#### REPORT TO CITY COUNCIL

DATE: NOVEMBER 13, 2013

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER CAL

BY: KIMBERLY RODRIGUES, CITY CLERK W

CANDICE K. LEE, CITY ATTORNEY

SUBJECT: ADOPT RESOLUTION NO. 13-1736; 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 – Eighth Edition* (as adopted by the City Council on June 26, 2013).

Attached are the lists of records and files, presented for destruction in 2013, from the Administration/City Manager, Administration/Personnel, Community Development, Community Services, Finance, Public Works, and Public Works/Building & Safety 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. 13-1736; 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-5 Finance
Exhibit A-2 Administration/Personnel Exhibit A-6 Public Works

Exhibit A-3 Community Development Exhibit A-7 Public Works/Building & Safety

Exhibit A-4 Community Services

Attachments: Resolution No. 13-1736 with Exhibits

#### **RESOLUTION NO. 13-1736**

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

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

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

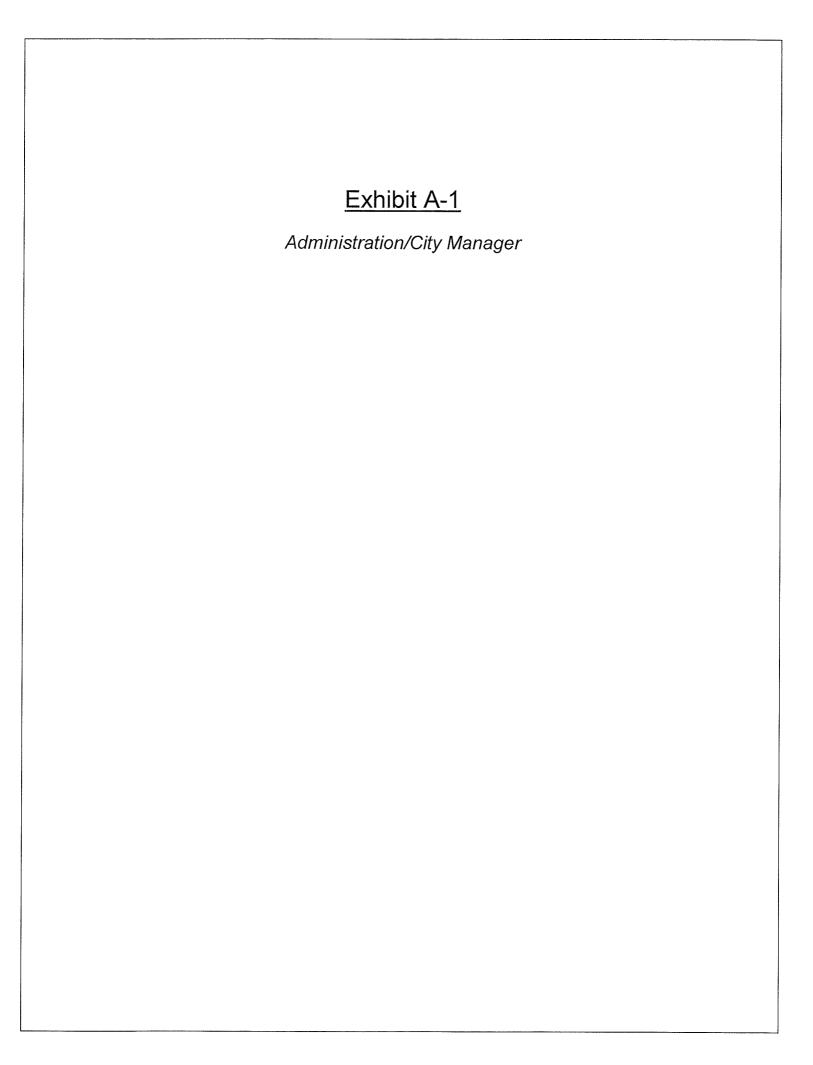
**WHEREAS**, The City Attorney has consented to the destruction of said City records and documents.

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

- Section 1. The City Clerk is authorized and directed to destroy those items listed in Exhibits A-1 through A-6 attached, pursuant to the Code of Federal Regulations (26 CFR 31.6001-1 and 29 CFR 97.42); and the California Penal Code (C.P.C. 801); and Government Code (Sections 12946, and 34090) of the State of California; in accordance with the provisions of the City of Agoura Hills Records Retention/Destruction Schedule (Seventh Edition).
- Section 2. The City Clerk shall certify to the adoption of this Resolution and shall cause this Resolution and her certification to be entered in the Book of Resolutions of the City Council of the City of Agoura Hills.

Resolution No. 13-1736

PASSED, A following vote, to w		nis 13 <sup>th</sup> day of November, 2013, by the
AYES: NOES: ABSENT: ABSTAIN:	(0) (0) (0) (0)	
ATTEST:		Denis Weber, Mayor
Kimberly M. Rodrig	jues, MPPA, MMC	





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		ty Manager	Patricia Wiley	08/15/13	No.: N/A		No.: N/	4
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Actual Date Records Destroyed:



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		•	utive Forum League CA. Cities	2009	2009	G. C. 34	0900	07/01/13
City's At	tendance	File 2009 Leag	ue Annual Conference & Expo	2009	2009	G. C. 34	0900	07/01/13
City's At	tendance	File 2008 Leag	ue City Mgr. Exec. Committee	2008	2008	G. C. 34	0900	07/01/13
League	of CA. Ci	ties Brochures,	Invoices, Correspondence	10/20/03	2009	G. C. 34	0900	07/01/13
Las Virg	enes Hor	neowners Fede	ration Meeting Information	2004	2004	G. C. 34	0900	07/01/13
Los Ang	jeles Cou	nty Library-Corr	espondence and Reports	11/07/03	05/15/06	G. C. 34	0900	07/01/13
Los Ang	jeles Cou	nty Assessor Ar	nnual Report 2006	2006	2006	G. C. 34	0900	07/01/13
Sheila K	(uehl (as	Senator) Corres	pondence	07/15/04	07/15/04	G. C. 34	0900	07/01/13
Los Ang	jeles Co.	Dept. of Health	- Various Reports	2004	2009	G. C. 34	0900	07/01/13
Los Ang	jeles Boai	rd of Supervisor	s City Selection Committee	2006	2009	G. C. 34	0900⁄	07/01/13
Los Ang	jeles Cou	nty Sanitation D	istrict	12/27/04	06/22/09	G. C. 34	0900	07/01/13
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Anthony	Pecorard	Calabasas Cit	y Coordinator & Poet	01/01/05	02/28/05	G. C. 34	0900	07/01/13
Ambulai	nce File -	Amer. Medical	Response & Co. of L.A.	11/16/04	09/08/05	G. C. 34	0900	07/01/13
Agoura .	Auto Deta	ail Center File - (	Corres., Reports, Drawings	09/01/04	10/31/04	G. C. 34	0900	07/01/13
Board o	f Supervis	sors - Los Angel	es & Ventura Counties	12/16/03	09/08/06	G. C. 34	0900	07/01/13
Busines	s Round <sup>-</sup>	Table Agenda &	Information Sheet	08/05/03	08/05/03	G. C. 34	0900	07/01/13
Busines	s Round	Table Agenda &	Emails 10/17/06	10/01/06	10/17/06	G. C. 34	0900	07/01/13
Agoura	Hills "Goir	ng Green" Recy	cling	03/20/09	11/30/09	G. C. 34	0900	07/01/13
City's Bu	usiness Ta	ask Force 2 F	olders	06/01/07	12/31/07	G. C. 34	10900	07/01/13
Cingular	Phone S	tatement		12/19/05	12/19/05	G. C. 34	10900/	07/01/13
City Mgr	. Deparm	ental Correspor	ndence - Greg, Nate, Louis	01/01/09	12/31/10	G. C. 34	10900	07/01/13
Chapter	8 Restau	rant		01/08/09	02/12/09	G. C. 34	10900⁄	07/01/13
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# CITY OF AGOURA HILLS 2013 RECORDS DESTRUCTION REQUEST FORM

Departr	nent:	Prepared by:	Date:	Agoura Hi	lls Box	Access	Storage Box
Adminis	tration/Cit	ty Manager Patricia Wiley	08/15/13	No.: N/A		No.: N/A	١
Page	ltem	Record Series Title and Contents (as listed in Red	cords Rete	ntion Sched	dule):		
No.: 1	No.: 4	City Manager's Department - City Department and D	Division File	es	·		
		ailed list of records for which I am requesting destruction. The I		-			
_		n schedule page no., record series title and contents, record dat		•			
		of destruction proposed is shredding. I hereby certify that the					
		ained for the minimum retention period specified in Resolution No		-			- 1
		evidential, fiscal, research, or historic value and do not affect the					· I
	•	quired to be kept further by a statute, are not the minutes, or olonger required by the City. I request authority to destroy same	•		•		
		ommended for Destruction:		Records	Citati		Destruction
		le of records as listed on file label)	From:	To:	Numb		Date:
<u> </u>		Files of City Manager, which include the	12/18/00	11/17/09	G. C. 3		07/01/13
		s: Rosenow Spevacek Group; Richards, Watson,	12/18/00	11/17/09	G. C. 3		07/01/13
		MuniServices Company; Las Virgenes Unified	12/18/00	11/17/09	G. C. 3		07/01/13
		os Angeles County Office of Education; Los	12/18/00	11/17/09	G. C. 3		07/01/13
		Auditor-Controller; Katz Hollis; C. M. DeCrinis & Co;	12/18/00	11/17/09	G. C. 3		
	<u>'</u>			11/17/09			07/01/13
		elopment Association; California Department of	12/18/00		G. C. 3		07/01/13
		goura Hills Correspondence, Notes, Reports;	12/18/00	11/17/09	G. C. 3		07/01/13
		b. LLP 2000 Edition Redevelopment Handbook;	12/18/00	11/17/09	G. C. 3		07/01/13
Two Mis	cellaneou	us Redevelopment Folders/Booklets	12/18/00	11/17/09	G. C. 3	4090	07/01/13
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Date City Council Approved Records for Destruction: \_\_\_\_\_ Actual Date Records Destroyed: \_\_\_\_\_



D			ID	In.	TA	U- D- 1.	
Departr		h. Managa	Prepared by:	Date:	Agoura Hi		ss Storage Box
	7	y Manager	Patricia Wiley		No.: N/A	No.:	N/A
Page No.: 1	Item No.: 4		s Title and Contents (as listed in F s Department - City Department and			dule):	
			s for which I am requesting destruction. The			of each record suffici	ent for identification
			o., record series title and contents, record		•		· •
_			posed is shredding. I hereby certify that t				
and/or ha	ve been reta	ined for the minim	um retention period specified in Resolution	No. 13-1709. I	further certify	that the records listed	l no longer have any
administra	ative, legal,	evidential, fiscal, re	esearch, or historic value and do not affect	the title to real p	property or lier	ns thereon, are not co	ourt records, are not,
		•	further by a statute, are not the minutes	•		•	· · · · · · · · · · · · · · · · · · ·
			y the City. I request authority to destroy san				
		ommended for			Records	Citation Number:	Destruction
·			listed on file label)	From:	To:		Date:
	idor, Mayo	or		01/24/94	12/31/05	G. C. 34090	07/01/13
Jeff Rei				04/07/04	04/07/04	G. C. 34090	07/01/13
	organizatio			12/04/06	12/04/06	G. C. 34090	07/01/13
	X	/ Booklets		02/06/06	03/15/07	G. C. 34090	07/01/13
Agoura	Village De	evelopment Sub	ocommittee	03/27/07	03/27/07	G. C. 34090	07/01/13
PERS N	lewsletter	s		02/28/05	10/13/06	G. C. 34090	07/01/13
Ventura	County S	tar - General In	formation	2003	2004	G. C. 34090	07/01/13
Retirem	ent Party	for Sally Schne	ider	07/09/09	07/09/09	G. C. 34090	07/01/13
U. S. Aiı	r and Ame	erican Express	Travel Information	2001	2003	G. C. 34090	07/01/13
U. S. De	epart.Heal	th & Human Se	ervices Alcohol & Drug Recovery	06/23/05	06/24/05	G. C. 34090	07/01/13
Henry V				01/27/05	10/10/05	G. C. 34090	07/01/13
		Gershon Corre	spondence	10/21/05	08/27/09	G. C. 34090	07/01/13
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				HORIZA	ION	1	
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Signatu	re 1. 1.	1.0	Signature 10/28/13			Signature 10131113	3
Date	10/3	117	Date		-	Date	

Date City Council Approved Records for Destruction:

Actual Date Records Destroyed: \_\_\_\_\_



Department: Prepared by:				Date:	Agoura Hi	lls Box	Access	Storage Box
Adminis	tration/Cit	y Manager	Patricia Wiley	09/24/13	No.: N/A		No.: N	/A
Page No.: 1	Item No.: 4		Title and Contents (as listed in Department - City Department a			iule) :		
Listed belo			for which I am requesting destruction.			of each record	sufficien	t for identification,
			o., record series title and contents, record					
			posed is shredding. I hereby certify that					
			um retention period specified in Resolutio					
			search, or historic value and do not affecture further by a statute, are not the minute					
			the City. I request authority to destroy sa					
		ommended for			Records	Citati		Destruction
(Descrip	tion or title	e of records as	listed on file label)	From:	To:	Numb	System 1	Date:
Flesch v.	. Padri LL	C, Staff Report	, C.C. Agenda, Rental Agmt.,	01/01/05	03/09/06	G.C. 34	1090	07/01/13
Joint Exe	ercise of F	Powers Agreem	ent, General Ledger Report.	01/01/05	03/09/06	G.C. 34	1090	07/01/13
Candidat	te Handbo	ook - General N	funicipal Election 11/8/11	05/01/11	06/28/11	G.C. 34	1090	07/01/13
Chigarida	as Proper	ty - 28661 Can	wood St.	06/19/08	08/25/10	G.C. 34	1090	07/01/13
Time Wa	rner Cab	le		09/01/06	11/08/10	G.C. 34	1090	07/01/13
Los Robi	les Hospit	tal & Medical Co	enter	02/01/05	10/27/10	G.C. 34	1090	07/01/13
Affordabl	le Housin	g - Plans and B	rochures	03/01/08	01/24/11	G.C. 34	1090	07/01/13
Housing	Program			08/01/04	03/13/08	G.C. 34	1090	07/01/13
Fire Dep	artment, l	os Angeles Co	unty (Correspondence)	06/15/09	11/03/10	G.C. 34	1090	07/01/13
AMGEN	Tour - Ma	ips, spread she	ets, notes, brochures,	08/26/09	05/23/10	G.C. 34	1090	07/01/13
Memos,	Power Po	int C.D., Partici	pation Agreement	08/26/09	05/23/10	G.C. 34	1090	07/01/13
Comps/C	opinion of	Value (Jack Dy	wyer)	04/17/03	04/17/03	G.C. 34	1090	07/01/13
Commun	ity Servic	e (Brochures, c	orrespondence, memos,	06/01/03	06/29/11	G.C. 34	1090	07/01/13
aerials ar	nd graphs	)		06/01/03	06/29/11	G.C. 34	1090	07/01/13
Agenda -	AHCCC			01/12/05	01/12/05	G.C. 34	1090	07/01/13
Turge Projection Application of the con-	and the second	en e						
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DEPART	MENT HE	AD:	CITY ATTORNEY:			CITY CLE	K:	lu —
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Date	- 1 31		Date			Date	1119	
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Depart			Prepared by:	Date:	Agoura Hi	lis Box	1	Storage Box
		ty Manager	Patricia Wiley	<u> </u>	No.: N/A		No.: N/	4
Page	Item		Title and Contents (as listed in Re		ntion Sched	lule):		
No.: 1	No.: 5	, <u> </u>	Department - Community Grant Pro					6
			s for which I am requesting destruction. The					
-			<ul><li>p., record series title and contents, record deposed is shredding. I hereby certify that the</li></ul>					
			um retention period specified in Resolution N					
			esearch, or historic value and do not affect the					· ·
			further by a statute, are not the minutes,					
			y the City. I request authority to destroy same					
		ommended for			Records	Citati		Destruction
(Descri	ption or tit	le of records as	listed on file label)	From:	To:	Numl	ber:	Date:
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			MARINA TELES					
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Signatu	. la	1	Signature			Signature	71/13	
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Date	~		Date • •			Date		

Actual Date Records Destroyed: \_\_\_\_\_

Date City Council Approved Records for Destruction:



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Depart			Prepared by:		Agoura Hi			Storage Box		
	7	ty Manager	Patricia Wiley	08/15/13			No.: N/A	1		
Page No.: 1	Item No.: 6		s Title and Contents (as listed in Re s Department - Correspondence Chro			dule):				
			s for which I am requesting destruction. The			of each record	sufficient	for identification		
			o., record series title and contents, record da		•			•		
			posed is shredding. I hereby certify that the							
			um retention period specified in Resolution N							
administr	ative, legal,	evidential, fiscal, re	esearch, or historic value and do not affect the	e title to real p	roperty or lier	ns thereon, are	not court	records, are not,		
to my kn	owledge, re	quired to be kept	further by a statute, are not the minutes, of	ordinances, or	resolutions of	of the City Co	uncil or a	ny City board or		
	committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.									
List of Files Recommended for Destruction:  Date of Records  Citation  Destruction										
(Descri <sub>l</sub>	ption or tit	le of records as	listed on file label)	From:	To:	Numb	er:	Date:		
Pat's co	ppies of no	otes, emails, etc	. for meetings and conferences	01/01/11	06/30/11	G. C. 34	1090	07/01/13		
schedu	led			01/01/11	06/30/11	G. C. 34	1090	07/01/13		
Pat's co	pies of ev	ent flyers and in	nvites	01/01/10	12/31/10	G. C. 34	1090	07/01/13		
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			DESTRUCTION OF THE	LODIZA						
		2.00	DESTRUCTION AUT	HURIZAT	ION	,				
DERAR	TMENT H	IEAD:	CITY ATTORNEY:			CITY CLE	3K: n.	,		
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Signatu	re		Signature 1913			Signature	211			
	10	3 13	1-1-110			_101	<u> 21   13</u>			
Date		•	Date			Date ` `				

Date City Council Approved Records for Destruction: \_\_\_\_\_

Actual Date Records Destroyed:



Date

# CITY OF AGOURA HILLS 2013 RECORDS DESTRUCTION REQUEST FORM

Departr	nent:	Prepare	d by:	Date:	Agoura Hi	IIs Box	Access	Storage Box
Adminis	tration/Cit	y Manager Patricia	Wiley	08/15/13	No.: N/A		No.: N/	
Page	ltem	Record Series Title an	d Contents (as listed in Re	cords Rete	ntion Sched	dule):		
No.: 1	No.: 9	Organizations Files - Civ	vic Organizations			·		
			I am requesting destruction. The					
			eries title and contents, record da					
			redding. I hereby certify that the					
			n period specified in Resolution No historic value and do not affect the					•
			a statute, are not the minutes, o					· ·
			request authority to destroy same					
		ommended for Destruc		··	Records	Citati		Destruction
(Descrip	tion or titl	e of records as listed on	file label)	From:	To:	Numb	er:	Date:
Santa M	lonica Mo	untains Conservancy - M	liscellaneous	11/20/06	07/09/07	G. C. 3	4090	07/01/13
Agendas	s 2006 an	d 2007		11/20/06	7/9/07	G. C. 3	4090	07/01/13
Santa M	lonica Mo	untains Conservancy - M	iscellaneous	06/30/05	07/01/05	G. C. 3	4090	07/01/13
	s - 2008 a	·····		2008	2009	G. C. 3	4090	07/01/13
Chambe	er of Com	merce (Agoura/Oak Park	(/Conejo Valley)	12/08/00	04/13/06	G. C. 3	4090	07/01/13
Corresp	ondence,	Copies of Checks, News	sletters, Flyers	12/08/00	04/13/06	G. C. 3	4090	07/01/13
		en COAH & Agoura/Las		09/08/93	09/08/93	G. C. 3		07/01/13
		Chamber of Commerce	<u> </u>	05/11/10	05/11/10	G. C. 3		07/01/13
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DEPAR	TMENT H	EAD:	CITY ATTORNEY	anne a meirice (1945) (1945) (1946) (1946) (1946) (1946) (1946) (1946) (1946) (1946) (1946) (1946) (1946) (194	mare a consideration de l'agrandia de l'agrandia de l'agrandia de l'agrandia de l'agrandia de l'agrandia de l'a	CITY CLE	ik:	enementeriale
Signatur	e		Signature		•	Signature	, ,	
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Date

Date City Council Approved Records for Destruction: \_\_\_

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Actual Date Records Destroyed: \_\_\_\_



Date

Date City Council Approved Records for Destruction:

# CITY OF AGOURA HILLS 2013 RECORDS DESTRUCTION REQUEST FORM

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Depart		7.4	Prepared by:		Agoura Hil	IIS BOX		Storage Box
		y Manager	Patricia Wiley	08/15/13			No.: N/A	4
Page			s Title and Contents (as listed in Red	cords Rete	ntion Schea	lule):		
No.: 1			Files - Government Agencies s for which I am requesting destruction. The	list includes	description	f each record	sufficient	for identification
			s for which I am requesting destruction. The o., record series title and contents, record da					
			<ul> <li>record series title and contents, record da posed is shredding. I hereby certify that the</li> </ul>					
			um retention period specified in Resolution No					-
			esearch, or historic value and do not affect the					
	_		further by a statute, are not the minutes, o					
	•	•	y the City. I request authority to destroy same					
		ommended for		Records	Citati		Destruction	
		e of records as	From:	To:	Numb		Date:	
<u> </u>			condence - Las Virgenes USD	12/21/05	06/23/09	G. C. 3		07/01/13
IVIEITIOS	, Linali, Bl	augeis, Correst	Johnshoe - Las Vilgelles USD	1212 1100	00123108	<u>J. U. J</u> .	-r000	01/01/13
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Actual Date Records Destroyed:



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Depart		ty Manager	Prepared by:	Date:	Agoura Hi No.: N/A	IIIS ROX		Storage Box
	<del></del>	ty Manager	Patricia Wiley	<u> </u>	<u> </u>	-11-N-	No.: N/A	4
Page No.: 1	Item		s <b>Title and Contents</b> (as listed in Re Files - Professional Organizations	coras Kete	ntion Sched	aule):		
			s for which I am requesting destruction. The	list includes	description of	of each record	d sufficient	for identification
			o., record series title and contents, record da		· ·			1
			posed is shredding. I hereby certify that the		•			
and/or ha	ive been reta	ained for the minim	um retention period specified in Resolution No	o. 13-1709. I	further certify	that the recor	ds listed no	longer have any
administr	ative, legal,	evidential, fiscal, re	esearch, or historic value and do not affect the	e title to real p	property or lier	ns thereon, ar	e not court	records, are not,
			further by a statute, are not the minutes, of			-		, ,
committee, and are no longer required by the City. I request authority to destroy same <b>List of Files Recommended for Destruction:</b>								
	Description or title of records as listed on file label)				Records	Citati Numb		Destruction
	Las Virgenes/Malibu Council of Governments (COG)				To:			Date:
	Anothly Agendas, Attachments, Reports, Correspondence				2003	G. C. 3		07/01/13
	Monthly Agendas, Attachments, Reports, Correspondence 1998, 1999, 2000, 2001, 2002, 2003)			1998	2003	G. C. 3		07/01/13
(1998,	1999, 200	0, 2001, 2002, 2	2003)	1998	2003	G. C. 3	4090	07/01/13
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			DESTRUCTION AUT	HORIZA1	TION			
DEPARTMENT HEAD: CITY ATTORNEY:				7		CITY CL#	RK:	
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	10/	2/13	10/28/13		_	<u> </u>	[3][13	
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Actual Date Records Destroyed:

Date City Council Approved Records for Destruction: \_\_\_\_\_



Date

# CITY OF AGOURA HILLS 2013 RECORDS DESTRUCTION REQUEST FORM

Department:				Prepared by:	Date:	Agoura H	ille Boy	Δετρος	Storage Box
_			y Manager	Patricia Wiley		No.: N/A	ilis Dox	No.: N/	-
Page	Iten		·	Title and Contents (as listed in Re		<u></u>	dule) •	110 11//	
No.: 1				Files - Professional Organizations	100103 11010	mion sone	iuio) .		
				s for which I am requesting destruction. The	list includes	a description	of each record	sufficient	for identification,
including	the re	tentior	schedule page no	o., record series title and contents, record da	ates, retention	requirements	, and destruct	ion date.	Unless otherwise
				posed is shredding. I hereby certify that the					•
				um retention period specified in Resolution N					
				esearch, or historic value and do not affect th					
				further by a statute, are not the minutes, or the City. I request authority to destroy same			•		
committee, and are no longer required by the City. I request authority to destroy same  List of Files Recommended for Destruction:						Records	Citati		Destruction
	Description or title of records as listed on file label)					To:	Numb		Date:
Las Vir	genes	/Mali	bu Council of G	Bovernments (COG)	2004	2008	G. C. 34	1090	07/01/13
	· Y		· · · · · · · · · · · · · · · · · · ·	······································	2004	2008	G. C. 34		07/01/13
Monthly Agendas, Attachments, Reports, Correspondence (2004, 2005, 2006, 2007, 2008)					2004	2008	G. C. 34		07/01/13
• • • • • • • • • • • • • • • • • • • •	Budget - City of Agoura Hills, 1999-2000, Reports, Graphs, Memos,					2000	G. C. 34		07/01/13
	Budget - City of Agoura Hills, 1999-2000, Reports, Graphs, Memos, Budget - City of Agoura Hills, 2000-2001, Reports, Graphs, Memos,					2000	G. C. 34		07/01/13
			×	I-2002, Reports, Graphs, Memos	1999 2001	2002	G. C. 34		07/01/13
		<u>_</u>	<del></del>	2-2003, Reports, Graphs, Memos	2002	2003	G. C. 34		07/01/13
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Date City Council Approved Records for Destruction: \_\_\_\_\_ Actual Date Records Destroyed: \_\_\_\_\_



Depart	Department:		Prepared by:	Date:	Agoura Hi	lls Box	Box Access Storage Box	
Adminis	stration/Ci	y Manager	Patricia Wiley	08/15/13	No.: N/A		No.: N/	-
Page	Item		Title and Contents (as listed in Re			•		
No.: 1			Department - Organizations Files -					
			for which I am requesting destruction. The					
			o., record series title and contents, record de posed is shredding. I hereby certify that the					
			um retention period specified in Resolution N					-
			search, or historic value and do not affect th					
			further by a statute, are not the minutes, o					
			the City. I request authority to destroy same	<b>Y</b>	······			
List of Files Recommended for Destruction:					Records	Citatio		Destruction
<del></del>	(Description or title of records as listed on file label)			From:	To:	Numb		Date:
	California Redevelopment Assoc emails, correspondence,			06/27/05	07/02/05	G. C. 34		07/01/13
	Travel Expense Reports, newsletters 2005, 07, 08, 09 & 2010			2005	2010	G. C. 34		07/01/13
	CJPIA (California Joint Powers Insurance Authority) - catalogs,			09/27/04	07/15/09	G. C. 34		07/01/13
		·····	7/04, 8/13/04, 2008 and 7/15/09	09/27/04	07/15/09	G. C. 34		07/01/13
ECO Tr	ash Bin R	ental Folder - 12	2/15/07 and 11/18/10	12/15/07	11/18/10	G. C. 34	4090	07/01/13
			- And the second					
			MARKANA A					
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***************************************			TRANSPORTED TO THE PROPERTY OF					
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			TO CAPTURE PROPERTY OF THE					
	·							
			SWAPAN .					
		***************************************						
			DESTRUCTION AUT	HORIZAT	'ION			
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DEFAR		7	OTTATIONNET				I'u ni	<b>/</b>
Signatu	re		Signature		•	Signature	-01/100	

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



Depar	Department:		Prepared by:	Date:	Agoura Hi	lls Box	Access	Storage Box	
-		ity Manager	Patricia Wiley	1	No.: N/A	1	No.: N/A	•	
Page	ltem	<del></del>	Title and Contents (as listed		<del></del>	<del> </del>		-	
No.: 1	i i		Files - Professional Organization		ntion ochet	iuie).			
			s for which I am requesting destruction		description of	of each record s	sufficient	for identification.	
			o., record series title and contents, re		•				
directed	the method	l of destruction pro	posed is shredding. I hereby certify	that the records liste	d below and/	or attached are	more tha	an two years old	
and/or h	ave been ret	ained for the minim	um retention period specified in Resol	ution No. 13-1709. I	further certify	that the records	listed no	longer have any	
			esearch, or historic value and do not a						
			further by a statute, are not the mir			•			
			y the City. I request authority to destro	·					
		commended fo			Records	Citatio		Destruction	
	<del></del>		listed on file label)	From:	To:	Numbe		Date:	
		· · · · · · · · · · · · · · · · · · ·	n of Governments	06/28/05	06/28/05	G. C. 340		07/01/13	
"State	State of the Region" 2006 CCAG - So. California Association of Governments			2006	2006	G. C. 340	090	07/01/13	
SCAG	- So. Calif	ornia Associatio	n of Governments	05/04/06	05/04/06	G. C. 340	090	07/01/13	
Agenda for May 4, 2006		4, 2006		05/04/06	05/04/06	G. C. 340	090	07/01/13	
			A AND THE STATE OF						
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		- Alta					***************************************		
		and the second	DESTRUCTION	<b>AUTHORIZA</b> 1	ION				
DEDA	RTMENT H	JEAD.	CITY ATTORNE	<b>~</b>		CITY CLER	ĸ.		
DEPAI	e Do	71	SIT AT TOTAL				11/1	u	
Signati	ire		Signature		-	Signature,	VYY V		
	10/2	113	101281	13		10/3/	1/12		
Date	1-1-	+	Date		•	Date			

Actual Date Records Destroyed: \_\_\_\_\_

Date City Council Approved Records for Destruction:



Department:	Prepared by:	Date:	Agoura Hi	Hills Box Access		s Storage Box	
Administration/City Manager	Patricia Wiley	08/15/13	No.: N/A		No.: N/A	1	
	Title and Contents (as listed in Re		ntion Sched	fule) :			
	Department - Sheriff's Reports - Mo for which I am requesting destruction. The					F	
	o., record series title and contents, record da						
	posed is shredding. I hereby certify that the						
	um retention period specified in Resolution No					•	
	search, or historic value and do not affect the						
to my knowledge, required to be kept	further by a statute, are not the minutes, o	rdinances, or	resolutions of	of the City Co	ouncil or a	ny City board or	
	the City. I request authority to destroy same					nent Code.	
List of Files Recommended for	Date of	Records	Citati		Destruction		
(Description or title of records as	From:	То:	Numb		Date:		
Sheriff's Monthly Reports	07/01/07	12/03/07	G.C. 34	1090	07/01/13		
Sheriff's Monthly Reports	01/01/08	12/31/08	G.C. 34	4090	07/01/13		
Sheriff's Dept. Correspondence F	Re/Monthly Schedules	03/08/06	03/17/08	G.C. 34	4090	07/01/13	
Sheriff's Dept. Monthly Reports		02/01/06	04/01/06	G.C. 34	4090	07/01/13	
Sheriff's Dept. Monthly Report		07/01/06	07/31/06	G.C. 34	4090	07/01/13	
Sheriff's Office of Independent R	eview Third Annual Report	10/01/04	10/01/04	G.C. 34	4090	07/01/13	
Correspondence and written note	es; Report	08/17/07	08/17/07	G.C. 34	4090	07/01/13	
Sheriff's Dept. STAR (Success T	09/27/94	05/24/06	G.C. 34	4090	07/01/13		
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	and the second s	<u></u>				· · · · · · · · · · · · · · · · · · ·	
	DESTRUCTION AUT	HORIZAT	ION				

DEPARTMENT HEAD:	CITY ATTORNEY:	CITY CLERK:
Signature	Signature 2	Signature
Date	Date	Date
Date City Council Approved Records	for Destruction:	Actual Date Records Destroyed:





Date

Date City Council Approved Records for Destruction:

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

Administration Per	rsonnel Celeste Bird	10/08/13	No.:	No.:	. otorage poy
	Record Series Title and Contents (as lis Personnel Files	ted in Records Rete	ntion Sched	ule):	
	reisonner rifes tached is a detailed list of records for which I am re	questing destruction. Th	e list includes	a description of each	record sufficien
	the retention schedule page no., record series title				
	method of destruction proposed is shredding. I her				
	etained for the minimum retention period specified i				
	al, evidential, fiscal or research and historic value a				
	ige, required to be kept further by a statute, are not	the state of the s			
	longer required by the City. I request authority to de- mmended for Destruction:		Records	Citation	Destructi
	of records as listed on file label)	From:	То:	Number:	Date:
	Louis Rishoff	11/03/87	12/31/03	12946/34090	2013
	Jeff Reinhardt	01/09/92	12/31/05	12946/34090	2013
	Ed Corridori	12/07/93	12/31/05	12946/34090	2013
	Nikita Behm	09/10/03	04/19/04	12946/34090	2013
	Erika Bernath	12/13/99	12/10/04	12946/34090	2013
<u></u>	Jessica Bernstein	05/05/04	08/26/04	12946/34090	2013
	Sara Dailey Smith	03/16/98	08/23/04	12946/34090	2013
	Kyle Daley	05/13/02	04/14/04	12946/34090	2013
	Kimberly Ellis	06/15/99	02/06/04	12946/34090	2013
	Roger Harada	08/02/99	02/06/04	12946/34090	2013
	Jed Ireland	09/23/99	09/22/04	12946/34090	2013
	Danny Kohan	11/05/02	04/02/04	12946/34090	2013
	Jason Lieberman	04/20/04	08/30/04	12946/34090	2013
	Leonardo Maseda	09/30/92	04/03/04	12946/34090	2013
	Jeff McCredie	01/09/04	06/09/04	12946/34090	2013
	Ann Marie Parisi	02/10/03	03/15/04	12946/34090	2013
	Crystal Siribootr	09/15/03	03/22/04	12946/34090	2013
	Kyle Walters	09/10/03	02/17/04	12946/34090	2013
	Mardonio Laza (medical file)	12/13/04	09/30/05	12946/34090	2013
	B.T. McCreary (medical file)	06/26/00	04/01/03	12946/34090	2013
K	(yle Williams (worker's comp file)	09/10/03	02/17/04	12946/34090	2013
Mic	hael Cambalik (worker's comp file)	04/05/04	12/31/04	12946/34090	2013
G	aye Mathew (worker's comp file)	04/11/05	12/31/01	12946/34090	2013
Brar	ndon Ferguson (worker's comp file)	04/28/01	12/31/01	12946/34090	2013
	Sara Dailey Smith (medical file)	03/16/98	08/23/04	12946/34090	2013
	Ann Marie Parisi (medical file)	02/10/03	03/15/04	12946/34090	2013
	Erika Bernath (medical file)	12/13/99	12/10/04	12946/34090	2013
to	ony Falcone (worker's comp file)	12/19/01	07/31/02	12946/34090	2013
	DESTRUCTIO	NAUTHORIZAT	ION		
DADTHENT !!				CITY ¢ĽĒRK:	
EPARTMENT HE	AD: CITY AFTORM			HALL	lu s
gnature	Signature,		· •	Signature ,	<u> </u>

Actual Date Records Destroyed:



Prepared by:

Department:

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

Date:

Department: Administration/Personnel Page Item Record Serie					Date:		ira Hills Box York Store		
			Celeste Bird		10/08/13	Laboration of the contract of		No.:	
- 1 S S	.: 7 No.: 6 Personnel F		Title and Contents	(as listed in Re	cords Rete	ntion Sched	dule):		
			s page 2 of 2 od list of records for which	I am requesting de		- II-4 I1, d			
dentificati	ow and/or a lon includin	ttactied is a detailed the retention sche	edule page no., record seri	s am requesting de	struction. In	e list includes	a description	of each re	cord sufficient
therwise	directed, the	e method of destru	ction proposed is shreddin	g. I hereby certify	that the record	ds listed belov	v and/or attach	ed are mo	ore than two ve
ld and/or	have been	retained for the mi	nimum retention period sp	ecified in Resolution	n No. 10-158	4. I further ce	rtify that the re	cords list	ed no longer ha
iny admin	nistrative, l <b>e</b>	gal, evidential, fisca	al or research and historic	value and do not	affect the title	to real prope	rty or liens the	reon, are	not court recor
re not, to	my knowle	dge, required to be	kept further by a statute,	are not the minute	s, ordinance:	s or resolution	s of the City C	Council or	any City board
ommittee, and are no longer required by the City. I request authority to destroy same p  List of Files Recommended for Destruction:  Description or title of records as listed on file label)									
2.54		the state of the s			From:	Records To:	Citati Numb		Destructio
			, James E.		08/04/97	06/02/06	12946/3		Date:
<del></del>	·		ne, Christopher		03/07/05	06/29/06	12946/3		2013
			ewis, James		10/04/03	04/20/06	12946/3		2013 2013
***************************************			thew, S. Gaye		07/31/00	07/04/06	12946/3		
	<del></del>		mp: Melo, Emily		05/03/06	10/04/06	12946/3		2013
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		-A.D.				THE PERSON NAMED IN COLUMN TWO IS NOT THE OWNER.		20 20	
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gnature			Signature				Signature	DUY	<u>ve</u>
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ate	<del>-1-1,</del>		Date				Date		



Department:					Date:	Agoura Hi	lls Box	torage Box	
Adminis	stration/Pe	ersonnel	Celeste Bird		10/08/13	No.:		No.:	
Page	ltem		Title and Contents (as list	ed in Re	cords Rete	ntion Sched	lule):		
No.: 7	No.: 6	Personnel Files							
			d list of records for which I am req						
			edule page no., record series title a ction proposed is shredding. I here						
			nimum retention period specified in						
			al or research and historic value ar						
			kept further by a statute, are not						
			the City. I request authority to des						
List of Files Recommended for Destruction:						Records	Citatio		Destruction
(Description or title of records as listed on file label)						То:	Numb		Date:
·		Ander		02/03/98	06/30/06	12946/3		2013	
		Ashb		01/14/03	06/30/06	12946/3	4090	2013	
		Aune, C		03/07/05	06/29/06	12946/3		2013	
			il, Jessica		05/15/03	06/30/06	12946/3		2013
			, Connie		05/07/04	06/30/06	12946/3	4090	2013
		Blake	e, David		10/13/02	06/30/06	12946/3	4090	2013
			in, David		09/28/05	05/05/06	12946/3		2013
			vi, Kathy		04/12/04	06/30/06	12946/3	4090	2013
			ik, Michael		02/10/06	12/09/06	12946/3	4090	2013
			, Michael		10/12/05	05/15/06	12946/3	4090	2013
		Chater,	Mary Ann		08/10/05	06/30/06	12946/3	4090	2013
		Cox	David		06/02/03	06/30/06	12946/3	4090	2013
			Megan		05/15/03	06/30/06	12946/3		2013
	····	Ferguso	n, Brandon		10/05/98	06/30/06	12946/3	4090	2013
		Hsu,	William		08/29/99	10/18/06	12946/3	4090	2013
		Klee,	Gregory		03/02/02	06/30/06	12946/3	4090	2013
		Lewis	, James		10/04/03	04/20/06	12946/3	4090	2013
v		Manolato	u, Vanessa		09/20/99	07/27/06	12946/3	4090	2013
		Mathew	, S. Gaye		07/31/00	07/04/06	12946/3	4090	2013
		McCrea	ary, Scott		06/07/06	06/30/06	12946/3	4090	2013
		Melo, M	larie Emily		09/02/03	06/02/06	12946/3	4090	2013
		Mills,	Brittany		10/06/05	06/30/06	12946/3	4090	2013
		Phelai	n, Sarah		05/13/02	06/30/06	12946/3	4090	2013
Pimes, Linda					10/04/02	01/03/06	12946/3	4090	2013
Ray, Melissa				04/29/04	07/14/06	12946/3	4090	2013	
Reiss, Michael				06/01/03	06/30/06	12946/3	4090	2013	
Rippee, Amy				04/30/96 05/19/97	06/30/06	12946/3	4090	2013	
	Sumersille, Mary K (Dale)					06/02/06	12946/3	4090	2013
			DESTRUCTIO	I AUTI	IORIZAT	ION			
DED V D	TRAENIT L	EAD:	CITY ATTORN	_			OITY by ED		

DEPARTMENT HEAD:

Signature

Date

Date

CITY AFTORNEY:

Signature

Signature

Date

Date

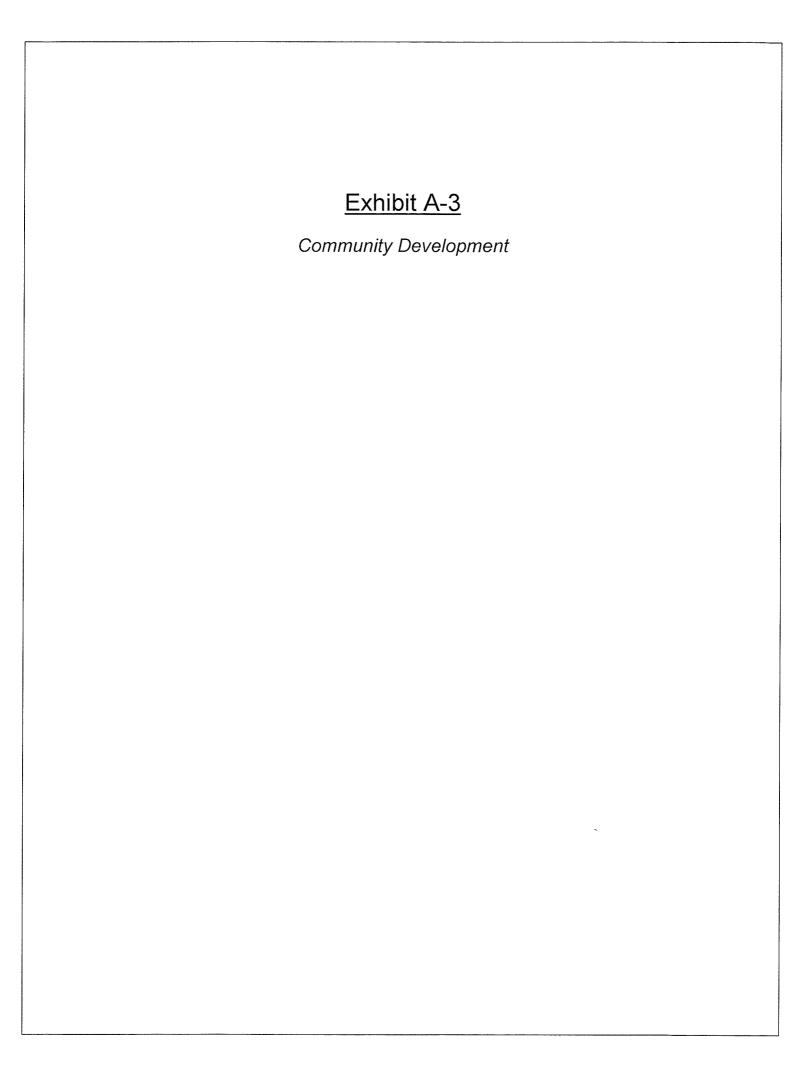
CITY CLERK:

Signature

Signature

Date

Actual Date Records Destroyed:





Department: Community Development		Prepared by:	Date:	Agoura Hills Box		Access Storage Box	
		Sheila Keckhut	09/09/13	<b>No.:</b> N/A		<b>No.:</b> N/A	
Page Item	Record Series	Title and Contents (as listed in Re	ecords Rete	ntion Sched	dule):		
No.: 27 No.: 1		nent Case Files					
		for which I am requesting destruction. The		•			•
=		o., record series title and contents, record d		•			
		posed is shredding. I hereby certify that the					•
		um retention period specified in Resolution N		-			•
=		search, or historic value and do not affect the					
•	•	further by a statute, are not the minutes, the City. I request authority to destroy same	-		•		• •
List of Files Rec				Records	Citati		Destruction
		listed on file label)	From:	To:	Numb		Date:
<del></del>		rrespondence, picture data	2001	2001	Section		07/01/13
			2002	2002	Section		07/01/13
Code Enforcement Research, correspondence, picture data  Code Enforcement Research, correspondence, picture data			2003	2002	Section		07/01/13
	2004	2003	Section		07/01/13		
Code Enforcement Research, correspondence, picture data  Code Enforcement Research, correspondence, picture data							
		2005	2005	Section		07/01/13	
		rrespondence, picture data	2006	2006	Section		07/01/13
		rrespondence, picture data	2007	2007	Section		07/01/13
Code Enforceme	nt Research, co	rrespondence, picture data	2008	2008	Section	801	07/02/13
(_(	208ld Cases	<u> </u>					
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DEPARTMENT H	HEAD:	CITY ATTORNEY:			CITY CLE	RK:	

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

Date



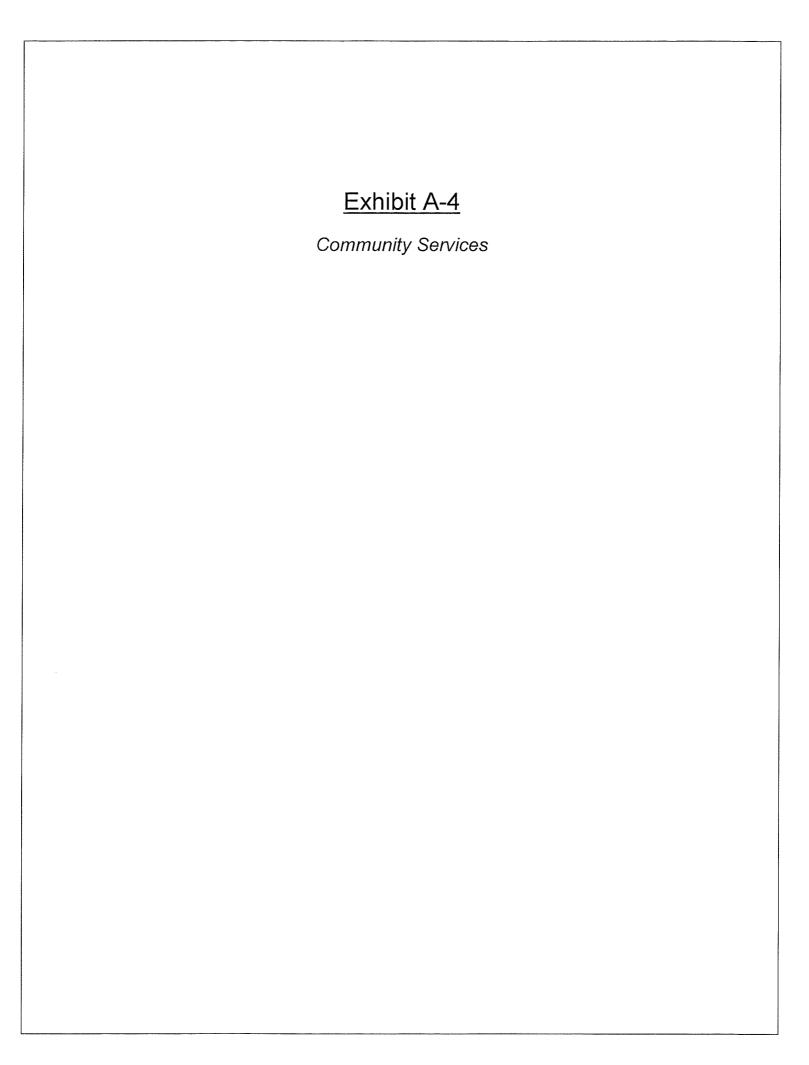
Department:	Prepared by:	Date:	Agoura Hi	lls Box	Access	Storage Box				
Community Development	Sheila Keckhut	09/09/13	<b>No.:</b> N/A		<b>No.</b> : N/A					
	s Title and Contents (as listed in Red ment Case Files	cords Retei	ntion Sched	dule) :						
	for which I am requesting destruction. The	list includes a	description	of each record	sufficient	for identification	n,			
	o., record series title and contents, record da									
directed, the method of destruction pro-	posed is shredding. I hereby certify that the	records listed	d below and/o	or attached are	e more tha	an two years o	id			
and/or have been retained for the minimum retention period specified in Resolution No. 13-1709. I further certify that the records listed no longer have an administrative, legal, evidential, fiscal, research, or 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 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		Citatio		Destructio	n				
(Description or title of records as		From:	То:	Numb		Date:	_			
Code Enforcement Research, co		2001	2001	Section		07/01/13				
Code Enforcement Research, co		2002	2002	Section		07/01/13				
Code Enforcement Research, co		2003	2003	Section		07/01/13				
Code Enforcement Research, co	rrespondence, picture data	2004	2004	Section	801	07/01/13				
Code Enforcement Research, co	rrespondence, picture data	2001	2001	Section	801	07/01/13				
Code Enforcement Research, co	rrespondence, picture data	2005	2005	Section	801	07/01/13				
Code Enforcement Research, co		2006	2006	Section	801	07/01/13				
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COMMITTIES OF	ヘリエンノ A プチス ひりょうごう			へいてい へい たむ	31/.					

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



Department: Prepared by:			Date:	Agoura Hills Box Acces		Access	cess Storage Box	
Commu	Community Development		Sheila Keckhut	09/09/13	No.: N/A		No.: N/A	
Page	ltem		Title and Contents (as listed in Re	cords Rete	ntion Schedu	ule) :		
			nent Case Files					
			s for which I am requesting destruction. The		· · · · · · · · · · · · · · · · · · ·			
			o., record series title and contents, record d					
			osed is shredding. I hereby certify that the restention period specified in Resolution No.					
			search, or historic value and do not affect the					
			er by a statute, are not the minutes, ordinand					
			request authority to destroy same pursuant to				-	01 00111111111100,
		ommended for		·	Records	Citatio		Destruction
(Descrip	tion or titi	le of records as	listed on file label)	From:	To:	Numb	er:	Date:
Planning	g Commis	sion Meeting Pa	ackets	01/04/07	01/04/07	Section 3	34090	07/01/13
Planning	g Commis	sion Meeting Pa	ackets	01/18/07	01/18/07	Section 3	34090	07/01/13
Planning	g Commis	sion Meeting Pa	ackets	02/01/07	02/01/07	Section 3	34090	07/01/13
Planning	g Commis	sion Meeting Pa	ackets	02/15/07	02/15/07	Section 3	34090	07/01/13
Planning	g Commis	sion Meeting Pa	ackets	03/01/07	03/01/07	Section 3	34090	07/01/13
Planning	g Commis	sion Meeting Pa	ackets	04/19/07	04/19/07	Section 3	34090	07/01/13
Planning	Commis	sion Meeting Pa	ackets	05/03/07	05/03/07	Section 3	34090	07/01/13
Planning	g Commis	sion Meeting Pa	ackets	05/17/07	05/17/07	Section 3	34090	07/01/13
Planning	g Commis	sion Meeting Pa	ackets	06/07/07	06/07/07	Section 3	34090	07/01/13
Planning	Commis	sion Meeting Pa	ackets	06/21/07	06/21/07	Section 3	34090	07/01/13
Planning	g Commis	sion Meeting Pa	ackets	07/05/07	07/05/07	Section 3	34090	07/01/13
Planning	g Commis	sion Meeting Pa	ackets	07/19/07	07/19/07	Section 3	34090	07/01/13
Planning	g Commis	sion Meeting Pa	ackets	08/02/07	08/02/07	Section 3	34090	07/01/13
Planning	g Commis	sion Meeting Pa	ackets	08/16/07	08/16/07	Section 3	34090	07/01/13
Planning	g Commis	sion Meeting Pa	ackets	09/06/07	09/06/07	Section 3	34090	07/01/13
Planning	g Commis	sion Meeting Pa	ackets	09/20/07	09/20/07	Section 3	34090	07/01/13
Planning	Commis	sion Meeting Pa	ackets	10/04/07	10/04/07	Section 3	34090	07/01/13
Planning	Commis	sion Meeting Pa	ackets	10/18/07	10/18/07	Section 3	34090	07/01/13
Planning	g Commis	sion Meeting Pa	ackets	11/01/07	11/01/07	Section 3	34090	07/01/13
Planning	g Commis	sion Meeting Pa	ackets	11/11/07	11/11/07	Section 3	34090	07/01/13
Planning	g Commis	sion Meeting Pa	ackets	11/15/07	11/15/07	Section 3	34090	07/01/13
Planning	Commis	sion Meeting Pa	ackets	12/06/07	12/06/07	Section 3	34090	07/01/13
Planning	Commis	sion Meeting Pa	ackets	12/20/07	12/20/07	Section 3	34090	07/01/13
PLEASE NOTE THE FOLLOWING MEETINGS WERE NOT DESTROYED DUE TO LITIGATION HEARINGS								
Planning	g Commis	sion Meeting Pa	ackets - Hillel	03/15/07	03/15/07			
	<u> </u>	sion Meeting Pa		04/05/07	04/05/07			
	4	-	DESTRUCTION AUT	HODIZA:	TION			
//	7 /	1	DESTRUCTION AUT	HURIZA	HUN			

1 1 1	DESTRUCTION AUTHO	RIZATIUN
DEPARTMENT HEAD:	CITY AFTORNEY:	CITY OLERK:
Signature / //3	Signature (0/28/(3	Signature (   1   3   1   3
Date	Date	Date
Date City Council Approved Records for	Destruction:	Actual Date Records Destroyed:





Departr	nent:		Prepared by:	Date: Agoura Hills Box Acc		Access	ccess Storage Box		
Commu	nity Servi	ces	Cynthia L. Polich	07/25/13	I.a. a.a.		No.: N/A	o.: N/A	
Page	Item	Record Series	Title and Contents (as listed in R	ecords Rete	ntion Sche	dule) :			
No.: 41		Facilities Rese							
including t	the retention	schedule nade no	s for which I am requesting destruction. The o., record series title and contents, record o	e list includes :	a description	of each record	sufficient	for identification	
directed. t	the method	of destruction pro-	posed is shredding. I hereby certify that the	ales, releniion	requirements and below and	s, and destructi	on date.	Unless otherwise	
and/or hav	ve been reta	ined for the minimu	um retention period specified in Resolution N	lo 13-1709 i	further certify	that the record	e lieted no	an two years of	
administra	itive, legal, e	evidential, fiscal, re	search, or historic value and do not affect t	ne title to real i	property or lie	ens thereon are	not court	records are not	
to my kno	owledge, red	quired to be kept	further by a statute, are not the minutes,	ordinances, or	resolutions	of the City Co	uncil or a	nv City board or	
committee	e, and are no	longer required by	the City. I request authority to destroy sam	e pursuant to S	ection 34090	of the Californi	a Governr	nent Code.	
List of F	Files Rec	ommended for	Destruction:		Records	Citatio		Destruction	
(Descrip	tion or titl	e of records as	listed on file label)	From:	To:	Numb	er:	Date:	
Ballfield	//Turf Re	servations: 20	05-2007						
2007: Ag	goura Por	ıy Baseball - Ed	lelston/Linkluter Family	01/01/07	12/31/07	GC 34090		07/01/13	
2007: At	omix Spo	rts - Atomix Sp	orts	01/01/07	12/31/07	GC 34090		07/01/13	
	<u>-</u>	CA - Atomix Sp		01/01/07	12/31/07	GC 34090		07/01/13	
			onejo Valley LaCrosse League	01/01/06	12/31/06	GC 34090			
		erleaders - WAC		01/01/06				07/01/13	
			ol - Razzle Dazzle Camps		12/31/06	GC 34090		07/01/13	
				01/01/05	12/31/05	GC 34090		07/01/13	
		· · · · · · · · · · · · · · · · · · ·	/ - Chabad of the Conejo	01/01/05	12/31/05	GC 34090		07/01/13	
2005: Be	ench Prod	uctions - So Ca	al Jaquars Inc.	01/01/05	12/31/05	GC 34090		07/01/13	
		· · · · · · · · · · · · · · · · · · ·	· ·						
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	····								
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DES	IRUCI	ION AUTHO	RIZATION						
DEPART	MENT H	EAD:	CITY ATTORNEY:			CITY/CLER	K:M		
Signature		1/25/17	Signature 10/24/13			Signature (2/3	1/13		
Date			Date			Date	1.0		
Date City	Council A	Approved Recor	ds for Destruction:	A	ctual Date F	Records Dest	royed:		



Department:	Prepared by:	Date:	Agoura Hill	s Box	Access !	Storage Box
Community Services	Cynthia L. Polich	07/25/13			No.:	otorage box
Page Item Record Serie	es Title and Contents (as listed in F		<u> </u>	ıle) ·	1	
No.: 41 No.: 12 Program Reg	istrations/Waivers of Liability					
Listed below is a detailed list of record	ds for which I am requesting destruction. Th	e 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 destruct	tion date. L	Jnless otherwise
directed, the method of destruction pr	oposed is shredding. I hereby certify that t	he records liste	ed below and/or	attached ar	re more tha	in two vears of
and/or have been retained for the minir	num retention period specified in Resolution	No. 13-1709. I	further certify th	at the record	ds listed no	longer have an
administrative, legal, evidential, fiscal,	research, or historic value and do not affect	the title to real	property or liens	thereon, are	e not court i	records, are not
to my knowledge, required to be kep	t further by a statute, are not the minutes,	ordinances, o	r resolutions of	the City Co	ouncil or an	ny City board o
committee, and are no longer required	by the City. I request authority to destroy sam	ne pursuant to S	Section 34090 of	the Californ	iia Governm	ent Code.
List of Files Recommended for		Date of	Records	Citati	on	Destruction
(Description or title of records a		From:	То:	Numb	er:	Date:
Summer 2007 Activity Registr	rations (A-Z)	04/01/07	08/31/07	GC 34	090	07/01/13
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1-11						
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	DESTRUCTION AUT	HORIZAT	ION			
DEPARTMENT HEAD:	CITY ATTORNEY:		q	ity/e//#F	}Κ: <sub>7</sub> ,	<u> </u>
Signature				VV4	1 W	
Signature V	Signature (0/28/12	_	S	gnature	1	
104117		<u> </u>		0/31	113	
Date '	Date		D	ate		
Date City Council Approved Reco	ords for Destruction:	. Ac	ctual Date Red	ords Desi	troyed:	



Department:			Prepared by:	Date:	Agoura Hi	lls Box	Access	Storage Box
Community Services		ces	Cynthia L. Polich	07/25/13	_		No.:	
Page	Item	Record Series	Title and Contents (as listed in Re			lule) :		
			strations/Waivers of Liability for which I am requesting destruction. The	list includes a		.f I	l	
			o., record series title and contents, record da					
			posed is shredding. I hereby certify that the					
			um retention period specified in Resolution No					
			search, or historic value and do not affect the					
			further by a statute, are not the minutes, o					
			the City. I request authority to destroy same					
List of F	Files Rec	ommended for	Destruction:		Records	Citati		
			listed on file label)	From:	To:	Numb		Destruction
		<del></del>						Date:
Summe	r 2007 Ca	mp Registrati	ons (A-Z)	04/01/07	08/31/07	GC 34	090	07/01/13
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			Manual Property of the Control of th					
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			DESTRUCTION AUTI	HORIZAT	ION			
DEPART	TMENT H	EAD:	CITY ATTORNEY			CITYCLE	RK: 4 M	_
Signatur	e 5 12		Signature (0/28/13			Signature	1113	
Date	<u>dJ 117</u>		Date	****		Date	1112	
Date City	y Council .	Approved Reco	rds for Destruction:	A	ctual Date F	Records Des	troyed: _	



Department:		Prepared by:	Date:	Agoura Hi	lis Box	Access Storage Box
Community Servi	T	Cynthia L. Polich	07/25/13			No.:
Page Item	Record Serie	s Title and Contents (as listed	l in Records Rete	ention Sched	lule):	
No.: 41 No.: 12	Program Regi	strations/Waivers of Liability				
Listed below is a det	ailed list of record	s for which I am requesting destruction	on. The list includes	a description o	of each record	sufficient for identification
including the retention	n schedule page n	io., record series title and contents, re	cord dates, retention	requirements.	and destruction	on date. Unless otherwise
airectea, the method	of destruction pro	posed is shredding. I hereby certify	that the records list	ed below and/o	or attached are	more than two years of
and/or have been reta	lined for the minim	um retention period specified in Reso	ution No. 13-1709. I	further certify	that the records	s listed no longer have an
administrative, legal,	evidential, fiscal, r	esearch, or historic value and do not a	iffect the title to real	property or lier	s thereon, are	not court records, are no
to my knowledge, re	quired to be kept	further by a statute, are not the mi	nutes, ordinances, o	r resolutions c	of the City Cou	incil or any City board o
List of Files Dea	o longer required b	y the City. I request authority to destro	y same pursuant to S	Section 34090	of the California	
List of Files Rec			Date of	Records	Citatio	1
		listed on file label)	From:	То:	Numbe	er: Date:
Summer 2007 Su	ımmer Shuttle	Bus Waivers (A-Z)	04/01/07	08/31/07	GC 340	90 07/01/13
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		11.				
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		DESTRUCTION A	AUTHORIZAT	ION		
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DEPARTMENT HI	EAU: P	CITY ATTORNE	<i>V</i> .	(	CITY CLERK	8 044
/ WWY/2					U244	MW W
signature 2/12	1	Signature	12	3	Signature,	1
112711	1	10 28	10		10131	113
Date		Date		Ī	Date t	

Actual Date Records Destroyed:

Date City Council Approved Records for Destruction:



Department:			Prepared by:	Date:	Agoura Hi	lle Roy	Λοοοοο	Storage Box
	unity Servi	ces	Cynthia L. Polich	07/25/13	_	IIS DOX	No.:	Storage Box
Page	Item	<del></del>	Title and Contents (as listed in			lulo) :	1110	
_	1	Program Regis	strations/Waives of Liability	r records rece	mion oched	uie).		
			for which I am requesting destruction.	The list includes	a description o	f each record	sufficient	for identification
including	the retention	n schedule page no	o., record series title and contents, reco	rd dates, retention	requirements.	and destruct	ion date.	Jnless otherwise
directed,	the method	of destruction proj	posed is shredding. I hereby certify that	at the records liste	ed below and/o	or attached ar	e more that	an two vears old
and/or ha	ve been reta	nined for the minim	um retention period specified in Resolution	on No. 13-1709. I	further certify t	hat the record	ls listed no	longer have any
administra	ative, legal,	evidential, fiscal, re	search, or historic value and do not affe	ct the title to real	property or lien	s thereon, are	not court	records, are not
to my kn	owledge, re	quired to be kept	further by a statute, are not the minut	es, ordinances, or	r resolutions o	f the City Co	uncil or a	ny City board or
committe	e, and are no	o longer required by	the City. I request authority to destroy s	ame pursuant to S	Section 34090 d	of the Californ	ia Governn	nent Code.
List of	Files Rec	ommended for	Destruction:		Records	Citatio		Destruction
(Descrip	otion or titi	e of records as	listed on file label)	From:	To:	Numb		Date:
Winter	2008 Acti	vity Registration	ons (A-Z)	01/01/08	04/30/08	GC 34	กดก	07/01/13
					0 11 001 00		000	01/01/13
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			DESTRUCTION A	ITHODIZAT	ION			
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DEPAR"	TMENT H	EAD:	CITY ATTORNEY:	>	(	CITY CLER	K:,	
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Signatur	راسو کرا کا	<b>3</b>	Signature		3	Signature	1	
	1145 11	1				10/31	/13	
Date			Date		Ī	Date	,	

Actual Date Records Destroyed: \_\_\_\_\_

Date City Council Approved Records for Destruction:



	Prepared by:	Date:	Agoura Hill	s Box	Access S	Storage Box
Community Services	Cynthia L. Polich	07/25/13	No.:		No.:	0
Page Item Record Series	Title and Contents (as listed in Re	cords Rete	ntion Schedu	ıle):		
No.: 41 No.: 12 Program Regis	strations/Waivers of Liability			•		
Listed below is a detailed list of records	for which I am requesting destruction. The	list includes	a description of	each record	sufficient f	or identification
including the retention schedule page no	o., record series title and contents, record da	ites, retention	requirements,	and destructi	ion date. U	nless otherwise
directed, the method of destruction prop	posed is shredding. I hereby certify that the	e records liste	ed below and/or	attached ar	e more tha	n two years old
and/or have been retained for the minimu	um retention period specified in Resolution N	o. 13-1709.  I	further certify th	at the record	ls listed no l	longer have any
administrative, legal, evidential, fiscal, re	search, or historic value and do not affect the	e title to real p	property or liens	thereon, are	not court r	ecords, are not
o my knowledge, required to be kept to	further by a statute, are not the minutes, o	ordinances, or	resolutions of	the City Co	uncil or an	y City board o
List of Files Recommended for	the City. I request authority to destroy same					
(Description or title of records as			Records	Citatio		Destruction
		From:	To:	Numb	er:	Date:
Fall 2007 Activity Registrations	(A-Z)	09/01/07	12/31/07	GC 340	090	07/01/13
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	Medical designation and the second					
	DESTRUCTION AUTH	IORIZAT	ION			
DERARTMENT HEAD:			representatively. Text To Confest 919.	1		
701111	CITY ATTORNEY		C	ity cleri	K:	
Signature ()	Signature		-	124/L	<u>uru</u>	
7/2と1/2		>	Si	gnature	31 I	
Date					311/13	
- 410	Date <sup>'</sup>		Da	ate '		
Pate City Council Approved Record	ls for Destruction:	Ac	tual Date Rec	ords Desti	roved·	



Department:

Community Services

### CITY OF AGOURA HILLS 2013 RECORDS DESTRUCTION REQUEST FORM

Date:

07/25/13 **No.:** 

Agoura Hills Box

Access Storage Box

No.:

Prepared by:

Cynthia L. Polich

. ~ .	tem	<b>Record Series Title and Contents</b> (as listed in Red Program Registrations/Waivers of Liability	cords Rete	ntion Sched	dule):	
		iled list of records for which I am requesting destruction. The	list includes a	docariation	of anob record sufficient	for ideality of
including the	retention	schedule page no., record series title and contents, record da	tos retention	requirements	or each record sufficient	for identification,
directed, the	method	of destruction proposed is shredding. I hereby certify that the	recorde lieto	d bolow and	or attached are more th	Unless otherwise
and/or have	been retai	ned for the minimum retention period specified in Resolution No	12-1700	further certify	that the records listed as	an two years old
administrativ	e legal e	vidential, fiscal, research, or historic value and do not affect the	title to real r	roporty or lies	unat the records listed no	longer nave any
to my knowi	edae rec	uired to be kept further by a statute, are not the minutes, o	rdinances or	roperty or ner	ns thereon, are not court	records, are not,
committee a	and are no	longer required by the City. I request authority to destroy same	nurcuant to S	resolutions (	of the California Carrant	ny City board or
List of File	es Reco	emmended for Destruction:		Records	Citation	
		e of records as listed on file label)	From:	To:	Number:	Destruction
						Date:
Spring 20	U8 ACTIV	rity Registrations (A-Z)	04/01/08	06/30/08	GC 34090	07/01/13
						-
	***					
		DESTRUCTION AUTH	IORIZAT	ION		
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DEPARTM		CITY ATTORNEY:			CITY CLERK:	'u
Signatura	<u>v x 12</u>	Signature	3	-	DAMU!	
Signature	26/17	Signature 20 Cac (12			Signature (31/13	
Date 1/0	m311	Data (D) 28 (B)				
Date		Date			Date	
Date City C	Council A	pproved Records for Destruction:	Ac	tual Date R	ecords Destroyed: _	



Department:	Prepared by:	Date:	Agoura Hill	la Day	T.	<u> </u>
Community Services	Cynthia L. Polich	07/25/13		IS DOX	1	Storage Box
					No.:	
No.: 41 No.: 12 Program Regi	s Title and Contents (as listed in R	ecoras Rete	ntion Schedi	ule):		
	s for which I am requesting destruction. The	a list includes :	description of	oach rocore	1 cufficions	for idealife at
including the retention schedule page n	no., record series title and contents, record c	dates, retention	requirements	and destruct	ion date	Inless otherwise
directed, the method of destruction pro	posed is shredding. I hereby certify that the	ne records liste	d below and/or	and desiraci	re more th	onless offerwise
and/or have been retained for the minim	num retention period specified in Resolution I	No. 13-1709. I	further certify th	at the record	ds listed no	o longer have any
administrative, legal, evidential, fiscal, re	esearch, or historic value and do not affect t	he title to real p	property or liens	thereon, are	e not cour	t records, are not
to my knowledge, required to be kept	further by a statute, are not the minutes,	ordinances, or	resolutions of	the City Co	ouncil or a	any City board or
committee, and are no longer required b	by the City. I request authority to destroy sam	e pursuant to S	ection 34090 of	f the Californ	ia Governi	ment Code.
List of Files Recommended fo		Date of	Records	Citati	on	Destruction
(Description or title of records as	listed on file label)	From:	To:	Numb	er:	Date:
Fall 2008 Activity Registration	s (A-Z)	09/01/08	12/31/08	GC 34	090	07/01/13
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	DESTRUCTION AUT	ΉΩRIZAT	ION			
		ii Okizai				
DEPARTMENT HEAD:	CITY ATTORNEY:		C	ITY CLER	}K:	
Signature 1				UM	un	
oignature 1/2 / 12	Signature		S	ignature	1011.	
7/63/1/7	6/38/13		-	w	101113	
Date	Date		D	ate		
Date City Council Approved Reco	rds for Destruction:	Ad	tual Date Re	cords Desi	troyed:	

Actual Date Records Destroyed:



<b>Department:</b> Community Services	Prepared by: Cynthia L. Polich	<b>Date:</b> 07/25/13	Agoura Hi No.:	No.:	ess Storage Box
Page Item Record Se	ries Title and Contents (as liste	ed in Records Rete	ention Sched	lule) ·	
140 41 1110 12 Program W	alvers/vvalvers of Liability				
Listed below is a detailed list of rec	cords for which I am requesting destruct	ion. The list includes	a description c	f each record suffic	cient for identification
morading the retention schedule pat	ge no., record series title and contents i	record dates retention	roquiromente	and destruction in	
and/or have been retained for the m	proposed is shredding. I hereby certify	that the records liste	ed below and/o	or attached are mor	e than two years o
administrative, legal, evidential, fisca	nimum retention period specified in Reso	affect the title to real	further certify t	hat the records liste	ed no longer have a
to my knowledge, required to be k	ept further by a statute, are not the m	inutes ordinances o	r resolutions o	f the City Cornell	
committee, and are no longer require	to by the City. I request authority to destr	oy same pursuant to S	Section 34090	of the California Gov	or any City board
List of Fries Recommended	ior pestruction;	Date of	Records	Citation	Destruction
(Description or title of records	as listed on file label)	From:	To:	Number:	Date:
General Release Waivers		01/01/07	12/31/07	GC 34090	07/01/13
Lindero Canyon Basketball	Leagues	01/01/07	12/31/07	GC 34090	07/01/13
Contract Check List		01/01/04	12/31/04	GC 34090	07/01/13
Teen VIP Applications		01/01/06	12/31/06	GC 34090	07/01/13
Winter 2006-2007 Emergend	y Forms	01/01/06	12/31/07	GC 34090	07/01/13
			12,01,01	00 04090	07/01/13
			<u> </u>		
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EPARTMENT HEAD:	CITY AFTORNE			ITY OLERK:	
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ignature 1/1/2/12	Signature		S	ignature ,	
1001111		<u>ح</u>		6/31/	13
ate	Date	-	D	ate	
ate City Council Approved Rec	ords for Destruction:	Ac	tual Date Red	cords Destroyed	:



Department: Community Services	Prepared by:	Date:	Agoura Hill	s Box Acc	ess Storage Box
	Cynthia L. Polich	07/25/13		No.:	
No.: 41 No.: 12 Program Regis	Title and Contents (as lister	d in Records Rete	ntion Schedu	ıle) :	
Listed below is a detailed list of records	for which I am requesting destruct	on. The list includes			
including the retention schedule page no	record series title and contents r	ecord dates retention	a description of	each record suffic	cient for identification
directed, the method of destruction prop	losed is shredding. I hereby certify	that the records liste	ed helow and/or	attached are mor	o than two
and/or have been retained for the minimu	im retention period specified in Resc	olution No. 13-1709. I	further certify th	at the records lists	d no longer have
auministrative, legal, evidential, fiscal, res	search, or historic value and do not	affect the title to real i	oronerty or liens	thereon are not o	ourt ropords
to my knowledge, required to be kept t	further by a statute, are not the mi	inutes, ordinances, or	r resolutions of	the City Council	or any City hazard
committee, and are no longer required by	the City. I request authority to destre	oy same pursuant to S	Section 34090 of	the California Gov	rernment Code.
List of Files Recommended for	Destruction:	Date of	Records	Citation	Destruction
(Description or title of records as		From:	To:	Number:	Date:
Senior Registrations and Birtho		01/01/01	12/31/07	GC 34090	07/01/13
Senior Birthdays: January - Dec	ember	01/01/01	12/31/07	GC 34090	07/01/13
	DESTRUCTION .	AUTHORIZATI	ION		
DEPARTMENT HEAD	CITY ATTORNE)		Actuals of States and Actual Totals	Tylouene	
AMWY	OIT FAT TOTAL		G	TY/CUERK:	10
Signature 1	Signature		Qi.	gnature	ye
1125117	10/28/1	ξ	Olí	10/3///3	
Date	Date		Da		
Dato City Council Approved Barrey	la fan Dantur II				
Date City Council Approved Record	s for Destruction:	Ac	tual Date Rec	ords Destroyed	



Depart	ment:		Prepared by:	Date:	Agoura Hi	lls Box	Access	Storage Box
Comm	unity Servi	ces	Cynthia L. Polich	07/25/13	No.:		No.:	_
Page	Item	Record Series	s Title and Contents (as listed in	Records Rete	ntion Sched	dule):	<del> </del>	
		Program Regis	strations/Waivers of Liability					
			s for which I am requesting destruction.					
			o., record series title and contents, record					
			posed is shredding. I hereby certify that					
			um retention period specified in Resolutio					
			esearch, or historic value and do not affec					
			further by a statute, are not the minute					
		ommended fo	y the City. I request authority to destroy sa		Records			
i			listed on file label)			Citatio Numb		Destruction
		2006 Sign-up		From:	To:			Date:
	<del></del>			01/01/06	04/15/06	GC 34		07/01/13
		2007 Sign-up		01/01/07	04/15/07	GC 34		07/01/13
			vers & Emergency Forms	01/01/07	03/30/07	GC 34	090	07/01/13
Volunt	eer Applic	cations (compl	eted & uncompleted hours)	01/01/91	12/31/06	GC 34	090	07/01/13
Non-C	urrent Ins	tructor Report	s & Payment Information	01/01/06	04/01/06	GC 34	090	07/01/13
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			DESTRUCTION AU	JTHORIZAT	TION			
DEPAR	TMENT H	IEAD:	CITY ATTORMEY?			CITY CLEF	ŖΚ:	
	m	n			-	(K)	LATU	
Signatu	112 (	5/13	Signature 0 2 8 1 1	<i>ે</i>		Signature	31/13	
Date			Date	<u> </u>	_	Date	. [ ,-	

Actual Date Records Destroyed:



Department:

Community Services

#### **CITY OF AGOURA HILLS** 2013 RECORDS DESTRUCTION REQUEST FORM

Date:

07/25/13 **No.**:

Agoura Hills Box

Access Storage Box

No.:

Prepared by:

Cynthia L. Polich

Page	ltem	Decord Carica Title	10-1-1-1-5	<u> </u>			
	•	Program Registrations/V	d Contents (as listed in Re	cords Rete	ention Sche	edule) :	
Listed belo	ow is a deta	ailed list of records for which I	am requesting destruction. The	limt in almala			
includina t	he retention	schedule page no record se	eries title and contents, record da	ilsi includes	a description	of each record sufficie	nt for identification
directed, the	he method	of destruction proposed is shr	redding. I hereby certify that the	recorde liet	requirements	s, and destruction date	. Unless otherwise
and/or hav	e been reta	ined for the minimum retention	period specified in Resolution No	n 13-1709 i	further certify	that the records listed	no longer bases old
administra	tive, legal, e	evidential, fiscal, research, or h	istoric value and do not affect the	e title to real	property or lie	ens thereon are not con	It records are not
to my kno	wledge, red	quired to be kept further by a	statute, are not the minutes, of	ordinances. o	r resolutions	of the City Council or	any City board or
committee	, and are no	longer required by the City. I r	equest authority to destroy same	pursuant to S	Section 34090	of the California Gover	nment Code
List of F	iles Rec	ommended for Destruct	ion:	Date of	Records	Citation	Destruction
(Descrip	tion or titl	e of records as listed on f	file label)	From:	To:	Number:	Date:
Agoura	Hills Rec	reation Center Reserva	tions: 2005-2008				
Alayne C	Cohen - C	ounty of LA Registrar/Red	corders Office	01/01/05	12/31/08	GC 34090	07/01/13
Equestr	ian Arena	Reservations: 2006-20	008				0770 17 13
Jeanne \	Nallace -	Mary Keenan		01/01/06	12/31/08	GC 34090	07/01/13
		Reservations: 2006-200	8	0 110 1100	12/01/00	00 04000	07/01/13
		B Reps Corp.		01/01/06	12/31/08	GC 34090	07/04/40
		eld Reservations: 2008		0 1/0 1/00	12/3 1/00	90 34090	07/01/13
	er - Triun			01/01/08	12/24/00	CC 24000	07/04/40
		eservations: 2008		0 1/0 1/08	12/31/08	GC 34090	07/01/13
		oyd/Nosker Wedding		04/04/00	40/04/00	0001000	
		storical Site: 2006-2008		01/01/08	12/31/08	GC 34090	07/01/13
		El Camino Real					
				01/01/06	12/31/08	GC 34090	07/01/13
		vations: 2002-2008					
Jaffa Car	rrera - Elle	en Wohl		01/01/02	12/31/08	GC 34090	07/01/13
				-			
	W. I.						
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		H TO SEA HOUSE THE SEA THE SEA SEA SEA SEA SEA SEA SEA SEA SEA SE	Super March 3 (1998) (Super March Ma				
			DESTRUCTION AUTH	IORIZAT	ION		
DEPART	MENT HE	EAD:	CITY ATTORNEY	e mente anne man principal material in grand and the second of the secon		CITY/CLERK:	
1	N	3				( BATA M	
Signature		210/10	Signature		•	Signature	
	· · · · · · · · · · · · · · · · · · ·	1125117	10/28/13	_		6/3/13	3
Date			Date		•	Date	
30f0 0#+	Coursil A	mmunical Day 1 5 D	4				
vate City	Councii A	pproved Records for Des	truction:	Ad	tual Date R	Records Destroyed:	



Department:		ID-corporal law	I				
Community Serv	ioos	Prepared by: Cynthia L. Polich	Date:	Agoura Hi			Storage Box
		1	07/25/13			No.:	
Page Item	Program Files	s <b>Title and Contents</b> (as listed in Re (City-Participation)	cords Rete	ntion Sched	dule):		
		s for which I am requesting destruction. The	list includes a	doscription	of oools varand		
including the retenti	on schedule page n	o., record series title and contents, record da	tes retention	roquiromente	or each record	sumcient	for identification,
directed, the metho	d of destruction pro	posed is shredding. I hereby certify that the	records liste	d helow and/	, and destructi or attached or	on date.	Onless otherwise
and/or have been re	tained for the minim	um retention period specified in Resolution No.	13-1709 L	further certify	that the record	e lieted ne	longer have one
administrative, legal	, evidential, fiscal, re	esearch, or historic value and do not affect the	e title to real r	roperty or lier	ns thereon are	not court	records are not
to my knowledge, r	equired to be kept	further by a statute, are not the minutes, of	rdinances, or	resolutions	of the City Co	uncil or a	ny City board or
committee, and are	no longer required by	y the City. I request authority to destroy same	pursuant to S	ection 34090	of the Californi	a Governr	nent Code
List of Files Re	commended for	Destruction:		Records	Citation		Destruction
(Description or t	tle of records as	listed on file label)	From:	To:	Numb		Date:
Amy B - Summ	er 1985-2007 - F	ile 2	07/01/85	12/31/07	GC 340		07/01/13
Dial-A-Ride - Ja	nuary - June 20	002	01/01/02		GC 340		07/01/13
Report to City (			01/01/85		GC 340		
Laidlaw Accide							07/01/13
		73	01/01/03	12/31/03	GC 340		07/01/13
Laidlaw July 20			07/01/05	06/30/06	GC 340	90	07/01/13
Shuttle Waiting	List 2007		01/01/07	12/31/07	GC 340	90	07/01/13
					:		
		DESTRUCTION AUTH	IURIZAT	ION .			
DEPARTMENT	TEAD:	CITY ATTORNEY;	2		ÇITY/ÇLER	K:	
TIMMX	YZ-				GAL	M	2
Signature (/	- La	Signature		-	Signature	·····	
1725	117				1 - 1	ilis	
Date		Date		-	Date		

Actual Date Records Destroyed: \_\_\_\_\_



Date

Date City Council Approved Records for Destruction:

#### CITY OF AGOURA HILLS 2013 RECORDS DESTRUCTION REQUEST FORM

Department: Prepared by: Date: Agoura Hills Box Access S		Storage Box						
Commu	nity Servi	ces	Cynthia L. Polich	07/25/13	No.:		No.:	0
Page	Item	Record Series	Title and Contents (as listed in Re	ecords Rete	ntion Sched	dule):		
No.: 42	No.: 13	Programs Files	(City-Participation)					
Listed bel	ow is a deta	ailed list of records	for which I am requesting destruction. The	list includes	a description of	of each record	sufficient	for identification
directed t	the retention	of destruction area	o., record series title and contents, record d	ates, retention	requirements	, and destruct	ion date.	Unless otherwise
and/or hav	uie illeuioù vo boon rota	or destruction prop	posed is shredding. I hereby certify that the	e records liste	ed below and/	or attached ar	e more th	ian two years old
administra	itive legal i	evidential fiscal re	um retention period specified in Resolution N search, or historic value and do not affect th	10. 13-1709. 1	turtner certity	that the record	is listed no	o longer have any
to my kno	owledge, re	guired to be kept	further by a statute, are not the minutes,	ordinances o	r resolutions	of the City Co	not coun	records, are not
committee	e, and are no	o longer required by	the City. I request authority to destroy same	nursuant to S	Section 34090	of the Californi	ia Covern	mont Code
List of F	iles Rec	ommended for	Destruction:		Records	Citatio		Destruction
(Descrip	tion or titl	e of records as	listed on file label)	From:	To:	Numb		Date:
Skyhaw	ks Sport	s Programs fo	Children	01/01/04	12/31/04	GC 34		07/01/13
Insuran	ce Certifi	cates		01/07/02	06/30/06	GC 340		07/01/13
Accider	t Report	S		01/05/03	12/14/06	GC 340		07/01/13
	Brochure			01/01/07	04/30/07	GC 340		07/01/13
Fall Bro	chure 20	06		08/01/06	12/31/06	GC 340		07/01/13
Summe	r Brochu	re 2006		04/01/06	08/31/06	GC 340		07/01/13
	chure 20			08/01/07	12/31/07	GC 340		07/01/13
Summe	r Brochu	re 2007		04/01/07	08/31/07	GC 340		07/01/13
	Brochure			04/01/07	06/30/07	GC 340		07/01/13
	Brochure			04/01/08	06/30/08			
opinig i	<u> </u>	2000		04/01/08	00/30/06	GC 340	J9U	07/01/13
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			DESTRUCTION AUT	HORIZAT	ION			
	**************************************	EAD.		i i OINEAT )	2002/1980/80/2002/2013 (Spirit) (Spirit)			
JEPARI	MENT H	EAU:	CITY ATTORNEY.			CITY/CI/ER	K:	
Signature	VVV		Signature	<del></del>	-	Signatura	MIM	
J.g. Idia)	11254	13	10/25/12		,	Signature	11,3	

Date

Actual Date Records Destroyed:



Departn			Prepared by:	Date:	Agoura H	ills Box	Access	Storage Box
Commu	nity Servi		Cynthia L. Polich	07/25/13			No.:	_
1 -	Item	Record Series	s Title and Contents (as listed in Re	cords Rete	ntion Sche	dule):		
No.: 42		Programs Files	s (City-Participation)					
Listed belo	ow is a det	ailed list of records	for which I am requesting destruction. The	list includes a	description	of each record	sufficient	for identification
including t	ne retentioi	n schedule page no	o., record series title and contents, record da	ates, retention	requirements	, and destruct	ion date.	Unless otherwise
and/or have	ne memou ve been reta	or destruction prop	posed is shredding. I hereby certify that the	e records liste	d below and/	or attached ar	e more th	ian two years old
administra	tive lenal	evidential fiscal re	um retention period specified in Resolution N esearch, or historic value and do not affect th	0. 13-1709. I	further certify	that the record	Is listed no	ວ longer have any
to my kno	wledae. re	auired to be kent	further by a statute, are not the minutes, or	e lille to real p	roperty or liel	ns thereon, are	not court	records, are not,
committee	, and are n	o longer required by	the City. I request authority to destroy same	pursuant to S	ection 34090	of the Californi	a Govern	iny City board or
List of F	iles Rec	ommended for	Destruction:		Records	Citatio		Destruction
(Descrip	tion or titi	e of records as	listed on file label)	From:	To:	Numb		Date:
Reyes Adobe Days 2005					12/31/05	GC 34		07/01/13
Concert	s & Banı	ners 2005		01/01/05 01/01/05	12/31/05	GC 34		07/01/13
Concert	s 2006	· · · · · · · · · · · · · · · · · · ·		01/01/06	12/31/06	GC 34		07/01/13
Concert	s & Banı	ner 2004		01/01/04	12/31/04	GC 340		
		ay: 2004-2006		01/01/04	12/31/04			07/01/13
	2004-20					GC 340		07/01/13
Movies.	2004-20	00		01/01/04	12/31/06	GC 340	J90	07/01/13
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		·						
		<del></del>						
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			DESTRUCTION AUTI	HORIZAT	ION			
DEPART	MENT H	5AD:	CITY ATTORNEY:			CITY ELER	K:	
Signature	071	25/17	Signature 6 (28/13)		-	Signature	1/12	
Date			Date Date		-	Date	1 110	
Date City	Council A	Approved Record	ds for Destruction:	Ad	tual Date R	ecords Dest	roved:	

Actual Date Records Destroyed:



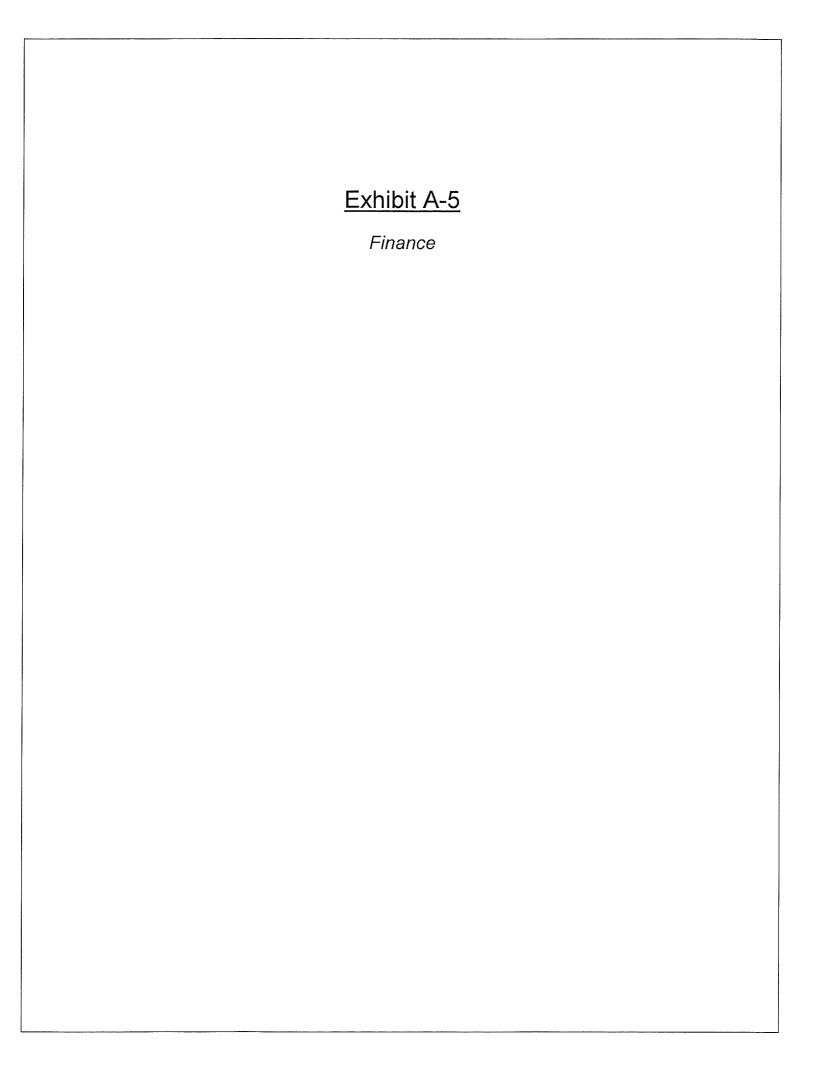
Department:	Prepared by:	Date:	Agoura Hi	lle Roy	100000	Stores D
Community Services	Cynthia L. Polich	07/25/13		IIS DUX	E .	Storage Box
					No.:	
No.: 43 No.: 14 Programs Files	s Title and Contents (as listed in Re	ecoras Rete	ntion Sched	dule):		
	s for which I am requesting destruction. The	list includes	docorintian a	of analy range	l outfielest	£
including the retention schedule page no	o., record series title and contents, record da	ates retention	requiremente	each record	i sufficient	for identification,
directed, the method of destruction pro	posed is shredding. I hereby certify that the	e records liste	d helow and/	, and desiruci or attached ar	non uale.	onless otherwise
and/or have been retained for the minim	um retention period specified in Resolution N	lo. 13-1709	further certify	that the record	de lieted no	longer bays any
administrative, legal, evidential, fiscal, re	esearch, or historic value and do not affect th	e title to real	property or lier	s thereon are	e not court	records are not
to my knowledge, required to be kept	further by a statute, are not the minutes,	ordinances, or	r resolutions of	of the City Co	ouncil or a	ny City hoard or
committee, and are no longer required by	y the City. I request authority to destroy same	pursuant to S	Section 34090	of the Californ	ia Governr	nent Code
List of Files Recommended for	r Destruction:		Records	Citati		Destruction
(Description or title of records as	listed on file label)	From:	To:	Numb	er:	Date:
Amy B - Summer 1994-2004 - F	ile 5	01/01/94	12/12/04	GC 34	090	07/01/13
NTD Training - 2003		01/01/03	<b></b>	GC 34		07/01/13
Dial-A-Ride Instructions		01/01/01	12/31/06	GC 34		07/01/13
Dial-A-Ride Contracts 1994-200	00	01/01/94		GC 34		
Laidlaw July 2004 - December						07/01/13
	2004	07/01/04	12/31/04	GC 34		07/01/13
T.O. Cab Correspondence		01/01/01	12/31/06	GC 34	090	07/01/13
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	With the second					
	DESTRUCTION AUT	HODIZAT	ION	Alteria		
	DESTRUCTION AUT	NURIZAI	IUN			
DEPARTMENT HEAD:	CITY AFTORNEY			CITY OLEF	RK:	
71MMX //			. <u>-</u>	MA	The	
Signature	Signature			Signature	_ 1	
1125/11	- 10/28/13	<u> </u>		413	3/ 13	
Date	Date			Date		

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



Department:	Prepared by:	Date:	Agouro Li	lla Day	ΓΑ	
Community Services	Cynthia L. Polich	07/25/13	Agoura H		•	Storage Box
					No.:	
Page Item Record Series No.: 43 No.: 14 Programs Files	Title and Contents (as listed in Re	cords Rete	ntion Sched	dule):		
	for which I am requesting destruction. The	liet includes a	docorintion	of analy record	oufficient	familia de la companya de la company
including the retention schedule page no	o., record series title and contents, record da	tos retention	requirements	or each record	sunicient	for identification,
directed, the method of destruction prog	posed is shredding. I hereby certify that the	records liste	d helow and/	or attached ar	o more th	onless otherwise
and/or have been retained for the minimu	um retention period specified in Resolution N	o. 13-1709. I	further certify	that the record	ls listed no	longer bave any
administrative, legal, evidential, fiscal, re	search, or historic value and do not affect th	e title to real r	property or lier	as thereon are	not court	records are not
to my knowledge, required to be kept	further by a statute, are not the minutes, o	ordinances, or	resolutions	of the City Co	uncil or a	ny City hoard or
committee, and are no longer required by	the City. I request authority to destroy same	pursuant to S	ection 34090	of the Californi	a Governr	nent Code
List of Files Recommended for	Destruction:				on	Destruction
(Description or title of records as	listed on file label)	From:	To:	Numb	er:	Date:
Amy B - Summer 2001-2006 - F	ile 3	07/01/01	12/12/06	GC 340	090	12/31/13
Laidlaw: July 2006 - October 20	006	07/01/06	10/30/06	GC 340	090	12/31/13
Dial-A-Ride Expenses		01/01/06		GC 340		12/31/13
T.O. Cab		01/01/01	12/31/06	GC 340		12/31/13
Dial-A-Ride/T.O.Cab 2001-2003		01/01/01	12/31/03	GC 340		
T.O. Cab - Matt Choa		01/01/01	12/31/06	GC 340		12/31/13
MTA Billing - 2002-2006						12/31/13
Laidlaw Transit		01/01/02	12/31/06	GC 340		12/31/13
		01/01/01	12/31/06	GC 340		12/31/13
LVUSD Misc.		01/01/01	12/31/06	GC 340	090	12/31/13
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						Marie Carlo
	DESTRUCTION AUTH	IORIZAT	ION .			
DEPARTMENT HEAD:	CITY APTORNEY:	•		CITY CLÆR	k:	and the state of t
Amn 12				1 KAAU	PM	<u>ر</u>
Signature /	Signature	<del></del>	-	Signature	<u> </u>	
1125/17	_ 10/28/13			6/3	1/13	
Date	Date		-	Date	2 2 2 200	

Actual Date Records Destroyed:





Department:	Prepared by:	Date:	Agoura Hills I	Вох	Access §	Storage Box
Finance Department	Monica Hanson	09/13/13	No.: F370		No.: 4043	<del>-</del>
Page Item Record Series	s Title and Contents (as listed in Re	cords Rete	ntion Schedule,	):		
No.: 44 No.: 3 Accounts Paya						
B .	s for which I am requesting destruction. The					
	o., record series title and contents, record da					
	posed is shredding. I hereby certify that the um retention period specified in Resolution N					-
1	esearch, or historic value and do not affect th					
	further by a statute, are not the minutes, or					
	y the City. I request authority to destroy same					
List of Files Recommended fo			Records	Citatio	——————————————————————————————————————	Destruction
(Description or title of records as	listed on file label)	From:	То:	Numb	er:	Date:
Accounts Pay	able-Paid Invoices	07/13/05	08/24/05	GC340	090	07/01/13
					<u>_</u>	
	The state of the s					W
						******
	DESTRUCTION AUT	HORIZAT	ION			
DERARTMENT HEAD:	CITY ATTORNEY:		CIT	YCLER	RK:	<i>)</i>
Signature 10/6/13	Signature (D) 3		Sigi	nature Ø31	  13	**************************************
Date	Date		Dat			
Date City Council Approved Reco	rds for Destruction:	A	ctual Date Reco	rds Desi	troyed: _	



Departi	ment:		Prepared by:	Date:	Agoura H	ills Box	Access Storage Box		
Finance	e Departn	nent	Monica Hanson	09/13/13	No.: F365		No.: 404	-	
Page	Item	Record Series	Title and Contents (as listed in Re	<del></del>					
No.: 44		Accounts Paya		00.00.	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	<i>aa.</i> 0, <b>.</b>			
B .			s for which I am requesting destruction. The						
			o., record series title and contents, record da						
			posed is shredding. I hereby certify that the						
			um retention period specified in Resolution No					-	
			esearch, or historic value and do not affect the further by a statute, are not the minutes, or						
			y the City. I request authority to destroy same			-		•	
		commended for			Records	Citati		Destruction	
(Descrip	otion or ti	tle of records as	listed on file label)	From:	To:	Numl	er:	Date:	
		Accounts Paya	able-Paid Invoices	05/10/06	06/28/06	GC34	090	07/01/13	
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			DESTRUCTION AUTI	HORIZAT	ION				
DEPAR'	TMENT H	IEAD:	CITY ATTORNEY)			CITYICLE	RK:		
Signatur	J7/1	3	Signature (0/38/13		-	Signature	31/13		
Date			Date		-	Date			
Date City	y Council	Approved Recoi	rds for Destruction:	A	ctual Date F	Records Des	troyed:		



Departr	mont:		Prepared by:	Date:	Agouro H	illo Pov	[Δ	Ctavana Dav
1 '	Departm	ent	Monica Hanson	1	Agoura H No.: F366		No.: 404	Storage Box
	Item				<u> </u>		110 404	32301
Page No.: 44		Accounts Paya	s Title and Contents (as listed in Re	coras Reie	nuon Sched	auie):		
			s for which I am requesting destruction. The	list includes	a description	of each record	sufficient	for identification
B .			o., record series title and contents, record da		•			
1			posed is shredding. I hereby certify that the					
			um retention period specified in Resolution N					
			esearch, or historic value and do not affect th					
1			further by a statute, are not the minutes, o					
		o longer required by ommended for	y the City. I request authority to destroy same		Records	of the Californ		nent Code.  Destruction
			listed on file label)	From:	To:	Numb		Destruction Date:
(2000)16	otion or tie				ļ			
		Accounts Paya	able-Paid Invoices	03/08/06	04/26/06	GC34	090	07/01/13
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			DESTRUCTION AUTI	HORIZAT	ION			
DEPAR	TMENT H	JEAD:	CITY ATTORNEY:			CITY CLEF	RK:	
Signatur	e ·		Signature Coeff			Signature	unn	
Date (C	17/1-					((	31/13	
Date City	y Council .	Approved Recor	rds for Destruction:	А	ctual Date R	Records Des	troyed: _	



Depart			Prepared by:	Date:	Agoura Hil	1	ss Storage Box
	Departr	<del></del>	Monica Hanson		No.: F367		10432985
Page	Item		s Title and Contents (as listed	l in Records Rete	ntion Sched	ule):	
	No.: 3	Accounts Pay		The Police 1			
			is for which I am requesting destructions, record series title and contents, re				
			pposed is shredding. I hereby certify				
			num retention period specified in Reso				•
l .			esearch, or historic value and do not a				
			further by a statute, are not the mi				
committe	e, and are i	no longer required b	by the City. I request authority to destro	y same pursuant to S	Section 34090 o	of the California Gove	ernment Code.
		commended fo		Date of	Records	Citation	Destruction
(Descri <sub>l</sub>	otion or ti	tle of records as	s listed on file label)	From:	To:	Number:	Date:
		Accounts Pay	able-Paid Invoices	01/11/06	02/22/06	GC34090	07/01/13
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			DESTRUCTION	AUTHORIZAT	ION		
DEPAR	TMENT I	HEAD:	CITY ATTORNE	<b>წ</b> :		CITY CLERK:	W
Signatur	e 0101	13	Signature	<del>&gt;</del> >	5	Signature 13113	
Date	<u>~  4</u>		Date		· _	Date	

Actual Date Records Destroyed:



Depart	ment:		Prepared by:	Date:	Agoura Hi	lls Box	Access	Storage Box
-	e Departm	nent	Monica Hanson	1	No.: F368	o Box	No.: 404	<del>-</del>
Page	Item	T	Title and Contents (as listed in		L	dulo):	110 40-	102301
	No.: 3	Accounts Paya		Necords Nere	nuon sonet	iule).		
		<u> </u>	s for which I am requesting destruction.	The list includes	a description of	of each record	sufficient	for identification
			o., record series title and contents, record					•
			posed is shredding. I hereby certify that					
			um retention period specified in Resolutio					
administ	rative, legal,	evidential, fiscal, re	esearch, or historic value and do not affec	t the title to real p	property or lier	ns thereon, are	not court	records, are not,
			further by a statute, are not the minute					
			y the City. I request authority to destroy sa					ment Code.
		ommended for		Date of	Records	Citati		Destruction
(Descri	ption or tit	le of records as	listed on file label)	From:	To:	Numb	er:	Date:
		Accounts Paya	able-Paid Invoices	11/09/05	12/28/05	GC34	090	07/01/13
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			DESTRUCTION AT	THIODIZET	ION			
			DESTRUCTION AU	JIHURIZAT	IUN	,		
DEPAR	TWENT	IБAD:∖	CITY ATTORNEY:	>		СІТҮ ЖИДБ		_
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Signatu	re		Signature (- C/)	>		Signature	1	
	01711		(0)28/13	5			31113	
Date	'		Date '			Date		

Actual Date Records Destroyed:



Department:	Prepared by:	Date:	Agoura Hi	le Roy	A00000	Storoge Day
Finance Department	Monica Hanson		No.: F359	IIS DUX	No.: 402	Storage Box
<del></del>	<del></del>		A		NO.: 402	.00334
No.:45,48 No.:8,17 Bank Reconci				·		
Listed below is a detailed list of records fo						
including the retention schedule page no.,						
directed, the method of destruction propose						
have been retained for the minimum reter	ntion period specified in Resolution No. 1	3-1709. I fur	ther certify tha	t the records	listed no	longer have any
administrative, legal, evidential, fiscal, resea						
my knowledge, required to be kept further b	by a statute, are not the minutes, ordinanc	es, or resoluti	ons of the City	Council or an	y City boa	ard or committee,
and are no longer required by the City. I req		Section 3409	0 of the Californ	nia Governme	nt Code.	
List of Files Recommended for D	estruction:	Date of	Records	Citatio	on	Destruction
(Description or title of records as lis	ted on file label)	From:	To:	Numb	er:	Date:
Bank Rec	oncilation	07/01/04	06/30/05	GC340	90	07/01/13
Cancelled /Cash	ed/Void Checks	07/01/05	06/30/06	GC340	90	07/01/13
Journal	Entries	07/01/04	06/30/05	GC340	090	07/01/13
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we are not to the control of the con						
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THE STATE OF THE S	DESTRUCTION AUTI	HORIZAT	ION			
DEPARTMENT HEAD:	CITY ATTORNEY:			CITY CUEF	K: ANU	
Signature 10/7/13	Signature (0/28/13	<b>S</b>	· <del>-</del>	Signature lo 13	1 /13	
Date	Date		Ī	Date		***************************************
Date City Council Approved Records	for Destruction:	A	ctual Date R	ecords Desi	troyed:	



Departr	nent:		Prepared by:	Date:	Agoura Hi	lls Box	Access	Storage Box
Finance	Departm	ent	Monica Hanson	09/13/13	No.: F360		No.: 404	432988
Page	Item	Record Serie Daily Cash Re	s Title and Contents (as listed i	in Records Rete	ntion Sched	lule):		
			s for which I am requesting destruction	The list includes	a description o	of each record	Sufficient	for identification
			io., record series title and contents, rec					
			posed is shredding. I hereby certify the					
			num retention period specified in Resolu					
			esearch, or historic value and do not aff					
to my kno	owledge, re	quired to be kept	further by a statute, are not the minu	ites, ordinances, o	r resolutions o	of the City Co	ouncil or a	any City board o
-			y the City. I request authority to destroy			of the Californ	ia Govern	ment Code.
1			r Destruction:	Date of	Records	Citati		Destruction
(Descrip	otion or titi	le of records as	s listed on file label)	From:	То:	Numb	er:	Date:
		Cash	Receipts	07/01/05	08/31/05	GC34	090	07/01/13
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			DESTRUCTION A	LITUODIZAT	ION			•
DEPART	IMENT H	EAD:	CITY ATTORNEY			CITY CLEI	₹K•	
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Signatur	el !		Signature Signature			Signature	1 1	
10	17/17	3	[] [of []	3		10	131113	•
Date	111		Date		-	Date V	, ,,,,,	
						-		
Date City	Council A	Approved Reco	rds for Destruction:	Α	ctual Date R	ecords Des	troved:	



Departn	Department: Prepared by:				Agoura H	ills Box	Access	Storage Box
Finance	Departme	ent	Monica Hanson	09/13/13	No.: F361		No.: 404	32979
Page No.: 47		Record Series Daily Cash Rec	s Title and Contents (as listed in Receipts	cords Rete	ntion Sched	dule):		
			for which I am requesting destruction. The	list includes a	a description (	of each record	sufficient	for identification,
			o., record series title and contents, record da					
			posed is shredding. I hereby certify that the					
			um retention period specified in Resolution No					
			search, or historic value and do not affect the					
			further by a statute, are not the minutes, o			•		•
			y the City. I request authority to destroy same					
1		ommended for			Records	Citatio		Destruction
(Descrip	tion or titi		listed on file label)	From:	To:	Numb		Date:
		Cash	Receipts	09/01/05	11/30/05	GC340	090	07/01/13
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			The state of the s					
	· ·		DESTRUCTION AUTI	HORIZAT	ION			
DERARI	MENTH	EAD:	CITY ATTORNEY;			CITY CLEF	RK:	
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Signature	3797		Signature		•	Signature,	1	
10	13/13		0/28/13			10/3	1/13	
Date			Date		•	Date		
Date City	Council A	Approved Recor	ds for Destruction:	A	ctual Date R	Records Des	troyed: _	



Depart	ment:		Prepared by:	Date:	Agoura H	ills Box	Access	Storage Box
•	e Departm	ent	Monica Hanson		No.: F362		No.: 40	
Page	Item		s Title and Contents (as listed in				1	
_		Daily Cash Re	•	7.0007407.010	1111011 001101	<i>au10)</i> .		
			s for which I am requesting destruction.	The list includes	a description	of each recor	d sufficient	t for identification,
			o., record series title and contents, record					
			posed is shredding. I hereby certify that					•
			num retention period specified in Resolutio					-
			esearch, or historic value and do not affect					
			further by a statute, are not the minute by the City. I request authority to destroy sa			•		
		ommended fo			Records	Citati		Destruction
			: listed on file label)	From:	To:	Numl		Date:
(	,		Receipts	12/01/05		GC34		07/01/13
		Odor	1 (Cocipto	12/01/03	01/31/00	0004	.030	07/01/13
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	min ch							
			DESTRUCTION AU	JTHORIZAT	ION			
DEPAR	TMENP	IEAD:	CITY ATTORNEY:	2	_	CITY CLE	RK: Laju	
Signatu (C	re 7/13	>	Signature (O) 28 (B)	τ	-	Signature	131/13	
Date		Annuared De	Date		advant Doctor	Date	- <b>4</b>	
vate Cit	v council	approvea Keco	rds for Destruction:	Α	ctual Date F	cecoras Des	stroved:	



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Departi		ont	Prepared by:	Date:	Agoura Hil	IS Box	l .	Storage Box
	Departm	<b>*************************************</b>	Monica Hanson	<u> </u>	No.: F363		No.: 40	431921
Page	Item		s Title and Contents (as listed in Re	ecords Rete	ntion Sched	ule):		
		Daily Cash Re	cerpts s for which I am requesting destruction. The	liet includes	a description o	f each record	Leufficion	t for identification
			o., record series title and contents, record d		•			•
1			posed is shredding. I hereby certify that th					
			um retention period specified in Resolution N					·
			esearch, or historic value and do not affect th					
			further by a statute, are not the minutes,					
committee	e, and are n	o longer required b	y the City. I request authority to destroy same	pursuant to S	Section 34090 o	of the Californ	ia Govern	ment Code.
List of	Files Rec	ommended fo	r Destruction:	Date of	Records	Citati	on	Destruction
(Descrip	otion or titi	e of records as	listed on file label)	From:	To:	Numb	er:	Date:
		Cash	Receipts	02/01/06	04/15/06	GC34	090	07/01/13
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			DESTRUCTION AUT	HORIZAT	TON			
DEPAR	TMENTH	EAD:	CITY ATTORNEY			CITY CLEF	RK: Naru	
Signatur	el 10/7/1	3	Signature (0)		<del>-</del>	Signature	1311	10
Date	, ,		Date		1	Date		
Date City	y Council I	Approved Reco	rds for Destruction:	Α	ctual Date R	ecords Des	troyed:	



D	4		15	T	7		r	
Departm		ont.	Prepared by:	Date:	Agoura H	IIIs Box		Storage Box
Finance [			Monica Hanson	<u> </u>	No.: F364		No.: 404	132986
	ltem		s Title and Contents (as listed in Re	cords Rete	ntion Sched	dule):		
		Daily Cash Re-	s for which I am requesting destruction. The	list includes	docarintion	of agab ragard	- cufficient	for identification
			<ul><li>o., record series title and contents, record da</li></ul>					
			posed is shredding. I hereby certify that the					
			um retention period specified in Resolution No					
			esearch, or historic value and do not affect the					-
			further by a statute, are not the minutes, o					•
committee,	and are no	longer required by	y the City. I request authority to destroy same	pursuant to S	ection 34090	of the Californ	ia Governi	ment Code.
		ommended for		Date of	Records	Citati	on	Destruction
(Descripti	ion or titl	e of records as	listed on file label)	From:	To:	Numb	er:	Date:
		Cash	Receipts	04/16/06	06/30/06	GC340	090	07/01/13
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			DESTRUCTION AUTH	HORIZAT	ION			addition of the second
DEPARTI	VIÉN <del>7−H</del>	EAD:	CITY ATTORNEX			CITY CLEF	RK:	
(3,7)	/T/					1/54/	Mu.	/
Signature	7		Signature		•	Signature,	,	
IC	11/16	3	6/28/13			10/3	31/13	
Date	1 1		Date		•	Date		

Actual Date Records Destroyed: \_\_\_\_\_



•	tment:		Prepared by:	Date:	Agoura Hil		ess Storage Box
	e Departn	<del></del>	Monica Hanson		No.: F369		: 40432984
Page	item		s Title and Contents (as listed	in Records Rete	ntion Sched	ule):	
		Daily Cash Re		n The list includes		fh	
			s for which I am requesting destructiono., record series title and contents, re-				- 1
			pposed is shredding. I hereby certify t				
			num retention period specified in Resolu				
			esearch, or historic value and do not a				
			further by a statute, are not the min				
			y the City. I request authority to destro			of the California Go	vernment Code.
		commended for		Date of	Records	Citation	Destruction
(Descr	iption or ti	tle of records as	s listed on file label)	From:	To:	Number:	Date:
.,		Cash	n Receipts	09/14/05	10/26/05	GC34090	07/01/13
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			DESTRUCTION A	ALITHORIZAT	ION		
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JEPAF	STMENT	i⊨ <b>A</b> D:	CITY ATTORNEY		(	CITY CLIERK:	7/1-
Signatu	<del>STIL</del>		Signature	$\overline{}$	· -	V 401	<u> </u>
iyilatt آ}	16/13		Signature (0/28/	13	•	Signature <i>U</i> ) [31]	12
Date	1010		Date	. —	· _	Date	1-/

Actual Date Records Destroyed: \_\_\_\_\_



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Depart			Prepared by:	Date:	Agoura Hi	lls Box	E .	Storage Box
	e Departm	·	Monica Hanson		No.: F371		No.: 402	216633
Page No.: 47	Item No.: 14	Record Series Daily Cash Re	s Title and Contents (as listed in Receipts	ecords Rete	ntion Sched	dule):		
Listed be	low is a det	ailed list of records	s for which I am requesting destruction. The	e list includes a	a description of	of each record	sufficient	for identification,
			o., record series title and contents, record of					
			posed is shredding. I hereby certify that the					
R .			um retention period specified in Resolution I					
B .			esearch, or historic value and do not affect t					
			further by a statute, are not the minutes,					
		ommended fo	y the City. I request authority to destroy sam		Records	of the Californ		· · · · · · · · · · · · · · · · · · ·
			: listed on file label)		To:	Numb		Destruction Date:
(Descii	puon or u			From:				
		Casn	Receipts	07/01/06	08/31/06	GC34	090	07/01/13
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			DESTRUCTION AUT	HORIZAT	ION			
DERAR	TWENTH	ΙΕΆD:	CITY ATTORNEY:	>		CITY ÇŁĘĘ	RK:	,
Signativ	y r	<i>\\</i>	Signature	<del>-</del> >		Signatura	KM	
Signatu \(	517/13	3	_ signature			Signature	31/13	
Date			Date		•	Date		

Actual Date Records Destroyed:



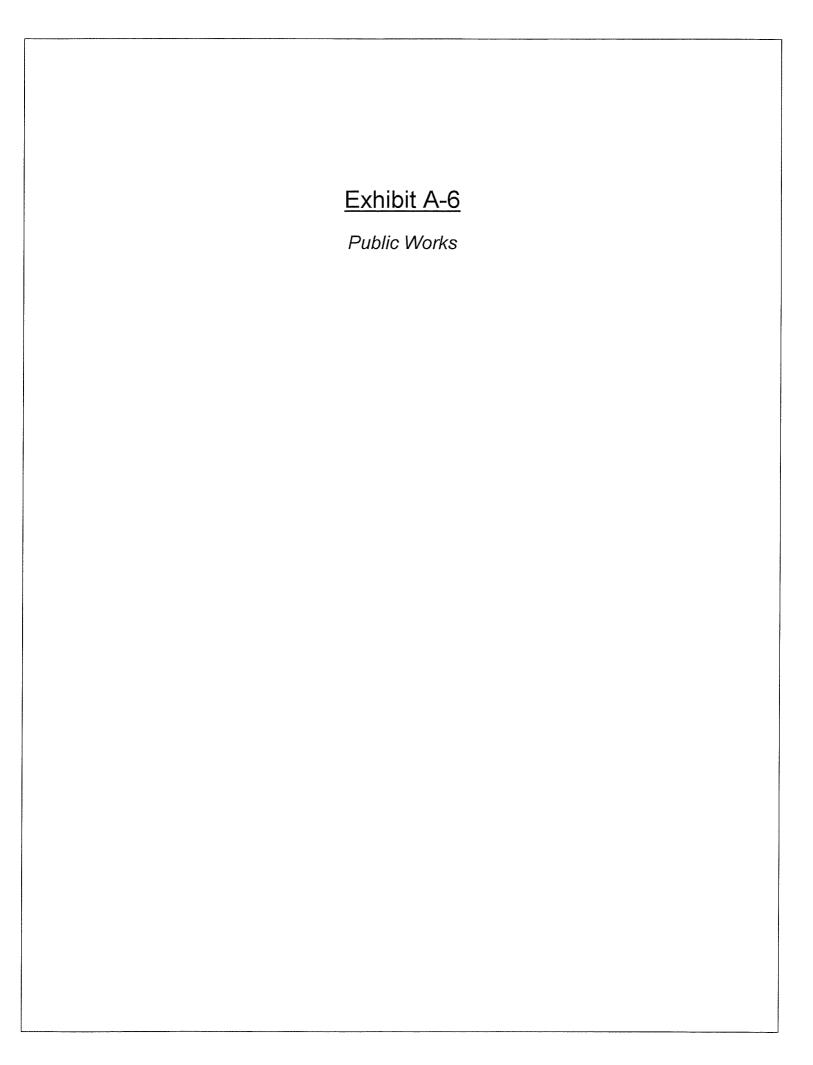
		_	T			
Department:	Prepared by:	Date:	Agoura H	i i		Storage Box
Finance Department	Monica Hanson	<u> </u>	No.: F384		No.: 4021	16642
No.: 48 No.: 22 Payroll-Employ				•		
	for which I am requesting destruction. The					
	o., record series title and contents, record da					
	osed is shredding. I hereby certify that the red					
	tention period specified in Resolution No. 1					
	search, or historic value and do not affect the					
	further by a statute, are not the minutes, o					
	the City. I request authority to destroy same					
List of Files Recommended for			Records	Citatio		Destruction
(Description or title of records as		From:	То:	Numbe		Date:
Time Sheets-A	llen through Pines	01/07/05	05/27/05	29CFR516.2	2-516.6	07/01/13
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	DESTRUCTION AUTH	HORIZAT	ION			
DEPARTMENT HEAD;	CITY ATTORNEY:			CITY CLERK		
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Signature	Signature /	<del></del>		Signature	WIT	
101413	6/38/13	_			3/13	
Date	Date		•	Date	2115	

Actual Date Records Destroyed: \_\_\_\_\_



Department:	Prepared by:	Date:	Agoura H		Access Storage Box				
Finance Department	Monica Hanson		No.: F385 No.: 40216640						
age Item Record Series Title and Contents (as listed in Records Retention Schedule):									
No.: 48 No.: 22 Payroll-Employee Time Records									
Listed below 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									
nave been retained for the minimum retention period specified in Resolution No. 13-1709. I further certify that the records listed no longer have any									
administrative, legal, evidential, fiscal, research, or historic value and do not affect the title to real property or liens thereon, are not court records, are not,									
to my knowledge, required to be kept further by a statute, are not the minutes, ordinances, or resolutions of the City Council or any City board or									
committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.									
List of Files Recommend		Date of	Records	Citation	Destruction				
(Description or title of reco		From:	To:	Number:	Date:				
	Time Sheets	09/15/06	06/29/07	29CFR516.2-516.6	07/01/13				
Time Shee	ets-Polich through Zarrabian	01/07/05	05/27/05	29CFR516.2-516.6	07/01/13				
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	DESTRUCTION AU	ITHOPIZAT	ION						
		ATTONIZAT )	IUN		10 m				
DERARTMENT HEAD:	CITY ATTORNEY.			CITY CLERK:					
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Signaturel	Signature Signature	2		Signature 23113					
Date				Date					

Actual Date Records Destroyed:





Departn	nent:		Prepared by:	Date:	Agoura Hil	ls Box	Access S	Storage Box
BW PU	Wolla'N	lovus	S. Petrelli	10/07/13	No.: NA		No.: NA	Juliago Box
Page	ltem		s Title and Contents (as listed in Re	A	<u> </u>	ule):		
No.: 51		Corresponden	ce Chronological Files			•		
Listed bel	ow is a deta	ailed list of records	for which I am requesting destruction. The	list includes	a description of	each record	sufficient t	for identification,
including t	the retentior	n schedule page no	o., record series title and contents, record da	ites, retention	requirements,	and destruct	ion date.  L	Inless otherwise
directed, t	the method	of destruction proj	posed is shredding. I hereby certify that the	records liste	ed below and/o	r attached ar	e more tha	n two years old
and/or hav	ve been reta	ined for the minim	um retention period specified in Resolution N	o. 13-1709. I	further certify the	nat the record	ds listed no	longer have any
administra	ative, legal, e	evidential, fiscal, re	search, or historic value and do not affect th	e title to real ¡	property or liens	s thereon, are	e not court i	records, are not,
			further by a statute, are not the minutes, o					
l ist of F	Files Rec	ommended for	the City. I request authority to destroy same		Records			
			listed on file label)	From:	To:	Citation Numb		Destruction
								Date:
Correspo	ondence	onronological F	iles - 2010 Ramiro Adeva	03/11/10	11/08/10	3409	90	07/01/13
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			DESTRUCTION AUTI	HORIZAT	ION			Market 1
DEPART	MENT H	EAD:	CITY ATTORNEY.		(	CITY/CLEF	RK:	
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Signatur	e ,		Signature		5	Signature	~ 10	
*******	10/10	113	0/28/13				31/13	
Date			Date		·	Date		
<b>A</b>	•							
Date City	Council A	Approved Recor	ds for Destruction:	A	ctual Date Re	cords Des	troyed:	



Depart			Prepared by:	Date:	Agoura Hil	lls Box	Access Storage Box		
Public \	Vorks		S. Petrelli	10/07/13	No.: NA	NA		No.: NA	
Page	ltem		s Title and Contents (as listed in Re	cords Reter	tion Schedu	le):			
	No.: 9	Service reques							
			s for which I am requesting destruction. The						
including	the retention	on schedule page n	io., record series title and contents, record di	ates, retention	requirements,	and destruct	ion date.	Unless otherwise	
			osed is shredding. I hereby certify that the re						
			etention period specified in Resolution No. 1 search, or historic value and do not affect the						
my know	ledae reaui	red to be kept furth	er by a statute, are not the minutes, ordinand	as or resoluti	operty of the City	Council or o	101 COURT FE	ecords, are not, to	
			request authority to destroy same pursuant to					ard or committee,	
		ommended fo			Records	Citati		Destruction	
(Descri	otion or tit	le of records as	listed on file label)	From:	То:	Numl		Date:	
Operati	ons & Ma	intenance (O&N	1) Projects Files - Service Requests	02/25/10	10/18/10	340		07/01/13	
			,	02.20.10	10, 10, 10	0.10	10	07/01/13	
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		17.5	DESTRUCTION AUT	T HORIZAT	ION	2			
DEPAR	TMENT	IEAD:	CITY ATTORNEY:		(	CITY GLEI	RK:	<i>)</i>	
Signatu	re Valle	ar v - Z	Signature		-	Signatura	un	-	
Jigilatu	10/10	113	Signature (25/12	_	;	Signature	1.2		
Date	,					10 131	110		
Date			Date		<b>!</b>	Date			
Date Cit	y Council	Approved Reco	rds for Destruction:	A	ctual Date R	ecords Des	troyed:		

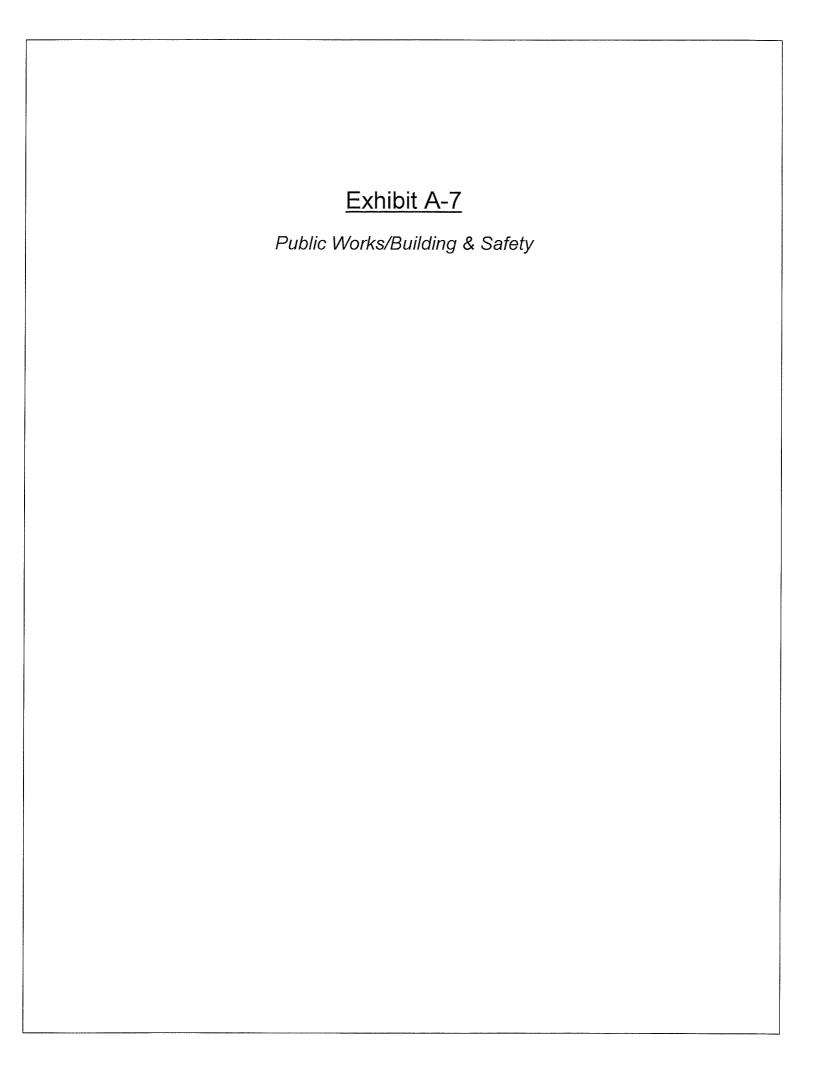


Departn	nent:	Prens	ared by:	Date:	Vaorino III	lle Pey	A = = = =	Ctomore D
Department:Prepared by:Public WorksS. Petrelli		10/07/13	1		Storage Box			
	Item					-	No.: NA	\
No.: 53 No.: 10 Organization Files - Publications/Publications								
Listed bel	low is a de	tailed list of records for	which I am requesting destru	ction. The lis	t includes a	description of	each rec	ord sufficient for
Unless oth	on, includin nerwise dire	g the retention schedule pa cted, the method of destru	age no., record series title and ction proposed is shredding. I	contents, reco	ord dates, rete	ntion requirem	nents, and	destruction date.
than two y	ears old an	d/or have been retained for	the minimum retention period	specified in R	esolution No.	13-1709. I fui	ther certif	that the records
listed no lo	onger have	any administrative, legal, e	vidential, fiscal, research, or his	storic value ar	id do not affec	t the title to re	al property	or liens thereon.
Council or	urt records,	are not, to my knowledge,	, required to be kept further by no longer required by the City.	a statute, are	not the minut	tes, ordinance	s, or resol	utions of the City
California	Governmen	t Code.	no longer required by the City.	request auti	nonly to destro	by same pursu	iant to Sec	tion 34090 of the
List of F	iles Rec	ommended for Desti	ruction:	Date of	Records	Citatio	on	Destruction
(Descrip	tion or titl	e of records as listed	on file label)	From:	To:	Numb	er:	Date:
Organiza	ational Fil	es - Civic, Governmer	nt, Professional -	07/27/05	12/03/09	3409	00	07/01/13
	endor File							
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			DESTRUCTION AU	THORIZA	ATION	19 12 12 10 13 13 13 13 13 13 13 13 13 13 13 13 13		
DEPART	IMENT H	EAD:	CITY ATTORNEY	9	1	CITY CLEF	RK:	
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Signatur			Signature,		-	Signature	1	
	110/13	<b>)</b>	10/28/	<u> </u>	_	12/3	11/3	
Date			Date '			Date		
Date City	Date City Council Approved Records for Destruction: Actual Date Records Destroyed:							



Department:	Prepared by:	Date:	Agoura Hi	llo Pov	TA = = = -	24		
Public Works	S. Petrelli	10/07/13	_	NOG CIII	E .	Storage Box		
		<del></del>		d( a. ) -	No.: N/A	\		
age Item Record Series Title and Contents (as listed in Records Retention Schedule): o.: 54 No.: 13 Traffic Collision Reports								
Listed below 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 prop	posed is shredding. I hereby certify that the	records liste	d below and/	or attached ar	e more tha	an two years old		
and/or have been retained for the minimu	um retention period specified in Resolution No	o. 13-1709.  I	further certify	that the record	ds listed no	longer have any		
administrative, legal, evidential, fiscal, research, or historic value and do not affect the title to real property or liens thereon, are not court records, are not,								
to my knowledge, required to be kept further by a statute, are not the minutes, ordinances, or resolutions of the City Council or any City board or								
committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.								
List of Files Recommended for			Records	Citatio		Destruction		
(Description or title of records as	ilsted on lile label)	From:	To:	Numb		Date:		
Traffic Collision Reports Traffic Collision Reports	7.77.77.77.77.77.77.77.77.77.77.77.77.7	07/01/10 08/01/10		3409		07/01/13		
Traffic Collision Reports				3409		07/01/13		
Traffic Collision Reports		09/01/10 10/01/10		3409 3409		07/01/13		
Traffic Collision Reports		11/01/10	11/30/10	3409		07/01/13 07/01/13		
Traffic Collision Reports		12/01/10		3409		07/01/13		
Traffic Collision Reports		01/01/11		3409		07/01/13		
Traffic Collision Reports		02/01/11		3409		07/01/13		
Traffic Collision Reports		03/01/11		3409		07/01/13		
Traffic Collision Reports		04/01/11	04/30/11	3409		07/01/13		
Traffic Collision Reports		05/01/11		3409		07/01/13		
Traffic Collision Reports		06/01/11		3409		07/01/13		
Traffic Collision Reports		07/01/11		3409				
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Traffic Collision Reports		09/01/11	09/30/11	3409	90	07/01/13		
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	DESTRUCTION AUTI	HORIZAT	ION					
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DEPARTMENT HEAD: CITY AFFORNEY: CITY CLERK:						)		
Signature		<del>.</del> .	Signature	11				
10/10/13	Signature 10/28/12			Signature (a) 13	1/13			
Date	Date	· · · · · · · · · · · · · · · · · · ·		Date	111)			

Actual Date Records Destroyed: \_\_\_\_\_





Department:	Prepared by:	.0	Date:	Agoura Hi	lls Box	Access	Storage Box		
Building and Safety	Karen Sanders	4	08/28/13	_		1	IA		
Page Item Record Series	Title and Content	•	cords Rete		lule) :				
•	ce Chronological Fil								
Listed below is a detailed list of records		-							
including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. Unless otherwise									
directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old									
and/or have been retained for the minimum retention period specified in Resolution No. 13-1709. I further certify that the records listed no longer have any									
administrative, legal, evidential, fiscal, research, or historic value and do not affect the title to real property or liens thereon, are not court records, are not,									
to my knowledge, required to be kept further by a statute, are not the minutes, ordinances, or resolutions of the City Council or any City board or									
committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.  List of Files Recommended for Destruction:  Date of Records  Citation  Destruction									
(Description or title of records as			From:	To:	Numb	1	Destruction Date:		
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Sign	In Sheets	· · · · · · · · · · · · · · · · · · ·	05/03/10	12/30/10	3409	7U	08/28/13		
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	DESTR	UCTION AUT	HORIZA1	ION					
DEPARTMENT HEAD:	CITY	ATTORNEY:			CITY/CLE	RK:			
11- Witch!	/				1 KAA	bom	ン		
Signature	Signa	ture /		•	Signature,	1			
9-26-13	9	10/28/13				31/13			
Date	Date				Date				
Date City Council Approved Reco	rds for Destruction:		Α	ctual Date R	Records Des	stroyed: _			