Clerks (IIMC) | Apr-05 | Apr-05 | G. C. 3409 | 07/01/12 |
| News [| Digest - Inte | ernational Institu | ute of Municipal Clerks (IIMC) | Jun-05 | Jun-05 | G. C. 3409 | 07/01/12 |
| News [| Digest - Inte | ernational Institu | ute of Municipal Clerks (IIMC) | Jul-05 | Jul-05 | G. C. 3409 | 07/01/12 |
| News [| Digest - Inte | ernational Institu | ute of Municipal Clerks (IIMC) | Sep-05 | Sep-05 | G. C. 3409 | |
| | | | ute of Municipal Clerks (IIMC) | Oct-05 | Oct-05 | G. C. 3409 | |
| | | | ute of Municipal Clerks (IIMC) | Nov-05 | Nov-05 | G. C. 3409 | |
| | ~ | | ute of Municipal Clerks (IIMC) | Dec-05 | Dec-05 | G. C. 3409 | |
| | | | ute of Municipal Clerks (IIMC) | Mar-06 | Mar-06 | G. C. 3409 | |
| | | | ute of Municipal Clerks (IIMC) | Apr-06 | Apr-06 | G. C. 3409 | |
| | | | ute of Municipal Clerks (IIMC) | Jun-06 | Jun-06 | G. C. 3409 | |
| | <u>. </u> | | ute of Municipal Clerks (IIMC) | Jul-06 | Jul-06 | G. C. 3409 | |
| | | | ute of Municipal Clerks (IIMC) | Aug-06 | Aug-06 | G. C. 3409 | |
| | | | ute of Municipal Clerks (IIMC) | Oct-06 | Oct-06 | G. C. 3409 | |
| | | | ute of Municipal Clerks (IIMC) | Nov-06 | Nov-06 | G. C. 3409 | |
| | | | ute of Municipal Clerks (IIMC) | Dec-06 | Dec-06 | G. C. 3409 | |
| | | | ute of Municipal Clerks (IIMC) | | | | |
| | | | ute of Municipal Clerks (IIMC) | Jan-07 | Jan-07 | G. C. 3409 G. C. 3409 | |
| | | | | Feb-07 | Feb-07 | | |
| | | | ute of Municipal Clerks (IIMC) | Mar-07 | Mar-07 | G. C. 3409 | |
| | | | ute of Municipal Clerks (IIMC) | Apr-07 | Apr-07 | G. C. 3409 | |
| | | | ute of Municipal Clerks (IIMC) | May-07 | May-07 | G. C. 3409 | |
| | | | ute of Municipal Clerks (IIMC) | Jun-07 | Jun-07 | G. C. 3409 | |
| News L | ligest - Inte | ernational Institu | ute of Municipal Clerks (IIMC) | Jul-07 | Jul-07 | G. C. 3409 | 0 07/01/12 |
| | | | DESTRUCTION AUT | HORIZAT | TION | | |
| DEPAR | TMENT H | EAD: | CITY ATTORNEY: | | | CITY CLERK: | |
| <u></u> | MILL | | | | - | Mall | U |
| Signatu | | | Signature | | | Signature | / > |
| Date | 18/12 | | | ······································ | _ | | (1 |

Date City Council Approved Records for Destruction: _____

Actual Date Records Destroyed: _____



| Departr | nent: | ***************** | Prepared by: | Date: | Agoura H | ille Boy IV | ork Storage Box |
|--------------|---------------|-----------------------|--|---------------------------------------|-----------------|---------------------|---------------------------|
| City Cle | | | Kimberly Rodrigues | | No.: N/A | l l | o.: N/A |
| Page | Item | Pecord Series | s Title and Contents (as listed in | | | | J., IV/A |
| _ | 1 | | Files - Professional Organizations | Necords Nete | indon Sched | uule). | |
| | | | ed list of records for which I am requesting | g destruction. Th | e list includes | a description of e | ach record sufficient fo |
| identificati | ion, includir | ng the retention so | chedule page no., record series title and | d contents, recor | d dates, reter | ition requirements | , and destruction date |
| Unless oth | herwise dire | ected, the method of | of destruction proposed is shredding. I had for the principle of the shadow of the sha | ereby certify that | the records lis | ted below and/or | attached are more than |
| longer hav | ve anv adm | inistrative, legal, e | d for the minimum retention period specif vidential, fiscal or research and historic v | ied in Resolution value and do not | No. 10-1584. | to real property of | nat the records listed no |
| court reco | rds, are not | , to my knowledge | , required to be kept further by a statute, | are not the minu | tes, ordinance | s or resolutions of | the City Council or any |
| City board | d or commi | ittee, and are no | longer required by the City. I request a | authority to destr | oy same purs | uant to Section | 34090 of the California |
| Governme | | ommended for | r Dostruction: | Data of | Records | Citation | IDt |
| l . | | | listed on file label) | From: | To: | Citation Number: | Destruction |
| | | | | | 10: | | |
| | | | ute of Municipal Clerks (IIMC) | Aug-07 | | G. C. 3409 | |
| | | | ute of Municipal Clerks (IIMC) | Sep-07 | | G. C. 3409 | |
| | | | ute of Municipal Clerks (IIMC) | Oct-07 | | G. C. 3409 | ····· |
| | | | ute of Municipal Clerks (IIMC) | Nov-07 | | G. C. 3409 | 07/01/12 |
| News Di | igest - Inte | ernational Institu | ute of Municipal Clerks (IIMC) | Dec-07 | | G. C. 3409 | 07/01/12 |
| News Di | gest - Inte | ernational Institu | ute of Municipal Clerks (IIMC) | Jan-08 | | G. C. 3409 | 07/01/12 |
| News Di | gest - Inte | ernational Institu | ute of Municipal Clerks (IIMC) | Feb-08 | | G. C. 3409 | 07/01/12 |
| News Di | gest - Inte | ernational Institu | ute of Municipal Clerks (IIMC) | Jun-08 | | G. C. 3409 | 0 07/01/12 |
| News Di | gest - Inte | ernational Institu | ute of Municipal Clerks (IIMC) | Jul-08 | | G. C. 3409 | 0 07/01/12 |
| News Di | gest - Inte | ernational Institu | ute of Municipal Clerks (IIMC) | Aug-08 | | G. C. 3409 | |
| | | | ute of Municipal Clerks (IIMC) | Sep-08 | | G. C. 3409 | |
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| | | | DESTRUCTION AU | ITHORIZAT | ION | | |
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| DEPARI | MENT H | EAU: | CITY ATTORNEY | | | CITY CLERK: | 10- |
| Signature | CULT PLT | | Signature | | - | Signatura | U. |
| 01911atul | 18/12 | _ | 10/08/12 | | | Signature | 1 |
| Date | 10 110 | | Date | | - | Date | |

Actual Date Records Destroyed: _____

Date City Council Approved Records for Destruction:

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| Exhibit A 2 | |
| Exhibit A-3 | |
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| Community Services | |
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| • | tment: | | Prepared by: | Date: | Agoura Hil | ls Box | York S | torage Box |
|-------------------|---|--|--|--|---|---------------------------------|---|---------------------------------------|
| Comm | nunity Ser | vices | Cynthia L. Polich | 07/01/12 | No.: N/A | | No.: N | Ά |
| Page | ltem | | s Title and Contents (as listed in | Records Rete | ntion Schedi | ule): | | |
| | | | ervations Forms | | | | | |
| Listed b | eiow and/or ation. includ | attached is a detailing the retention so | led list of records for which I am requestin chedule page no., record series title and co | g destruction. Th entents record da | e list includes a tes iretention re | description | of each re and destr | cord sufficient for |
| Unless | otherwise di | rected, the method | of destruction proposed is shredding. I he | ereby certify that t | he records liste | d below and | or attache | ed are more than |
| two year | rs old and/o | r have been retaine | ed for the minimum retention period specifi | ed in Resolution I | No. 06-1426. I 1 | further certify | that the r | ecords listed no |
| court re | cords, are n | ninistrative, legal, t ot, to my knowledg | evidential, fiscal or research and historic va e, required to be kept further by a statute, | alue and do not at are not the minute | tect the title to t es, ordinances (| real property or resolutions | or liens the Ci | ereon, are not ty Council or any |
| City boa | ird or comm | ittee, and are no lo | nger required by the City. I request author | ty to destroy sam | e pursuant to S | ection 34090 | of the Ca | lifornia |
| | nent Code. | oommonded f | or Destruction: | I Data of | Records | C:4-4: | | ID |
| | | - | is listed on file label) | From: | To: | Citati Numb | | Destruction Date: |
| | | eservations: 2 | | Pioni. | 10. | INCHIL | /C1 . | Date. |
| | *************************************** | est Baseball - Ti | · · · · · · · · · · · · · · · · · · · | 01/01/04 | 12/31/04 | GC 34 | 000 | 7/1/12 |
| | | | Superstars/Kimberly Anderson | 01/01/03 | 12/31/04 | GC 34 GC 34 | | 7/1/12 |
| | | nter Rentals: 2 | | 0 1/0 1/03 | 12/31/03 | GC 34 | 090 | 1/1/12 |
| | | eresa Moore | 300-2000 | 01/01/03 | 12/31/05 | GC 34 | | 7/1/12 |
| | | s: 2000-2005 | | 01/01/00 | 12/01/00 | 00 07 | 000 | 171712 |
| | | e Animal" Movi | e | 01/01/00 | 12/31/05 | GC 34 | 090 | 7/1/12 |
| | | na Rentals: 20 | | 0.70.700 | 12/01/00 | | | 171712 |
| | | dow Hills 4-H C | | 01/01/02 | 12/31/05 | GC 34 | 090 | 7/1/12 |
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| | | | DESTRUCTION A | ITHORIZA: | LION | | | |
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| DEBA | RTMENT | HEAD: | CITY ATTORNEY: | | C | CITY CLE | KK: | _ |
| Signati | ure . | - | Signature / Signature | | . <u> </u> | Signature | 1W | |
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Date City Council Approved Records for Destruction: _____ Actual Date Records Destroyed: ____



| Department: | Dropored by: | 10-4 | T | | |
|--|--|-------------------------|---------------------------------------|--|---|
| Community Services | Prepared by: Cynthia L. Polich | Date: | Agoura Hill | | ork Storage Box |
| The state of the s | the state of the s | | No.: N/A | The state of the s | o.: N/A |
| | ies Title and Contents (as listed | d in Records Rete | ntion Schedu | ıle) : | |
| | gistrations/Waivers of Liability tailed list of records for which I am reque | | | | |
| identification, including the retention | schedule page no., record series title an | esting destruction. In | e list includes a tes retention re | description of e | ach record sufficient for I destruction date |
| Unless otherwise directed, the meth | od of destruction proposed is shredding. | I hereby certify that t | he records liste | d below and/or a | ttached are more than |
| two years old and/or have been reta | ined for the minimum retention period sp | ecified in Resolution | No. 06-1426. If | urther certify tha | t the records listed no |
| longer have any administrative, lega | I, evidential, fiscal or research and histor | ic value and do not a | fect the title to r | eal property or li | ens thereon, are not |
| City heard or committee, and are no | dge, required to be kept further by a state longer required by the City. I request au | ute, are not the minut | es, ordinances o | or resolutions of | the City Council or any |
| Government Code. | longer required by the City. I request au | thority to destroy sam | e pursuant to S | ection 34090 of | the California |
| List of Files Recommended | for Destruction: | Date of | Records | Citation | Destruction |
| (Description or title of records | · · · · · · · · · · · · · · · · · · · | From: | To: | Number: | |
| Spring 2005 Registrations: | | 04/01/05 | 06/30/06 | # | |
| Opinig 2009 Registrations. | A-Z | 04/01/05 | 06/30/06 | GC 34090 | 7/1/12 |
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| | DESTRUCTION | AUTHORIZA | HON | | |
| DEPARTMENT HEAD: | CITY ATTORNE | XI . | C | ITY CLERK: | |
| TMUXKE | | | | YSURA | ur- |
| Šignature | Signature | To. | S | ignaturę | |
| 9111112 | 10/08 | 112 | | 10/15/1 | 12 |
| Date | Date | • | | ate , as A | · · · · · · · · · · · · · · · · · · · |



Department:

CITY OF AGOURA HILLS 2011-12 RECORDS DESTRUCTION REQUEST FORM

| Depart | ment: | | Prepared by: | Date: | Agoura Hil | ls Box | York St | orage Box |
|------------|------------------------------|---|---|------------------|-------------------|---------------------------------------|--|---|
| Commi | unity Ser | vices | Cynthia L. Polich | 07/01/12 | No.: N/A | | No.: N/A | |
| Page | Item | Record Series | s Title and Contents (as listed in Fi strations/Waivers of Liability | Records Rete | ntion Sched | ule): | | |
| | | | ed list of records for which I am requesting | destruction. Th | e list includes a | description of | of each rec | ord sufficient for |
| identifica | tion, includ | ing the retention sc | hedule page no., record series title and con | tents, record da | tes, retention re | equirements, | and destru | ction date. |
| Unless of | therwise di | rected, the method | of destruction proposed is shredding. I here | eby certify that | he records liste | ed below and/ | or attached | I are more than |
| longer ha | s old alld/ol ave anv adr | nave peen retaine ninistrative legal e | d for the minimum retention period specified vidential, fiscal or research and historic value | in Resolution | No. 06-1426. | further certify | that the re | cords listed no |
| court rec | ords, are n | ot, to my knowledge | e, required to be kept further by a statute, an | e not the minut | es. ordinances | or resolutions | of the City | reon, are not / Council or any |
| City boar | d or comm | ittee, and are no lor | nger required by the City. I request authority | to destroy sam | e pursuant to S | Section 34090 | of the Cali | ifornia |
| | ent Code. | | | | | | | |
| | | | or Destruction: | | Records | Citatio | | Destruction |
| | | | s listed on file label) | From: | To: | Numb | er: | Date: |
| Summe | er 2005 F | Registrations: / | A-L | 04/01/05 | 08/31/05 | GC 34 | 090 | 07/01/12 |
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| | | | DESTRUCTION AU | THORIZA | ΓΙΟΝ | | | |
| DEPAR | TMENT | HEAD: | CITY ATTORNEY: | | (| CITY/CLEF | RK: | |
| AM | WX | | 128 | | · | (BITA | MIX | / |
| Signatu | re 🗸 | 1 1 | Signature / | | | Signature | ************************************** | <u></u> |
| | . 9 | 111/12 | 10/08/12 | | | | 5/12 | |
| Date | | | Date | | · _ ī | Date | , | |
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Date City Council Approved Records for Destruction: ___

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

| Depart | ment: | | Prepared by: | Date: | Agoura Hi | lls Box | York S | Storage Box |
|-------------|---------------|---|--|----------------------|--|---|-------------|---------------------------------------|
| Comm | unity Ser | vices | Cynthia L. Polich | 07/01/12 | No.: N/A | | No.: N | _ |
| Page | item | | s Title and Contents (as listed in strations/Waivers of Liability | Records Rete | ention Sched | lule): | | |
| | | | led list of records for which I am requesting | a destruction. Th | e liet includes | a description | of ooob r | acord cufficient for |
| identifica | ition, includ | ing the retention so | chedule page no., record series title and co | ontents, record da | ates, retention r | equirements. | and dest | ecord sufficient for ruction date. |
| Unless o | therwise di | rected, the method | of destruction proposed is shredding. I he | ereby certify that | the records list | ed below and | or attach | ed are more than |
| two year | s old and/o | r have been retaine | d for the minimum retention period specif | ied in Resolution | No. 06-1426. I | further certify | that the | records listed no |
| longer ha | ave any adr | ninistrative, legal, e | evidential, fiscal or research and historic v | alue and do not a | ffect the title to | real property | or liens th | hereon, are not |
| City boar | d or comm | ot, to my knowledge ittee, and are no lo | e, required to be kept further by a statute, nger required by the City. I request author | are not the minut | es, ordinances | or resolution: | s of the C | ity Council or any |
| | nent Code. | moo, and are no lo | inger required by the only. I request author | ity to destroy san | ie puisuant to t | 360000 34030 | o or the C | amorna |
| List of | Files Re | commended for | or Destruction: | Date of | Records | Citati | on | Destruction |
| (Descri | iption or t | itle of records a | s listed on file label) | From: | То: | Numb | er: | Date: |
| Summ | er 2005 F | Registrations: | M-Z | 04/01/05 | 08/31/05 | GC 34 | | 7/1/12 |
| | | tog.ou.uu.oo. | | 04/01/00 | 00/01/00 | 00 07 | 030 | 171712 |
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| DED. | | | n day of the control | aria da arangan N | | | | |
| DEPAR | TMENT | neau: | CITY ATTORNEY: | / | | CITYCLEI | 3K: | _ |
| 71 M | M YE | | | | - | <u>UXU</u> | unx | |
| Signatu | 14 | | Signature | ? _ | | Signature | elin | |
| Data | 1112 | • | 10/08/10 | | | 1 - 1 - | 5/12 | |
| Date | | | Date ¹ | | | Date | | |

Actual Date Records Destroyed:



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

| Department: Community Services | | | Prepared by: | Date: | Agoura Hills Box | | York Storage Box | | |
|---------------------------------|---|--|---|---|--|---|---|------------------------------------|--|
| أعرب ومستحدث فللمسادة | | | Cynthia L. Polich | 07/01/12 | | | No.: N/. | A | |
| | o.: 12 | Program Regis | s Title and Contents (as listed strations/Waivers of Liability | | | • | | | |
| Listed below identification, | and/or includi | attached is a detail ng the retention sc | ed list of records for which I am reques hedule page no., record series title and | ting destruction. Th contents, record da | e list includes a tes, retention re | description o | of each rec | cord sufficient for action date | |
| Unless other | vise dir | ected, the method | of destruction proposed is shredding. I | hereby certify that t | he records liste | d below and/o | or attache | d are more than | |
| two years old | and/or | have been retaine | d for the minimum retention period spe | cified in Resolution I | No. 06-1426. I f | urther certify | that the re | ecords listed no | |
| court records | iny adri are no | ninistrative, legal, e at to my knowledge | vidential, fiscal or research and historic e, required to be kept further by a statut | value and do not at | tect the title to r | eal property o | of the Cit | ereon, are not | |
| City board or | commi | ttee, and are no lor | nger required by the City. I request auth | ority to destroy sam | e pursuant to S | ection 34090 | of the Ca | lifornia | |
| Government (| Code. | | | | | | | | |
| | | | or Destruction: | Date of | Records | Citatio | on | Destruction | |
| (Descriptio | n or ti | tle of records a | s listed on file label) | From: | То: | Numb | er: | Date: | |
| Fall 2005 A | Activi | ty Registration | ıs: A-Z | 09/01/05 | 12/31/05 | GC 340 | 090 | 07/01/12 | |
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| | | | DESTRUCTION | AUTHORIZA | ΓΙΟΝ | | | | |
| DERARTM | ENTJ | HEAD: | CITY ATTORNEY | n | c | ITY CLER | k: | | |
| Am | v Ø | | | /_(| ` | (KILI | Mr. | ~ | |
| Signature | U_ | 1 1. | Signature | | | Signature | , <u>, , , , , , , , , , , , , , , , , , </u> | | |
| | 9 | 111112 | 10/08/ | 12 | | 10/15 | 112 | | |
| Date | | | Date Date | | · | ate | | | |



| Department: | Prepared by: | Date: | Agoura Liii | le Poy | Vork C | torogo Do- | | |
|---|--|--------------------|---|-----------------|--------------|------------------|--|--|
| Community Services | Cynthia L. Polich | • | Agoura Hills Box York \$2 No.: N/A No.: N | | | torage Box | | |
| | | | | ulo) e | NO. N/ | Α | | |
| Page Item Record Series Title and Contents (as listed in Records Retention Schedule): No.: 39 No.: 12 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 sc | hedule page no., record series title and cor | ntents, record da | tes, retention re | equirements, | and destru | iction date. | | |
| Unless otherwise directed, the method two years old and/or have been retained | of destruction proposed is shredding. I her d for the minimum retention period specifie | eby certify that t | the records liste | ed below and/of | or attache | d are more than | | |
| longer have any administrative, legal, e | vidential, fiscal or research and historic val | ue and do not at | fect the title to | real property | or liens the | ereon, are not | | |
| court records, are not, to my knowledge | e, required to be kept further by a statute, a | re not the minut | es, ordinances | or resolutions | of the Cit | y 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 fo | or Destruction: | Date of | Records | Citatio | on | Destruction | | |
| (Description or title of records a | s listed on file label) | From: | To: | Numb | | Date: | | |
| Spring 2006 Activity Registrat | | | | | | | | |
| A | | 03/01/06 | 06/30/06 | GC 340 | 090 | 07/01/12 | | |
| A B | | 03/01/06 | 06/30/06 | GC 340 | 090 | 07/01/12 | | |
| С | | 03/01/06 | 06/30/06 | GC 340 | 090 | 07/01/12 | | |
| D | | 03/01/06 | 06/30/06 | GC 340 | 090 | 07/01/12 | | |
| E F | | 03/01/06 | 06/30/06 | GC 340 | 090 | 07/01/12 | | |
| F | | 03/01/06 | 06/30/06 | GC 340 | 090 | 07/01/12 | | |
| G | | 03/01/06 | 06/30/06 | GC 340 | 090 | 07/01/12 | | |
| Н | | 03/01/06 | 06/30/06 | GC 340 | 090 | 07/01/12 | | |
| 1 | | 03/01/06 | 06/30/06 | GC 340 | | 07/01/12 | | |
| J | | 03/01/06 | 06/30/06 | GC 340 | | 07/01/12 | | |
| K | | 03/01/06 | 06/30/06 | GC 340 | | 07/01/12 | | |
| L | W | 03/01/06 | 06/30/06 | GC 340 | | 07/01/12 | | |
| М | | 03/01/06 | 06/30/06 | GC 340 | | 07/01/12 | | |
| N | | 03/01/06 | 06/30/06 | GC 340 | | 07/01/12 | | |
| 0 | | 03/01/06 | 06/30/06 | GC 340 | | 07/01/12 | | |
| P | | 03/01/06 | 06/30/06 | GC 340 | | 07/01/12 | | |
| Q-R | | 03/01/06 | 06/30/06 | GC 340 | | 07/01/12 | | |
| R | 4-11-11 | 03/01/06 | | GC 340 | | 07/01/12 | | |
| S | | 03/01/06 | 06/30/06 | GC 340 | | 07/01/12 | | |
| T | | 03/01/06 | 06/30/06 | GC 340 | | 07/01/12 | | |
| U-V | | 03/01/06 | 06/30/06 | GC 340 | | 07/01/12 | | |
| W | | 03/01/06 | 06/30/06 | GC 340 | | 07/01/12 | | |
| X - Z | | 03/01/06 | 06/30/06 | GC 340 | | 07/01/12 | | |
| | | \$ 00/01/00 | 00/00/00 | - 0004 | 000 | 07701712 | | |
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| | DESTRUCTION *** | TUODIZA | | | | | | |
| | DESTRUCTION AU | HURIZA | ION | | | | | |
| DEPARTMENT HEAD: | CITY AFTORNEY: |) | (| CITY CLEF | RK: | ء | | |
| 71My | | | | Sua | AUT- | | | |
| Signature 2112 - | Signature | | (| Signature | , | | | |

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



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

| Department: | Prepared by: | Date: | Agoura Hil | ls Box | York S | torage Box |
|---|--|-------------------------|-------------------|---------------------------------------|-------------------------|---------------------|
| Community Services | Cynthia L. Polich | 07/01/12 | No.: N/A | | No.: N/ | _ |
| | Title and Contents (as listed | in Records Rete | ntion Sched | ule): | | |
| No.: 39 No.: 12 Program Regis | | | | | | |
| Listed below and/or attached is a detail identification, including the retention sc | ed list of records for which I am reques | sting destruction. Th | e list includes a | a description o | of each re | cord sufficient for |
| Unless otherwise directed, the method | of destruction proposed is shredding. | I hereby certify that t | he records liste | equirements, ed below and/ | and destr or attache | uction date. |
| two years old and/or have been retaine | d for the minimum retention period spe | cified in Resolution I | No. 06-1426. I | further certify | that the r | ecords listed no |
| longer have any administrative, legal, e | vidential, fiscal or research and historic | c value and do not at | fect the title to | real property | or liens th | ereon, are not |
| court records, are not, to my knowledge | e, required to be kept further by a statu | te, are not the minut | es, ordinances | or resolutions | of the Ci | ty Council or any |
| City board or committee, and are no lor Government Code. | iger required by the City, I request auti | nonty to destroy sam | e pursuant to s | section 34090 | of the Ca | ilitornia |
| List of Files Recommended for | or Destruction: | Date of | Records | Citatio | on | Destruction |
| (Description or title of records a | | From: | To: | Numb | | Date: |
| Summer 2006 Activity Registr | ations (A-H): | | | | | |
| A | | 04/01/06 | 08/31/06 | GC 34 | 090 | 07/01/12 |
| Ba - Be | | 04/01/06 | 08/31/06 | GC 34 | 090 | 07/01/12 |
| Bh - Bv | | 04/01/06 | 08/31/06 | GC 340 | | 07/01/12 |
| С | | 04/01/06 | 08/31/06 | GC 34 | 090 | 07/01/12 |
| C D E | | 04/01/06 | 08/31/06 | GC 34 | | 07/01/12 |
| E | | 04/01/06 | 08/31/06 | GC 34 | | 07/01/12 |
| F | | 04/01/06 | 08/31/06 | GC 34 | | 07/01/12 |
| G | | 04/01/06 | 08/31/06 | GC 34 | | 07/01/12 |
| Н | | 04/01/06 | 08/31/06 | GC 34 | | 07/01/12 |
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| | DESTRUCTION | AUTHORIZA | ΓΙΟΝ | | | |
| DEPARTMENT HEAD: | CITY AFTORNE | 10 | (| CITY/ ÇLEF | ŖΚ: | |
| TIMIXE | | | | 15VL | nu | |
| Signature 102 112 | Signature | 13 - | ; | Signature | , | |
| 177117 | | 1 | | <u>10[18</u> | 112 | |
| Date | Date | | ļ | Date * | | |
| Date City Council Approved Reco | ords for Destruction: | A | ctual Date R | ecords Des | troyed: | |



| Department: | Prepared by: | Date: | Agoura Hi | lls Box | York St | torage Box | | | |
|--|--|---------------------------------------|---------------------------------|---------------|---|------------------------------|--|--|--|
| Community Services | Cynthia L. Polich | 07/01/12 | _ | | No.: N/ | - | | | |
| Page Item Record Series Title and Contents (as listed in Records Retention Schedule): | | | | | | | | | |
| No.: 39 No.: 12 Program Regis | | doctriction Th | | | | | | | |
| 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 retaine | 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, e | 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 lo | e, required to be kept further by a statute, a nger required by the City. I request authority | v to destrov sam | es, ordinances e pursuant to | Section 34090 | of the Ca | y Council or any lifornia | | | |
| Government Code. | | | | | | | | | |
| List of Files Recommended for | | Date of | Records | Citatio | | Destruction | | | |
| (Description or title of records a | s listed on file label) | From: | To: | Numb | er: | Date: | | | |
| Summer 2006 Activity Regist | rations (I-R): | | | | | | | | |
| I-J | | 04/01/06 | 08/31/06 | GC 34 | 090 | 07/01/12 | | | |
| K | | 04/01/06 | 08/31/06 | GC 34 | 090 | 07/01/12 | | | |
| L | | 04/01/06 | 08/31/06 | GC 34 | 090 | 07/01/12 | | | |
| Ma-Me | | 04/01/06 | 08/31/06 | GC 34 | 090 | 07/01/12 | | | |
| Me-Mu | | 04/01/06 | 08/31/06 | GC 34 | 090 | 07/01/12 | | | |
| N | | 04/01/06 | | GC 34 | | 07/01/12 | | | |
| О | | 04/01/06 | | GC 34 | | 07/01/12 | | | |
| P | , | 04/01/06 | | GC 34 | | 07/01/12 | | | |
| Q-R | Mil. 77 | 04/01/06 | 08/31/06 | GC 34 | | 07/01/12 | | | |
| | | 04/01/00 | 00/01/00 | 00 07 | 030 | 07/01/12 | | | |
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| | DESTRUCTION AU | JTHORIZA | TION | | | | | | |
| DEPARTMENT HEAD: | CITY ATTORNEY: | y na maka atau ting ting ang ting ang | | CITY/CLE | RK: | · • | | | |
| Signature | | | | Signatura | 100 | | | | |
| Signature タイン | Signature 10/08/12 | - | | Signature | do | | | | |
| Date | Date | | | Date | 1110- | | | | |
| Date City Council Approved Rec | ords for Destruction: | A | ctual Date R | Records Des | troyed: _ | | | | |



| Department: | Prepared by: | d by: Date: | | Agoura Hills Box | | York Storage Box | | |
|---|--|-------------------|------------------|---------------------|-------------|---------------------|--|--|
| Community Services Cynthia L. Polich | | | No.: N/A | | No.: N/ | Α | | |
| Page Item Record Series Title and Contents (as listed in Records Retention Schedule): No.: 39 No.: 12 Program Registrations/Waivers of Liability | | | | | | | | |
| | led list of records for which I am requesting de | estruction. Th | e list includes | a description o | of each red | cord sufficient for | | |
| identification, including the retention so | chedule page no., record series title and conte | ents, record da | tes, retention r | equirements, | and destri | uction date. | | |
| Unless otherwise directed, the method | of destruction proposed is shredding. I herek | by certify that t | he records list | ed below and/ | or attache | d are more than | | |
| | ed for the minimum retention period specified evidential, fiscal or research and historic value | | | | | | | |
| court records, are not, to my knowledg | e, required to be kept further by a statute, are | not the minut | es, ordinances | or resolutions | of the Cit | y Council or any | | |
| | nger required by the City. I request authority t | o destroy sam | e pursuant to | Section 34090 | of the Ca | lifornia | | |
| Government Code. List of Files Recommended for | or Doctruction | Data of | Records | Citatio | - 10 | Destruction | | |
| (Description or title of records a | | From: | To: | Numb | | Destruction Date: | | |
| Summer 2006 Activity Regist | | From. | 10. | Nullip | GI. | Date. | | |
| Sa-Se | rations (3-2). | 04/04/06 | 00/24/00 | 00.24 | 000 | 07/04/40 | | |
| | | 04/01/06 | 08/31/06 | GC 34 | | 07/01/12 | | |
| Sh-So | | 04/01/06 | 08/31/06 | GC 34 | | 07/01/12 | | |
| Sp-Sw | | 04/01/06 | 08/31/06 | GC 34 | | 07/01/12 | | |
| Т | | 04/01/06 | 08/31/06 | GC 34 | | 07/01/12 | | |
| U-V | | 04/01/06 | 08/31/06 | GC 34 | | 07/01/12 | | |
| W | | 04/01/06 | 08/31/06 | GC 34 | | 07/01/12 | | |
| X-Z | The state of the s | 04/01/06 | 08/31/06 | GC 34 | 090 | 07/01/12 | | |
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| | DESTRUCTION AUT | HORIZA | TION | | | | | |
| DEPARTMENT HEAD; | CITY ATTORNEY: | | | CITY CLEF | RK: | | | |
| Signature | Signatura | | | Signature | 141 | | | |
| Signature (12-21) | Signature, 10108112 | | | Signature | -10 | | | |
| Date | Date | | | <u>し</u> しい Date | 110 | | | |
| Date City Council Approved Rec | - 5.11 | А | | Dale Pacarde Dae | trough. | | | |



| Department: | Prepared by: | Date: | Agoura Hi | ls Box Y | ork Storage Box |
|--|--|-----------------------|---------------------|--------------------|----------------------------|
| Community Services | Cynthia L. Polich | 07/01/12 | No.: N/A | N | o.: N/A |
| Page Item Record Series | Title and Contents (as listed in | n Records Rete | ntion Sched | lule) : | |
| No.: 39 No.: 12 Program Regis | | | | | |
| Listed below and/or attached is a detail identification, including the retention scl | ed list of records for which I am requesti hedule page no record series title and a | ng destruction. The | e list includes a | a description of | each record sufficient for |
| Unless otherwise directed, the method | of destruction proposed is shredding. 1 | hereby certify that t | he records liste | ed below and/or | attached are more than |
| two years old and/or have been retained | d for the minimum retention period spec | ified in Resolution I | No. 06-1426. 1 | further certify th | at the records listed no |
| longer have any administrative, legal, e court records, are not, to my knowledge | vidential, fiscal or research and historic | value and do not af | fect the title to | real property or | liens thereon, are not |
| City board or committee, and are no lor | ger required by the City. I request author | rity to destroy sam | e pursuant to s | Section 34090 of | the City Council or any |
| Government Code. | | | | | |
| List of Files Recommended fo | | Date of | Records | Citation | |
| (Description or title of records as | Company of the Compan | From: | To: | Number | : Date: |
| Fall 2006 Activity Registration | s: | | | | |
| Α | | 09/01/06 | 12/31/06 | GC 3409 | 0 07/01/12 |
| В | | 09/01/06 | 12/31/06 | GC 3409 | 0 07/01/12 |
| С | | 09/01/06 | 12/31/06 | GC 3409 | 0 07/01/12 |
| D | | 09/01/06 | 12/31/06 | GC 3409 | 0 07/01/12 |
| E | | 09/01/06 | 12/31/06 | GC 3409 | 0 07/01/12 |
| F | | 09/01/06 | 12/31/06 | GC 3409 | 0 07/01/12 |
| G | | 09/01/06 | 12/31/06 | GC 3409 | 0 07/01/12 |
| Н | | 09/01/06 | 12/31/06 | GC 3409 | 0 07/01/12 |
| l | | 09/01/06 | 12/31/06 | GC 3409 | 0 07/01/12 |
| J | | 09/01/06 | 12/31/06 | GC 3409 | 0 07/01/12 |
| K | | 09/01/06 | 12/31/06 | GC 3409 | 0 07/01/12 |
| L | | 09/01/06 | 12/31/06 | GC 3409 | 0 07/01/12 |
| М | | 09/01/06 | 12/31/06 | GC 3409 | |
| N | | 09/01/06 | 12/31/06 | GC 3409 | |
| 0 | | 09/01/06 | 12/31/06 | GC 3409 | |
| P | | 09/01/06 | 12/31/06 | GC 3409 | |
| Q-R | | 09/01/06 | 12/31/06 | GC 3409 | |
| S | | 09/01/06 | | GC 3409 | |
| T | The first section of the section of | 09/01/06 | 12/31/06 | GC 3409 | |
| U | | 09/01/06 | 12/31/06 | GC 3409 | |
| V | | 09/01/06 | | GC 3409 | |
| W | | 09/01/06 | 12/31/06 | GC 3409 | |
| X - Z | | 09/01/06 | 12/31/06 | GC 3409 | |
| | | 33,31,00 | 12,01,00 | 30 0408 | 07/01/12 |
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| | DESTRUCTION A | UTHORIZA | ΓΙΟΝ | | |
| DEPARTMENT HEAD: | CITY ATTORNEY. | 1 | (| CITY CLERK | ' • |

DEPARTMENT HEAD:

CITY ATTORNEY:

Signature

Date

Date

CITY CLERK:

Signature

Date

Signature

Date

Actual Date Records Destroyed:



Date

CITY OF AGOURA HILLS 2011-12 RECORDS DESTRUCTION REQUEST FORM

| Department | | Dyonavad bu | ID: | A | | V | | | | |
|---|---|--|---|----------------|-------------------|--|------------------------------|--|--|--|
| Department: Community Services | | Prepared by: | Date: | Agoura Hil | 1 | | York Storage Box No.: N/A | | | |
| | - managery and a construction | Cynthia L. Polich | 07/01/12 | l | A | | | | | |
| Page Item Record Series Title and Contents (as listed in Records Retention Schedule): No.: 39 No.: 12 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 | | | | | | | | | | |
| | dentification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. Jnless 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 h | ave been retained | d for the minimum retention period spec | ified in Resolution I | No. 06-1426. I | further certify t | that the re | ecords listed no | | | |
| | | vidential, fiscal or research and historic | | | | | | | | |
| | court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California | | | | | | | | | |
| Government Code. | | | | | | 0, 1,10 04 | orrina | | | |
| List of Files Reco | | | Date of | Records | Citatio | n | Destruction | | | |
| (Description or title | e of records a | s listed on file label) | From: | To: | Numbe | er: | Date: | | | |
| Spring 2007 Activ | vity Registrat | ions: | | | | | | | | |
| A-B | | | 03/01/07 | 06/30/07 | GC 340 | 90 | 07/01/12 | | | |
| C-D | | | 03/01/07 | 06/30/07 | GC 340 | 90 | 07/01/12 | | | |
| E-F | | | 03/01/07 | 06/30/07 | GC 340 | 90 | 07/01/12 | | | |
| G-H | | | 03/01/07 | 06/30/07 | GC 340 | 90 | 07/01/12 | | | |
| I-K | | | 03/01/07 | 06/30/07 | GC 340 | 90 | 07/01/12 | | | |
| L-M | | | 03/01/07 | 06/30/07 | GC 340 | 90 | 07/01/12 | | | |
| N-P | | | 03/01/07 | 06/30/07 | GC 340 | 90 | 07/01/12 | | | |
| Q-R | | | 03/01/07 | 06/30/07 | GC 340 | 90 | 07/01/12 | | | |
| S | | | 03/01/07 | 06/30/07 | GC 340 | 90 | 07/01/12 | | | |
| T-V | | | 03/01/07 | 06/30/07 | GC 340 | 90 | 07/01/12 | | | |
| W-Z | | | 03/01/07 | 06/30/07 | GC 340 | | 07/01/12 | | | |
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| | | DESTRUCTION A | a de de la completa en la cesa de la completa de L | | - | | | | | |
| DEPARTMENT H | EAD: | CITY ATTORNEY | | | CITY CLER | K: Na- |) | | | |
| Signature / 3 | 12 | Signature 0081 | 8 | - | Signature | 1/2 | | | | |

Date

Date City Council Approved Records for Destruction: __

Date

Actual Date Records Destroyed: __



| Department: | Prepared by: | Date: | Agoura Hills Box | | York Storage Box | | | | |
|---|--|-----------------------|-------------------|-----------------|----------------------------|------------------|--|--|--|
| Community Services | Cynthia L. Polich | 07/01/12 | No.: N/A | | No.: N/A | | | | |
| Page Item Record Series Title and Contents (as listed in Records Retention Schedule): No.: 39 No.: 12 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 retaine | of destruction proposed is shreading. Thereby distributions from the minimum retention period specified is | n Resolution i | No. 06-1426. 1 | further certify | or attached that the re | ecords listed no | | | |
| longer have any administrative, legal, e | vidential, fiscal or research and historic value | and do not af | fect the title to | real property | or liens the | ereon, are not | | | |
| court records, are not, to my knowledge City board or committee, and are no los | e, required to be kept further by a statute, are | not the minute | es, ordinances | or resolutions | of the Cit | y 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 | | Date of | Records | Citatio | on | Destruction | | | |
| (Description or title of records a | s listed on file label) | From: | To: | Numb | er: | Date: | | | |
| Winter 2007 Activity Registrat | tions: | | | | | | | | |
| Α | | 01/01/07 | 04/30/07 | GC 34 | 090 | 07/01/12 | | | |
| В | | 01/01/07 | 04/30/07 | GC 34 | 090 | 07/01/12 | | | |
| С | | 01/01/07 | 04/30/07 | GC 34 | 090 | 07/01/12 | | | |
| D | | 01/01/07 | 04/30/07 | GC 34 | 090 | 07/01/12 | | | |
| E | | 01/01/07 | 04/30/07 | GC 34 | 090 | 07/01/12 | | | |
| F | | 01/01/07 | 04/30/07 | GC 34 | 090 | 07/01/12 | | | |
| G | | 01/01/07 | 04/30/07 | GC 34 | 090 | 07/01/12 | | | |
| Н | | 01/01/07 | 04/30/07 | GC 34 | 090 | 07/01/12 | | | |
| | | 01/01/07 | 04/30/07 | GC 34 | 090 | 07/01/12 | | | |
| J | | 01/01/07 | 04/30/07 | GC 34 | 090 | 07/01/12 | | | |
| К | | 01/01/07 | 04/30/07 | GC 34 | 090 | 07/01/12 | | | |
| L | | 01/01/07 | 04/30/07 | GC 34 | 090 | 07/01/12 | | | |
| M | | 01/01/07 | 04/30/07 | GC 34 | 090 | 07/01/12 | | | |
| N | | 01/01/07 | 04/30/07 | GC 34 | 090 | 07/01/12 | | | |
| 0 | | 01/01/07 | 04/30/07 | GC 34 | 090 | 07/01/12 | | | |
| Р | | 01/01/07 | 04/30/07 | GC 34 | 090 | 07/01/12 | | | |
| Q-R | | 01/01/07 | 04/30/07 | GC 34 | 090 | 07/01/12 | | | |
| S | | 01/01/07 | 04/30/07 | GC 34 | 090 | 07/01/12 | | | |
| T | | 01/01/07 | 04/30/07 | GC 34 | | 07/01/12 | | | |
| U | | 01/01/07 | 04/30/07 | GC 34 | | 07/01/12 | | | |
| V | | 01/01/07 | 04/30/07 | GC 34 | | 07/01/12 | | | |
| W | | 01/01/07 | 04/30/07 | GC 34 | 090 | 07/01/12 | | | |
| X-Z | | 01/01/07 | 04/30/07 | GC 34 | | 07/01/12 | | | |
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| | The Common Section Sec | | | | | | | | |
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| | DESTRUCTION AUT | | TION | A territoria | | | | | |
| | DESTRUCTION AUT | HURIZA | | | | | | | |
| DEPARTMENT HEAD: | CITY ATTORNEY: | | (| CITY CLER | RK: | , | | | |
| Signature | Signature | | | Signature | CA UCO | | | | |
| 8/23/12 | 10/08/12 | | ` | lolis | 112 | | | | |
| Date | Date | | | Date | 115 | | | | |

Actual Date Records Destroyed:

Date City Council Approved Records for Destruction:



| Depar | tment: | | Prepared by: | Date: | Agoura Hi | lle Boy | Vork S | torage Box |
|------------|------------------------------|--|--|---|--------------------------------------|---|-------------|---------------------|
| 1 ' | nunity Ser | vices | Cynthia L. Polich | 07/01/12 | | IIS DOX | No.: N | _ |
| Page | Item | | s Title and Contents (as listed i | Q - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - | <u> </u> | | INO IN | /A |
| | | Program Regis | strations/Waivers of Liability | iii kecoras kete | nuon Sched | uie): | | |
| | | | led list of records for which I am request | ting destruction. Th | e list includes | a description of | of each re | cord sufficient for |
| identific | ation, includ | ling the retention so | hedule page no., record series title and | contents, record da | tes, retention r | equirements, | and destr | uction date. |
| Unless | otherwise di | rected, the method | of destruction proposed is shredding. I | hereby certify that t | he records list | ed below and/ | or attache | ed are more than |
| longer h | rs old and/o lave anv adt | r nave been retaine ministrative legal e | d for the minimum retention period spec evidential, fiscal or research and historic | cified in Resolution I | No. 06-1426. I fact the title to | further certify | that the i | records listed no |
| court re | cords, are n | ot, to my knowledge | e, required to be kept further by a statute | e, are not the minut | es, ordinances | or resolutions | of the Ci | itv Council or anv |
| City boa | ird or comm | ittee, and are no lo | nger required by the City. I request auth | ority to destroy sam | e pursuant to | Section 34090 | of the Ca | alifornia |
| | nent Code. | oommandad f | or Destruction: | Doto of | Danamia I | ^ :-4: | | 15 <i>i</i> |
| | | | s listed on file label) | | Records | Citatio Numb | | Destruction |
| | | andre de an en en | | From: | То: | Numb | er. | Date: |
| | | ergency Forms | s & Rosters | 0.4/0.4/0.0 | 00/04/00 | | | |
| | ot Day Ca | | | 04/01/06 | | GC 34 | | 07/01/12 |
| | • | lills Emergency | | 04/01/06 | 08/31/06 | GC 34 | | 07/01/12 |
| | | lills Rosters: 6/1 | | 06/18/06 | 08/31/06 | GC 34 | 090 | 07/01/12 |
| | | | ring Caravans: 1/2/06 - 4/13/06 | 01/02/06 | 04/13/06 | GC 34 | 090 | 07/01/12 |
| Adven | ture Club | Winter & Spring | g Caravans: 1/2/06 - 4/13/06 | 01/02/06 | 04/13/06 | GC 34 | 090 | 07/01/12 |
| Adven | ture Club | Summer Carav | ans: 6/18/06 - 8/24/06 | 06/18/06 | 08/24/06 | GC 34 | 090 | 07/01/12 |
| Adven | ture Club | Emergency For | ms | 04/01/06 | 08/31/06 | GC 34 | 090 | 07/01/12 |
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| | | | DESTRUCTION A | MITHORIZA" | TION | | | |
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| DEPAI | RTMENT | HEAD: | CITY ATTORNEY | 9 | | CITYCLEF | 7 | |
| Signati | Ire/ | | Signature | | > - | Signatura | 14 | |
| ~ B | 23112 | | | 12 | | `Signature <i>`ارا) ا</i> در | 112 | |
| Date | | | Date Date | | · - | Date | <u> </u> | - |

Actual Date Records Destroyed:

Date City Council Approved Records for Destruction:



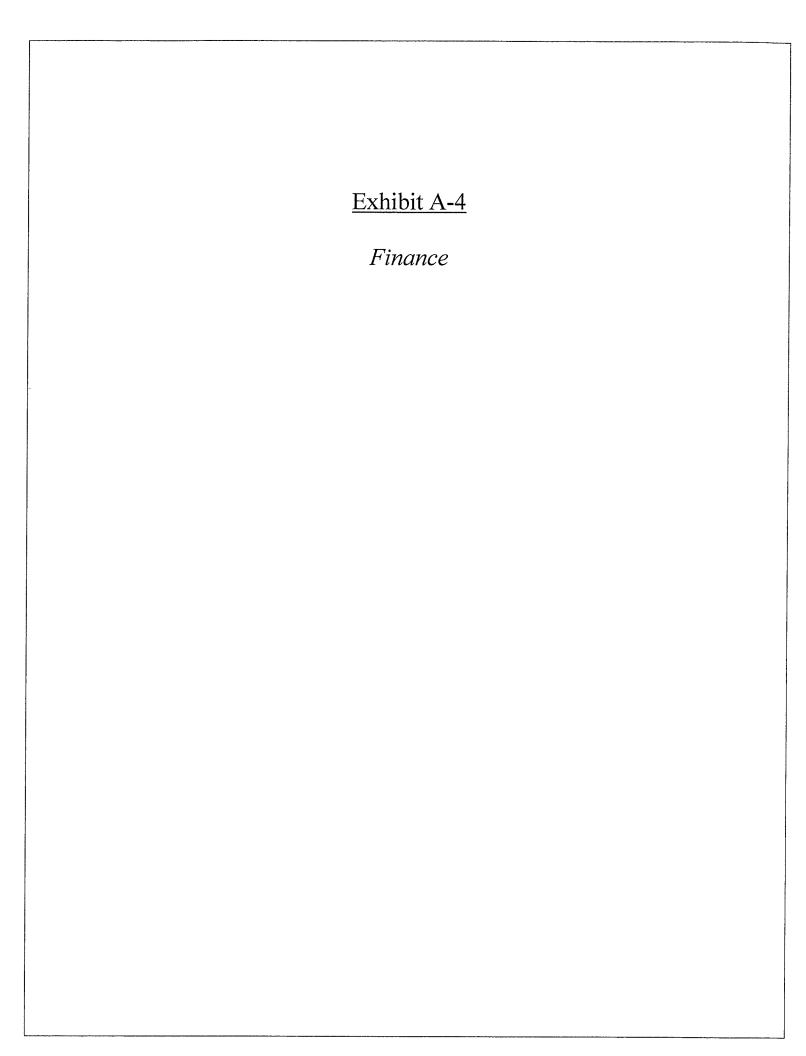
| Department: | Prepared by: | Date: | Agoura H | ills Box | York St | orage Box | |
|---|---|----------------|-----------------------------------|------------------|--------------|---------------------------------------|--|
| Community Services Cynthia L. Polich 07/01/12 No.: N/A No.: N/A | | | | | | | |
| No.: 39 No.: 12 Program Regis | | | | · | | | |
| Listed below and/or attached is a detail | ed list of records for which I am requesting de | estruction. Th | e list includes | a description of | of each red | ord sufficient for | |
| Identification, including the retention sc | hedule page no., record series title and conte | nts, record da | tes, retention | requirements, | and destru | iction date. | |
| two years old and/or have been retaine | of destruction proposed is shredding. I herek d for the minimum retention period specified i | n Pecolution | ine records list | ted below and/ | or attache | d are more than | |
| longer have any administrative, legal, e | vidential, fiscal or research and historic value | and do not at | No. 00-1420. Fect the title to | real property | or liens the | ecolus listed no | |
| court records, are not, to my knowledge | e, required to be kept further by a statute, are | not the minut | es. ordinances | s or resolutions | of the Cit | v Council or any | |
| City board or committee, and are no lor | nger required by the City. I request authority t | o destroy sam | e pursuant to | Section 34090 | of the Cal | lifornia | |
| Government Code. | | | | | | | |
| List of Files Recommended for | | Date of | Records | Citatio | on | Destruction | |
| (Description or title of records a | s listed on file label) | From: | To: | Numb | er: | Date: | |
| Emergency Forms for 2004: A | ι-Z | 01/01/04 | 12/31/04 | GC 34 | 090 | 7/1/12 | |
| Emergency Forms for 2005: A | -Z | 01/01/05 | 12/31/05 | GC 34 | 090 | 7/1/12 | |
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| | DESTRUCTION AUT | HORIZA | TION | | | | |
| DEPARTMENT HEAD: | CITY ATTORNEY | | | CITY, CLEF | RK: | <i>></i> | |
| Signature 9/11/12 | Signature 08/1 | 2 | - | Signature | -/12 | · · · · · · · · · · · · · · · · · · · | |
| Date | Date | | • | Date | | | |
| Date City Council Approved Reco | ords for Destruction: | _ A | ctual Date F | Records Des | troyed: _ | | |



| Department: | Prepared by: | Date: | Agoura Hi | lle Boy Vorl | k Storage Box |
|--|--|--|------------------------------------|--|---------------------------------------|
| Community Services | Cynthia L. Polich | 07/01/12 | - | | N/A |
| | s Title and Contents (as listed | | | | IVA |
| No.: 40 No.: 13 Program Files | s Title and Contents (as listed | i ili Recoras Rele | nuon Scned | iule): | |
| Listed below and/or attached is a detail | led list of records for which I am reque | sting destruction. Th | e list includes | a description of eacl | h record sufficient for |
| identification, including the retention so | chedule page no., record series title an | d contents, record da | tes, retention | requirements, and de | estruction date. |
| Unless otherwise directed, the method | of destruction proposed is shredding. | I hereby certify that t | he records list | ed below and/or atta | sched are more than |
| two years old and/or have been retaine longer have any administrative, legal, e | d for the minimum retention period spend | ecified in Resolution I | No. 06-1426. | further certify that the | he records listed no |
| court records, are not, to my knowledge | e. required to be kept further by a statu | ic value and do not at ite, are not the minut | rect the title to es ordinances | real property or lien or resolutions of the | s tnereon, are not |
| City board or committee, and are no lo | nger required by the City. I request aut | hority to destroy sam | e pursuant to | Section 34090 of the | California |
| Government Code. | | | | | |
| List of Files Recommended for | | Date of | Records | Citation | Destruction |
| Amy B - Winter 2003- 2006- File | e 1 | From: | To: | Number: | Date: |
| | | | | | |
| 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 | |
| 1.O. Cab Close-Out | | 01/01/03 | 12/31/00 | GC 34090 | 7/1/12 |
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| | DESTRUCTION | AUTHORIZA [*] | ΓΙΟΝ | | |
| DEP¦ARTMENT HE∕AD: | CITY ATTORNE | Ý.) | | CITY CLERK: | |
| 7 mx /2 | | | | KILATIL | y- |
| Signature () Qia a l | Signature / ^ C | 110 | • | Signature | · · · · · · · · · · · · · · · · · · · |
| 21141/2 | _ 10/08 | 11 2 | _ | 10/15/12 | _ |
| Date | Date | | . • | Date | |

Actual Date Records Destroyed: _____

Date City Council Approved Records for Destruction:





| Departn | Department: Prepared by: | | | Date: | 1 - I | | | torage Box | |
|-----------|--------------------------|---------------------------------------|---|---------------|--------------|------------------|--------------|---|--|
| Finance | Departm | ent | Monica Hanson | 08/29/12 | No.: F404 | | No.: N/A | | |
| Page | ltem | Record Series | Title and Contents (as listed in F | Records Rete | ntion Sched | dule): | | | |
| No.: 43 | 1 | Bank/Account | | | | | | | |
| | | | d list of records for which I am requesting | | | | | | |
| | | | edule page no., record series title and conte | | | | | | |
| | | | ction proposed is shredding. I hereby certif | | | | | | |
| | | | nimum retention period specified in Resolu | | | | | | |
| | | | al or research and historic value and do no | | | | | | |
| | | | kept further by a statute, are not the mini | | | | | | |
| | | ommended for | the City. I request authority to destroy same | | Records | of the Californi | | | |
| 1 | | | listed on file label) | | | Numb | | Destruction | |
| | | | | From: | To: | | | Date: | |
| Lincoin/i | CIVIA Sta | tements and Co | ontribution Backup Data | 01/01/98 | 12/31/03 | ELC :3409 | 10 | 7/1/2012 | |
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| | A CONTRACTOR | | | | | | | | |
| | | | DESTRUCTION AUT | HORIZAT | ION | | | | |
| DEPART | MENT H | EAD: | CITY ATTORNEY: | | | CITY CLER | k: | | |
| (h-) | 7 | | | | | BIU | nu | | |
| Signature | 8 | · · · · · · · · · · · · · · · · · · · | Signature | t | • | Signature | | | |
| | 9/6/1 | 7 | 10/08/112 | | | - lolis | 1/12 | | |
| Date | 1 - 1 - | | Date | | • | Date | | | |
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| Date City | Council A | Approved Recor | ds for Destruction: | . Ad | ctual Date R | ecords Dest | royed: | | |



| Department: | | Prepared by: | | Agoura Hil | Is Box | York Storage Box |
|-------------------|----------------|--|----------------|--------------|----------------|------------------|
| Finance Departm | nent | Monica Hanson | 08/30/12 | No.: F328 | | No.: N/A |
| Page Item | | Title and Contents (as listed in | n Records Rete | ntion Sched | ıle): | |
| No.: 43 No.: 8 | Bank Reconcil | | | | | |
| | | ed list of records for which I am request | | | | |
| | | edule page no., record series title and c | | | | |
| | | ction proposed is shredding. I hereby c | | | | |
| | | nimum retention period specified in Res | | | | |
| | | ll or research and historic value and do | | | | |
| | | ept further by a statute, are not the m | | | | |
| List of Files Rec | | the City. I request authority to destroy s | | Records | Citatio | |
| | | listed on file label) | From: | To: | Numb | |
| Bank Reconciliati | | neted on the labely | 7/1/2000 | 6/30/2003 | GC 3409 | |
| | 10115 | | | | | |
| G/L Reports | | | 7/1/2000 | 6/30/2001 | <u>60.3409</u> | 90 7/1/2012 |
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| | | DESTRUCTION A | UTHORIZAT | ION | | |
| DEPARTMENT H | IEÀD: | CITY ATTORNEY | | | CITY CLER | ₹ K : |
| MY | <i>y</i> | (9) | | | JAMA | 141- |
| Signature | 10 | Signature (1) | | | Signature | -1 |
| 716 | 1 | | <u></u> | - | 10115 | 117 |
| Date ' | | Date | | | Date | |
| Date City Council | Approved Recor | ds for Destruction: | Ac | tual Date Re | cords Destr | royed: |



| Departr | | | Prepared by: | Date: | Agoura Hi | ills Box | | torage Box |
|--------------|--------------|---------------------------------------|--|--|--------------|-----------------|---------------------------------------|-------------|
| Finance | Departm | ent | Monica Hanson | 08/29/12 | No.: F323 | | No.: N/ | Α |
| Page | Item | | Title and Contents (as listed in F | | ntion Sched | dule): | | |
| No.: 43 | | | iation Files: General Ledger Report | | | | | |
| | | | ed list of records for which I am requesting | | | | | |
| | | | edule page no., record series title and conte | | | | | |
| | | | ction proposed is shredding. I hereby certif | | | | | |
| | | | nimum retention period specified in Resolu | | | | | |
| | | | al or research and historic value and do no e kept further by a statute, are not the mini | | | | | |
| | | | the City. I request authority to destroy sam | | | | | |
| | | ommended for | | | Records | Citatio | | Destruction |
| 1 | | | listed on file label) | From: | To: | Numb | | Date: |
| Journal | | | neced on the labor, | 07/01/00 | 06/30/01 | | | |
| Journal | Litules | | | 07/01/00 | 00/30/01 | <u>G.C.3409</u> | - | 7/1/2012 |
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| DEPART | MENT H | EAD: | CITY AFTORNEY | | | CITY CLEF | RK: | 2 |
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| Signature | ۳ ۱, ۱. ۱ | | Signature | | | Signature | -/12 | |
| | 16/13 | | - 10/08/13 | | | 1010 | 山ナ | |
| Date ' | • • | | Date | | | Date | | |
| Date City | Council A | Approved Recor | ds for Destruction: | . A | ctual Date R | ecords Dest | royed: _ | |



| Departn | nent: | | Prepared by: | Date: | Agoura Hi | lls Box | York Sto | orage Box |
|-----------------|--|---------------------------------------|---|-------------------------|-----------------|-----------------------|-------------|---------------------------------------|
| Finance | Departmer | nt | Monica Hanson | 08/29/12 | No.: F358 | | No.: N/A | |
| Pages: 43-44 | | | Title and Contents (as listed in Reation Files/Bank Statement Records | | ntion Sched | dule) : | | |
| | | | d list of records for which I am requesting de | | e list includes | a description of | of each rec | ord sufficient fo |
| | | | edule page no., record series title and conten | | | | | |
| | | | ction proposed is shredding. I hereby certify | | | | | |
| | | | nimum retention period specified in Resolution | | | | | |
| any admin | nistrative, lega | l, evidential, fisca | al or research and historic value and do not | affect the title | to real proper | rty or liens ther | eon, are n | ot court records |
| | | | kept further by a statute, are not the minute | | | | | |
| | | | the City. I request authority to destroy same | | | of the Californi | | |
| l | | mmended for | | Date of | Records | Citatio | on | Destruction |
| | | of records as | listed on file label) | From: | To: | Numb | er: | Date: |
| Voided (| Checks | | | 07/01/03 | 06/30/05 | GC 3409 | 0 | 7/1/2012 |
| Stateme | nts and Ca | ncelled Check | S | 07/01/03 | 06/30/05 | 66.3409 | 0 | 7/1/2012 |
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| | | | DESTRUCTION AUTI | HORIZAT | ION | | | |
| DEPART | MENT HE | (D) | CITY ATTORNEY: | ana a la banana di da j | | CITY CLER | :K: | and Electrical Control |
| Signature | The | <u> </u> | Signature / OF / / | | | <u> </u> | 1 | |
| 으 Date | 16/12 | | | | - | <u>ାଠା (୪</u> Date | 112 | |
| | Council An | inroved Record | ds for Destruction: | 4.0 | | ecords Dost | rovodi | |



| Department: Finance Department | Prepared by: Monica Hanson | Date: 08/20/12 | Agoura Hi No.: F424 | | ork Storage Box |
|---|--|--|---|--|--|
| Page Item Record Series | Title and Contents (as listed | | | | |
| 43,46 No.:6,22 Payroll Files at Listed below and/or attached is a detail identification, including the retention such unless otherwise directed, the method two years old and/or have been retained longer have any administrative, legal, court records, are not, to my knowledge City board or committee, and are no Government Code. | ed list of records for which I am required chedule page no., record series title of destruction proposed is shreddinged for the minimum retention period sevidential, fiscal or research and history, required to be kept further by a state | and contents, record I hereby certify that pecified in Resolution oric value and do not tute, are not the minute | d dates, reter the records lis No. 10-1584. affect the title tes, ordinance | ntion requirement sted below and/or I further certify to real property as or resolutions | its, and destruction date or attached are more than that the records listed no or liens thereon, are no of the City Council or any |
| List of Files Recommended for | or Destruction: | Date of | Records | Citation | n Destruction |
| (Description or title of records as | s listed on file label) | From: | To: | Numbe | |
| Lincoln Statements and Contrib | utions | 01/01/04 | 12/31/06 | GC. 34090 | 7/1/2012 |
| ICMA Statements and Contribut | ions | 01/01/04 | 12/31/06 | <u>۾</u> 34090 | 7/1/2012 |
| Auto Deposit Registers | | 01/01/98 | 06/30/05 | 26CFR31.60 | 001-1 7/1/2012 |
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| DEPARTMENT (HEAD?) | DESTRUCTION | | | OITY OI FDY | |
| (h) | CITY ATTORNE | 7 | | CITY CLERK | u |
| Signature 9/6/17 | Signature (1) | <u> </u> | | Signature | } |
| Date 7 | Date ! | _ | | Date | |
| Date City Council Approved Reco | rds for Destruction: | Ac | tual Date R | ecords Destro | yed: |



| Departn | | | Prepared by: | | Agoura H | | York St | orage Box |
|--|-----------------|--|--|----------|-----------------|------------------|------------|---------------------|
| Finance | Departm | ent | Monica Hanson | 08/30/12 | No.: F423 | | No.: N/ | 4 |
| Page 43,47 | Item 6,23,24 | | s Title and Contents (as listed in Receports; W-2's Records; Account Rec | | ntion Sched | dule): | | |
| | | | ed list of records for which I am requesting de | | e list includes | a description of | of each re | cord sufficient for |
| | | | edule page no., record series title and content | | | | | |
| | | | ction proposed is shredding. I hereby certify t | | | | | |
| | | | nimum retention period specified in Resolution | | | | | |
| | | | al or research and historic value and do not a | | | | | |
| | | | e kept further by a statute, are not the minute | | | | | |
| 1 | | | y the City. I request authority to destroy same | | | | | |
| List of F | iles Rec | ommended for | Destruction: | Date of | Records | Citatio | n | Destruction |
| (Descrip | tion or titl | e of records as | listed on file label) | From: | To: | Numb | er: | Date: |
| Payroll ta | ax statem | ents-quarterlies | 3 | 2004 | 2005 | 29 USC | 436 | 7/1/2012 |
| | ity copies | | | 1998 | 2005 | 29CFR516. | | |
| | Statement | | | | | | | |
| | | | | 07/01/01 | 06/30/04 | GC 3409 | | 7/1/2012 |
| Lincoin | Contribution | on Backup Data | 1 | 2002 | 2003 | GC 3409 | U | 7/1/2012 |
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| and the second s | _ | | DESTRUCTION AUTH | HORIZAT | ION | | | |
| DEPART | MENT H | EAD: | CITY ATTORNEY. | | | CITY CLER | K: | |
| Signature | e | 1. | Signature | 3 | | Signature | 1 | |
| | 716 | 216 | 17081/2 | | | 10/15/ | 17 | |
| Date | | V | Date | | • | Date | | |
| Data Citu | Council | Innroved Recor | de for Destruction: | Λ. | tual Dato 🖺 | Pacarde Daeti | rovod: | |



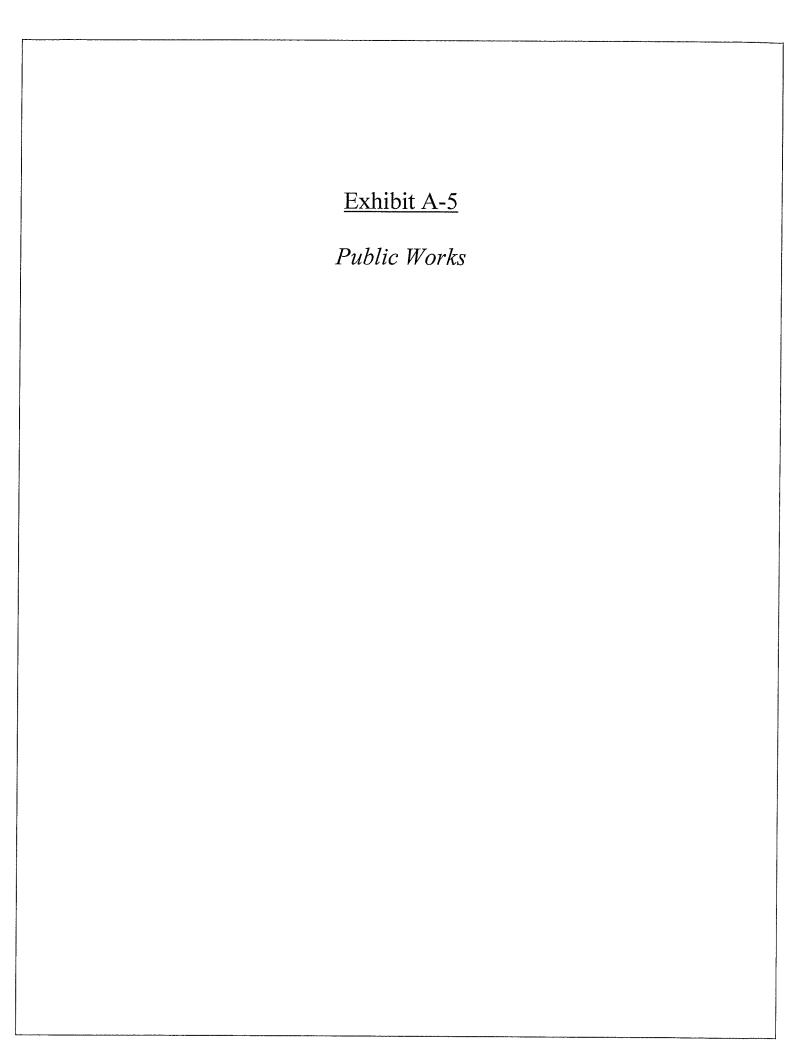
| Department: | Prepared by: | Date: | Agoura H | | torage Box |
|---|--|----------------------|-----------------|--------------------------|----------------------|
| Finance Department | Monica Hanson | | No.: F399 | | Ά |
| | es Title and Contents (as listed | in Records Rete | ntion Sche | dule): | |
| No.: 46 No.: 22 Payroll: Payro | iled list of records for which I am reques | ting destruction. Th | e list includes | a description of each re | sord cufficient fo |
| | hedule page no., record series title and o | | | | |
| | ruction proposed is shredding. I hereby | | | | |
| | ninimum retention period specified in Re | | | | |
| | cal or research and historic value and d | | | | |
| | be kept further by a statute, are not the | | | | |
| | by the City. I request authority to destroy | | | | |
| List of Files Recommended for | | | Records | Citation | Destruction |
| (Description or title of records a | s listed on tile label) | From: | To: | Number: | Date: |
| 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 | | | 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 | 10/10/06 | 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 | |
| Special 1271 1700 | | 12/08/06 | 12/01/06 | 26CFR31.6001-1 | 7/1/2012 7/1/2012 |
| | TO STATE OF THE STATE OF THE POST OF THE POST OF THE STATE OF THE STAT | | | 200FR31.0001-1 | 1/1/2012 |
| | DESTRUCTION A | UTHORIZAT | 'ION | | |
| DEPARTMENT HEAD: | CITY ATTORNEY | <i>!</i> | | CITY CLERK: | , |
| Signature 16/12 | Signature (908) | 2 | | Signature | |
| Date | Date | | | Date | |
| Date City Council Approved Reco | ords for Destruction: | Ad | ctual Date R | ecords Destroyed: _ | |



| Departn | nent: | | Prepared by: | Date: Agoura Hills Box | | | York Storage Box | | | |
|-----------|-----------------|-----------------|---|------------------------|--|-------------|------------------|---|--|--|
| Finance | Departm | ent | Monica Hanson | 08/21/12 | 21/12 No.: F260 | | | No.: N/A | | |
| Page | | | Title and Contents (as listed in Re | cords Rete | ntion Sche | dule): | | | | |
| | | Payroll - Payro | | | | | | | | |
| | | | d list of records for which I am requesting de | | | | | | | |
| | | | edule page no., record series title and contenction proposed is shredding. I hereby certify | | | | | | | |
| | | | nimum retention period specified in Resolution | | | | | | | |
| | | | al or research and historic value and do not | | | | | | | |
| | | | e kept further by a statute, are not the minut | | | | | | | |
| | | | the City. I request authority to destroy same | | | | | | | |
| List of F | iles Rec | ommended for | Destruction: | Date of | Records | Citatio | on | Destruction | | |
| (Descrip | tion or titl | e of records as | listed on file label) | From: | To: | Numb | er: | Date: | | |
| Pay Peri | iods; | | | 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. | 3001-1 | 7/1/2012 | | |
| | | | | 02/20/04 | 03/05/04 | 26CFR31. | 5001-1 | 7/1/2012 | | |
| | | | | 03/05/04 | 03/19/04 | 26CFR31. | | 7/1/2012 | | |
| | | | | 03/19/04 | 04/02/04 | 26CFR31. | | 7/1/2012 | | |
| | | | | 04/02/04 | 04/16/04 | 26CFR31. | | 7/1/2012 | | |
| | | | | 04/16/04 | 04/30/04 | 26CFR31.0 | | 7/1/2012 | | |
| | | | | 04/30/04 | 05/14/04 | 26CFR31.0 | | 7/1/2012 | | |
| | | | | 05/14/04 | 05/28/04 | 26CFR31.0 | | 7/1/2012 | | |
| | · | | | 05/28/04 | 06/11/04 | 26CFR31.0 | | 7/1/2012 | | |
| | ···· | | | 06/11/04 | 06/25/04 | 26CFR31.0 | | 7/1/2012 | | |
| Special (| 06/30/200 | 4 | | 06/30/04 | 06/30/04 | 26CFR31.0 | | 7/1/2012 | | |
| Operar s | 3 07 C 07 E C C | | | 06/25/04 | 07/09/04 | 26CFR31.0 | | 7/1/2012 | | |
| Special k | K Cadruvi | 07/13/2004 | | 07/13/04 | 07/13/04 | 26CFR31.0 | | 7/1/2012 | | |
| Орески | Cadiavi | 0771072004 | | 07/09/04 | 07/23/04 | 26CFR31.0 | | 7/1/2012 | | |
| | | | | 07/23/04 | 08/06/04 | 26CFR31.6 | | | | |
| | | | | 08/06/04 | 08/20/04 | | | 7/1/2012 | | |
| | | | | | | 26CFR31.6 | | 7/1/2012 | | |
| | | | | 08/20/04 | 09/03/04 | 26CFR31.6 | | 7/1/2012 | | |
| | | | | 09/03/04 | 09/17/04 | 26CFR31.6 | | 7/1/2012 | | |
| | | | | 09/17/04 | 10/01/04 | 26CFR31.6 | | 7/1/2012 | | |
| | | | | 10/01/04 | 10/15/04 | 26CFR31.6 | | 7/1/2012 | | |
| | | | | 10/15/04 | 10/29/04 | 26CFR31.6 | | 7/1/2012 | | |
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| | | | | 11/26/04 | 12/10/04 | 26CFR31.6 | | 7/1/2012 | | |
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| | | | DESTRUCTION AUTI | HORIZAT | ION | | | | | |
| DEPART | (MENT) H | EAD: | CITY ATTORNES: | | e tourne a la compressión academia (general consecuent academia) | CITY/CLER | K: | antitaria al tributa sua sua sua sua sua sua sua sua sua su | | |
| Ch- | Allu | <u></u> | | $\overline{}$ | | BW | NUX | <i>)</i> | | |
| Signature | 31./. | _ | Signature / | | • | Signature | 1 | | | |
| - | 11611 | 7 | 19/08/12- | | | 10/13 | 112 | | | |
| Date | -1 | | Date | | • | Date | | | | |
| Date City | Council A | Approved Record | ds for Destruction: | A | tual Date R | ecords Dest | royed: _ | | | |



| Departr | nent: | | Prepared by: | Date: | | | York Storage Box | | |
|-----------------|---------------------------------------|---|---|-----------------|-----------------|-----------------|------------------|--------------------|--|
| Finance | Departm | ent | Monica Hanson | 08/31/12 | No.: F405 | | No.: N/ | 4 | |
| Page No.: 47 | Item No.: 23 | Record Series Payroll-Payroll | Title and Contents (as listed in Re Tax Reports | cords Rete | ntion Sched | dule): | | | |
| | | | ed list of records for which I am requesting de | estruction. Th | e list includes | a description | of each red | cord sufficient fo | |
| identificati | ion, includin | g the retention sch | edule page no., record series title and content | ts, record date | s, retention re | equirements, ar | nd destruct | ion date. Unles | |
| otherwise | directed, th | e method of destru | ction proposed is shredding. I hereby certify | that the record | ds listed belov | v and/or attach | ed are mo | re than two year: | |
| | | | nimum retention period specified in Resolutio | | | | | | |
| | | | al or research and historic value and do not | | | | | | |
| | | | e kept further by a statute, are not the minute | | | | | | |
| | | | the City. I request authority to destroy same | | | | | | |
| 1 | | ommended for | | | Records | Citatio | | Destruction | |
| | | *************************************** | listed on file label) | From: | To: | Numb | | Date: | |
| Payroll | ax State | ments-Quarterli | es | 1995 | 2003 | 29 USC | 436 | 7/1/2012 | |
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| | | | DESTRUCTION AUTI | HORIZAT | ION | | | | |
| DEPART | MENTH | ÈAD: | CITY ATTORNEY. | | | CITY CLER | (Κ : | | |
| Signature | 9/1- | 117 | Signature / 08/12 | * | | Signature | wr lu- | | |
| Date | 110 | <u> </u> | Date | · | - | Date | 14 | | |
| Date City | Council A | Approved Recor | ds for Destruction: | Ac | tual Date R | ecords Dest | royed: _ | | |

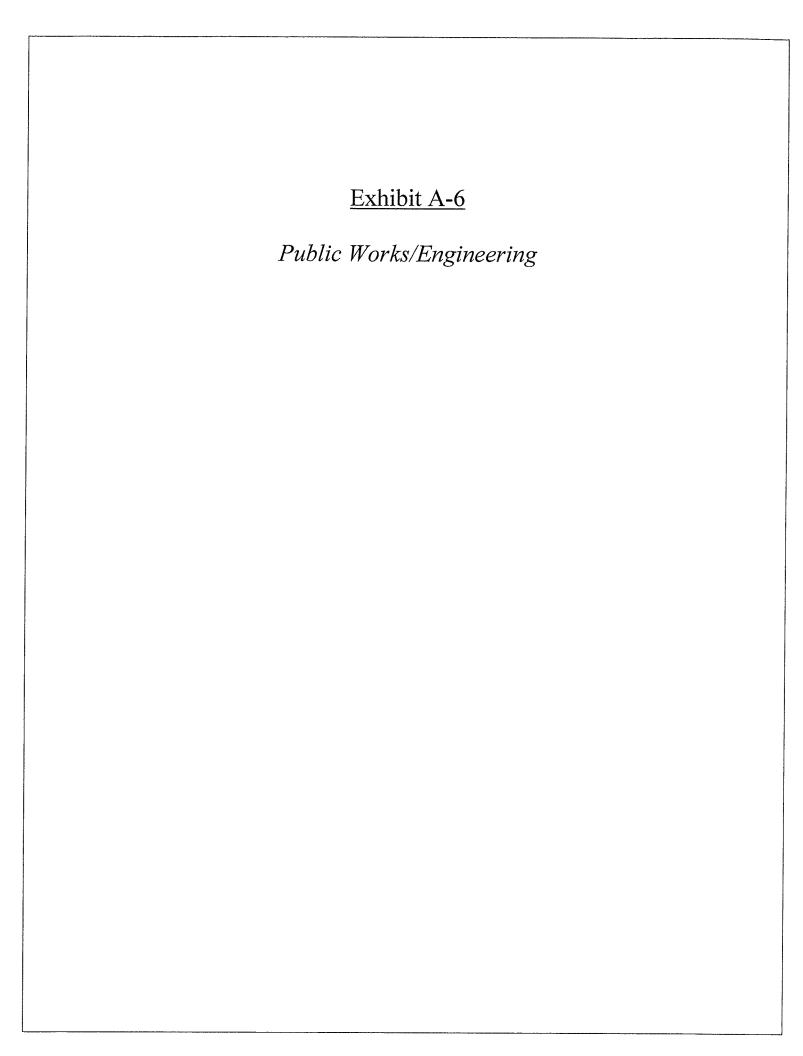




| Department: | Prepared by: | Date: | Agoura Hi | ills Box | York St | orage Box |
|--|--|--------------------------|-----------------------|-----------------------|-----------------------------|--------------------|
| Public Works | Shelley Petrelli | 1 | No.: In-ho | 1 | No.: N/ | |
| Page Item Record Series | Title and Contents (as listed | | | | | |
| No.: 52 No.: 13 Traffic Collision | n Reports | | | | | |
| Listed below and/or attached is a detaile | ed list of records for which I am reque | sting destruction. Th | e list includes | a description of | of each rec | cord sufficient fo |
| identification, including the retention so | hedule page no., record series title | and contents, record | d dates, reten | ition requireme | ents, and o | destruction date |
| Unless otherwise directed, the method of two years old and/or have been retained | of destruction proposed is shredding. | I hereby certify that to | the records lis | ited below and | l/or attache | d are more than |
| longer have any administrative, legal, ev | vidential, fiscal or research and histor | ic value and do not | affect the title | to real proper | y เกลเ เกe เ tv or liens | thereon are no |
| court records, are not, to my knowledge, | , required to be kept further by a statu | ite, are not the minut | es, ordinance: | s or resolutions | s of the Cit | ty Council or any |
| City board or committee, and are no l Government Code. | onger required by the City. I reques | st authority to destro | by same purs | uant to Section | on 34090 i | of the California |
| List of Files Recommended for Destruction: | | Date of | Records | Citatio | on | Destruction |
| (Description or title of records as | listed on file label) | From: | To: | Numb | | Date: |
| Jan - Mar 2009 Traffic Collision F | Jan. 2009 | Mar. 2009 | G. C. 34 | 1090 | 07/01/12 | |
| Mar, Apr, May 2009 Traffic Collision Reports | | Mar./Apr. : | May.2009 | G. C. 34 | 1090 | 07/01/12 |
| June - July 2009 Traffic Collision Reports | | Jun. 2009 | Jul. 2009 | G. C. 34 | 1090 | 07/01/12 |
| Aug - Sept 2009 Traffic Collision Reports | | Aug. 2009 | Sept.2009 | G. C. 34 | 1090 | 07/01/12 |
| Oct. 2009 Traffic Collision Report | is | Oct. 2009 | Oct. 2009 | G. C. 34 | 1090 | 07/01/12 |
| Nov. 2009 Traffic Collision Repor | ts | Nov. 2009 | Nov. 2009 | G. C. 34 | 1090 | 07/01/12 |
| Dec. 2009 Traffic Collision Repor | ts | Dec.2009 | Dec. 2009 | G. C. 34 | 1090 | 07/01/12 |
| Jan -Feb 2010 Traffic Collision R | eports | Jan. 2010 | F eb. 2010 | G. C. 34 | 1090 | 07/01/12 |
| Mar. 2010 Traffic Collision Repor | ts | Mar. 2010 | Mar. 2010 | G. C. 34 | | 07/01/12 |
| Apr. 2010 Traffic Collision Report | S | | Apr. 2010 | G. C. 34 | | 07/01/12 |
| Apr June 2010 Traffic Collision | Reports | | Jun. 2010 | G. C. 34 | - | 07/01/12 |
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| | DESTRUCTION A | AUTHORIZAT | ION | | | |
| DEPARTMENT HEAD: | CITY ATTORINE | | and the second second | CITY CLER | K: | が立場で、100mmの関係 - |
| (Swell Sitz | _ () | | | (ATA) | no | |
| Signature 9/10/12 | Signature/ | 12- | - | Signature | 10 | |
| Date | Date | | - | <u>ାଠାଏ ।</u> Date | 112 | |
| | Date | | | Dale | | |

Actual Date Records Destroyed: _____

Date City Council Approved Records for Destruction:





| Department: | Prepared by: | Date: | Agoura Hil | ls Box | York Storage I | Вох |
|--|---|-------------------------|-------------------|---------------------------------|------------------------|--------------------|
| Public Works Graineanna | Shelley Petrelli | 09/04/12 | No.: In-ho | use files | No.: N/A | |
| Page Item Record Serie No.: 58 No.: 3 Corresponder | es Title and Contents (as listed nce - Chronological Files | d in Records Rete | ntion Sched | ule) : | | |
| Listed below and/or attached is a detai | led list of records for which I am reque | esting destruction. Th | e list includes a | description o | of each record suffice | cient fo |
| identification, including the retention s | schedule page no., record series title | and contents, record | dates, retenti | on requireme | ents, and destruction | on date |
| Unless otherwise directed, the method | of destruction proposed is shredding. | I hereby certify that | the records liste | ed below and | or attached are mo | ore tha |
| two years old and/or have been retaine longer have any administrative, legal, o | evidential fiscal or research and histo | ric value and do not : | NO. 1U-1584. I | i τυπηer ceπιτ o real proper | / that the records li | isted n |
| court records, are not, to my knowledge | e, required to be kept further by a state | ute, are not the minut | es. ordinances | or resolutions | of the City Counci | are no il or an |
| City board or committee, and are no Government Code. | longer required by the City. I reque | est authority to destro | y same pursu | ant to Section | n 34090 of the Ca | aliforni |
| List of Files Recommended for Destruction: | | | Records | Citatio | n Destru | ction |
| (Description or title of records as | s listed on file label) | From: | To: | Numb | er: Dat | te: |
| 2009 Service Requests | | Jan. 2009 | Dec. 2009 | G. C. 34 | .090 07/01 | 1/12 |
| 2009 Ramiro Adeva Chron | | Jan. 2009 | Dec. 2009 | G. C. 34 | 090 07/0 | 1/12 |
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| | DESTRUCTION | AUTHORIZAT | ION | | | |
| DEPARTMENT HEAD: | CITY ATTORNE | ? . | | ITY CLER | K • | |
| (Sully) | | , · | | (1517) | inu | |
| Signature | Signature | <i>i</i> , | S | ignature | / | |
| 9/10/12 | | 12 | | 1015 | 112 | |
| Date | Date / / | | Ī | ate | | |
| Date City Council Approved Reco | ords for Destruction: | Ac | tual Date Re | cords Dest | royed: | |