

REPORT TO CITY COUNCIL

DATE: NOVEMBER 13, 2013

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER *GR*

BY: KIMBERLY RODRIGUES, CITY CLERK *KR*
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, APPROVED, and ADOPTED this 13th day of November, 2013, by the following vote, to wit:

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

Denis Weber, Mayor

ATTEST:

Kimberly M. Rodrigues, MPPA, MMC
City Clerk

Exhibit A-1

Administration/City Manager



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

Department: Administration/City Manager	Prepared by: Patricia Wiley	Date: 08/15/13	Agoura Hills Box No.: N/A	Access Storage Box No.: N/A
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Page No.: 1	Item No.: 4	Record Series Title and Contents (as listed in Records Retention Schedule): City Manager's Department - City Department and Division Files
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Listed below is a detailed list of records for which I am requesting destruction. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 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: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
City's Attendance File 2009 Executive Forum League CA. Cities	2009	2009	G. C. 340900	07/01/13
City's Attendance File 2009 League Annual Conference & Expo	2009	2009	G. C. 340900	07/01/13
City's Attendance File 2008 League City Mgr. Exec. Committee	2008	2008	G. C. 340900	07/01/13
League of CA. Cities Brochures, Invoices, Correspondence	10/20/03	2009	G. C. 340900	07/01/13
Las Virgenes Homeowners Federation Meeting Information	2004	2004	G. C. 340900	07/01/13
Los Angeles County Library-Correspondence and Reports	11/07/03	05/15/06	G. C. 340900	07/01/13
Los Angeles County Assessor Annual Report 2006	2006	2006	G. C. 340900	07/01/13
Sheila Kuehl (as Senator) Correspondence	07/15/04	07/15/04	G. C. 340900	07/01/13
Los Angeles Co. Dept. of Health - Various Reports	2004	2009	G. C. 340900	07/01/13
Los Angeles Board of Supervisors City Selection Committee	2006	2009	G. C. 340900	07/01/13
Los Angeles County Sanitation District	12/27/04	06/22/09	G. C. 340900	07/01/13
Patton Boggs Attorneys at Law Memos and Copies of Statements	01/01/09	12/31/09	G. C. 340900	07/01/13
Anthony Pecoraro Calabasas City Coordinator & Poet	01/01/05	02/28/05	G. C. 340900	07/01/13
Ambulance File - Amer. Medical Response & Co. of L.A.	11/16/04	09/08/05	G. C. 340900	07/01/13
Agoura Auto Detail Center File - Corres., Reports, Drawings	09/01/04	10/31/04	G. C. 340900	07/01/13
Board of Supervisors - Los Angeles & Ventura Counties	12/16/03	09/08/06	G. C. 340900	07/01/13
Business Round Table Agenda & Information Sheet	08/05/03	08/05/03	G. C. 340900	07/01/13
Business Round Table Agenda & Emails 10/17/06	10/01/06	10/17/06	G. C. 340900	07/01/13
Agoura Hills "Going Green" Recycling	03/20/09	11/30/09	G. C. 340900	07/01/13
City's Business Task Force 2 Folders	06/01/07	12/31/07	G. C. 340900	07/01/13
Cingular Phone Statement	12/19/05	12/19/05	G. C. 340900	07/01/13
City Mgr. Departmental Correspondence - Greg, Nate, Louis	01/01/09	12/31/10	G. C. 340900	07/01/13
Chapter 8 Restaurant	01/08/09	02/12/09	G. C. 340900	07/01/13

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature
 Date 10/2/13

CITY ATTORNEY:

 Signature
 Date 10/28/13

CITY CLERK:

 Signature
 Date 10/8/13

Date City Council Approved Records for Destruction: _____

Actual Date Records Destroyed: _____



CITY OF AGOURA HILLS 2013 RECORDS DESTRUCTION REQUEST FORM

Department: Administration/City Manager	Prepared by: Patricia Wiley	Date: 08/15/13	Agoura Hills Box No.: N/A	Access Storage Box No.: N/A
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Page No.: 1	Item No.: 4	Record Series Title and Contents <i>(as listed in Records Retention Schedule)</i> : City Manager's Department - City Department and Division Files
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Listed below is a detailed list of records for which I am requesting destruction. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 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: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Redevelopment Files of City Manager, which include the following sub-files: Rosenow Spevacek Group; Richards, Watson, Gershon; MBIA - MuniServices Company; Las Virgenes Unified School District; Los Angeles County Office of Education; Los Angeles County Auditor-Controller; Katz Hollis; C. M. DeCrinis & Co; California Redevelopment Association; California Department of Finance; City of Agoura Hills Correspondence, Notes, Reports; Diehl, Evans & Co. LLP 2000 Edition Redevelopment Handbook; Two Miscellaneous Redevelopment Folders/Booklets	12/18/00	11/17/09	G. C. 34090	07/01/13

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: Signature _____ Date <u>10/3/13</u>	CITY ATTORNEY: Signature _____ Date <u>10/28/13</u>	CITY CLERK: Signature _____ Date <u>10/29/13</u>
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Date City Council Approved Records for Destruction: _____ Actual Date Records Destroyed: _____



CITY OF AGOURA HILLS 2013 RECORDS DESTRUCTION REQUEST FORM

Department: Administration/City Manager	Prepared by: Patricia Wiley	Date: 08/15/13	Agoura Hills Box No.: N/A	Access Storage Box No.: N/A
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Page No.: 1	Item No.: 4	Record Series Title and Contents (as listed in Records Retention Schedule) : City Manager's Department - City Department and Division Files
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List of Files Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Ed Corridor, Mayor	01/24/94	12/31/05	G. C. 34090	07/01/13
Jeff Reinhardt	04/07/04	04/07/04	G. C. 34090	07/01/13
City Reorganization	12/04/06	12/04/06	G. C. 34090	07/01/13
Two Public Safety Booklets	02/06/06	03/15/07	G. C. 34090	07/01/13
Agoura Village Development Subcommittee	03/27/07	03/27/07	G. C. 34090	07/01/13
PERS Newsletters	02/28/05	10/13/06	G. C. 34090	07/01/13
Ventura County Star - General Information	2003	2004	G. C. 34090	07/01/13
Retirement Party for Sally Schneider	07/09/09	07/09/09	G. C. 34090	07/01/13
U. S. Air and American Express Travel Information	2001	2003	G. C. 34090	07/01/13
U. S. Depart. Health & Human Services Alcohol & Drug Recovery	06/23/05	06/24/05	G. C. 34090	07/01/13
Henry Waxman	01/27/05	10/10/05	G. C. 34090	07/01/13
Richards Watson Gershon Correspondence	10/21/05	08/27/09	G. C. 34090	07/01/13

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: Signature Date <u>10/3/13</u>	CITY ATTORNEY: Signature Date <u>10/28/13</u>	CITY CLERK: Signature Date <u>10/31/13</u>
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Date City Council Approved Records for Destruction: _____ Actual Date Records Destroyed: _____



CITY OF AGOURA HILLS
2013 RECORDS DESTRUCTION REQUEST FORM

Department: Administration/City Manager	Prepared by: Patricia Wiley	Date: 09/24/13	Agoura Hills Box No.: N/A	Access Storage Box No.: N/A
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Page No.: 1	Item No.: 4	Record Series Title and Contents (as listed in Records Retention Schedule): City Manager's Department - City Department and Division Files
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Listed below is a detailed list of records for which I am requesting destruction. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 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: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Flesch v. Padri LLC, Staff Report, C.C. Agenda, Rental Agmt.,	01/01/05	03/09/06	G.C. 34090	07/01/13
Joint Exercise of Powers Agreement, General Ledger Report.	01/01/05	03/09/06	G.C. 34090	07/01/13
Candidate Handbook - General Municipal Election 11/8/11	05/01/11	06/28/11	G.C. 34090	07/01/13
Chigaridas Property - 28661 Canwood St.	06/19/08	08/25/10	G.C. 34090	07/01/13
Time Warner Cable	09/01/06	11/08/10	G.C. 34090	07/01/13
Los Robles Hospital & Medical Center	02/01/05	10/27/10	G.C. 34090	07/01/13
Affordable Housing - Plans and Brochures	03/01/08	01/24/11	G.C. 34090	07/01/13
Housing Program	08/01/04	03/13/08	G.C. 34090	07/01/13
Fire Department, Los Angeles County (Correspondence)	06/15/09	11/03/10	G.C. 34090	07/01/13
AMGEN Tour - Maps, spread sheets, notes, brochures,	08/26/09	05/23/10	G.C. 34090	07/01/13
Memos, Power Point C.D., Participation Agreement	08/26/09	05/23/10	G.C. 34090	07/01/13
Comps/Opinion of Value (Jack Dwyer)	04/17/03	04/17/03	G.C. 34090	07/01/13
Community Service (Brochures, correspondence, memos,	06/01/03	06/29/11	G.C. 34090	07/01/13
aerials and graphs)	06/01/03	06/29/11	G.C. 34090	07/01/13
Agenda - AHCCC	01/12/05	01/12/05	G.C. 34090	07/01/13

ON AUTHORIZATION

DEPARTMENT HEAD:

Signature
Date 10/31/13

CITY ATTORNEY:

Signature
Date 10/28/13

CITY CLERK:

Signature
Date 10/31/13

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



CITY OF AGOURA HILLS
2013 RECORDS DESTRUCTION REQUEST FORM

Department: Administration/City Manager
Prepared by: Patricia Wiley
Date: 08/15/13
Agoura Hills Box No.: N/A
Access Storage Box No.: N/A

Page No.: 1 Item No.: 5 Record Series Title and Contents (as listed in Records Retention Schedule): City Manager's Department - Community Grant Program
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.

Table with columns: List of Files Recommended for Destruction, Date of Records (From/To), Citation Number, Destruction Date. Includes entry for Application documents, correspondence, forms 2008 with dates 02/01/08 to 06/30/08 and citation G. C. 34090.

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: [Signature]
Signature
Date 10/3/13

CITY ATTORNEY: [Signature]
Signature
Date 10/28/13

CITY CLERK: [Signature]
Signature
Date 10/31/13

Date City Council Approved Records for Destruction: _____

Actual Date Records Destroyed: _____



CITY OF AGOURA HILLS 2013 RECORDS DESTRUCTION REQUEST FORM

Department: Administration/City Manager	Prepared by: Patricia Wiley	Date: 08/15/13	Agoura Hills Box No.: N/A	Access Storage Box No.: N/A
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Page No.: 1	Item No.: 6	Record Series Title and Contents <i>(as listed in Records Retention Schedule)</i> : City Manager's Department - Correspondence Chronological Files
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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 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: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Pat's copies of notes, emails, etc. for meetings and conferences scheduled	01/01/11	06/30/11	G. C. 34090	07/01/13
Pat's copies of event flyers and invites	01/01/10	12/31/10	G. C. 34090	07/01/13

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: Signature Date <u>10/3/13</u>	CITY ATTORNEY: Signature Date <u>10/28/13</u>	CITY CLERK: Signature Date <u>10/31/13</u>
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Date City Council Approved Records for Destruction: _____ Actual Date Records Destroyed: _____



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

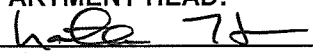
Department: Administration/City Manager	Prepared by: Patricia Wiley	Date: 08/15/13	Agoura Hills Box No.: N/A	Access Storage Box No.: N/A
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Page No.: 1	Item No.: 9	Record Series Title and Contents (as listed in Records Retention Schedule): Organizations Files - Civic Organizations
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Listed below is a detailed list of records for which I am requesting destruction. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 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: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Santa Monica Mountains Conservancy - Miscellaneous	11/20/06	07/09/07	G. C. 34090	07/01/13
Agendas 2006 and 2007	11/20/06	7/9/07	G. C. 34090	07/01/13
Santa Monica Mountains Conservancy - Miscellaneous	06/30/05	07/01/05	G. C. 34090	07/01/13
Booklets - 2008 and 2009	2008	2009	G. C. 34090	07/01/13
Chamber of Commerce (Agoura/Oak Park/Conejo Valley)	12/08/00	04/13/06	G. C. 34090	07/01/13
Correspondence, Copies of Checks, Newsletters, Flyers	12/08/00	04/13/06	G. C. 34090	07/01/13
Agreement between COAH & Agoura/Las Virgenes C of C	09/08/93	09/08/93	G. C. 34090	07/01/13
Los Angeles Area Chamber of Commerce Publication	05/11/10	05/11/10	G. C. 34090	07/01/13

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature
 Date 10/3/13

CITY ATTORNEY:

 Signature
 Date 10/28/13

CITY CLERK:

 Signature
 Date 10/31/13

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



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

Department: Administration/City Manager	Prepared by: Patricia Wiley	Date: 08/15/13	Agoura Hills Box No.: N/A	Access Storage Box No.: N/A
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Page No.: 1	Item No.: 10	Record Series Title and Contents (as listed in Records Retention Schedule): Organizations Files - Government Agencies
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Listed below is a detailed list of records for which I am requesting destruction. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 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: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Memos, Email, Budgets, Correspondence - Las Virgenes USD	12/21/05	06/23/09	G. C. 34090	07/01/13

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: Signature <u>10/3/13</u> Date	CITY ATTORNEY: Signature <u>10/28/13</u> Date	CITY CLERK: Signature <u>10/31/13</u> Date
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Date City Council Approved Records for Destruction: _____ Actual Date Records Destroyed: _____



CITY OF AGOURA HILLS 2013 RECORDS DESTRUCTION REQUEST FORM

Department: Administration/City Manager	Prepared by: Patricia Wiley	Date: 08/15/13	Agoura Hills Box No.: N/A	Access Storage Box No.: N/A
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Page No.: 1	Item No.: 11	Record Series Title and Contents (as listed in Records Retention Schedule): Organizations Files - Professional Organizations
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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 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: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Las Virgenes/Malibu Council of Governments (COG)	1998	2003	G. C. 34090	07/01/13
Monthly Agendas, Attachments, Reports, Correspondence	1998	2003	G. C. 34090	07/01/13
(1998, 1999, 2000, 2001, 2002, 2003)	1998	2003	G. C. 34090	07/01/13

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: Signature	CITY ATTORNEY: Signature	CITY CLERK: Signature
Date: 10/2/13	Date: 10/28/13	Date: 10/31/13

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

Exhibit A-2

Administration/Personnel



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


Department: Administration Personnel	Prepared by: Celeste Bird	Date: 10/08/13	Agoura Hills Box No.:	York Storage Box No.:
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Page No.: 7	Item No.: 6	Record Series Title and Contents (as listed in Records Retention Schedule): Personnel Files
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 10-1584. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
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
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
Kyle Williams (worker's comp file)	09/10/03	02/17/04	12946/34090	2013
Michael Cambalik (worker's comp file)	04/05/04	12/31/04	12946/34090	2013
Gaye Mathew (worker's comp file)	04/11/05	12/31/01	12946/34090	2013
Brandon 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
tony Falcone (worker's comp file)	12/19/01	07/31/02	12946/34090	2013

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature _____
 Date 10/9/13

CITY ATTORNEY:

 Signature _____
 Date 10/31/13

CITY CLERK:

 Signature _____
 Date 10/31/13

Date City Council Approved Records for Destruction: _____

Actual Date Records Destroyed: _____



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


Department: Administration/Personnel	Prepared by: Celeste Bird	Date: 10/08/13	Agoura Hills Box No.:	York Storage Box No.:
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Page No.: 7	Item No.: 6	Record Series Title and Contents (as listed in Records Retention Schedule): Personnel Files page 1 of 2
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 10-1584. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Anderson, Kim	02/03/98	06/30/06	12946/34090	2013
Ashby, John	01/14/03	06/30/06	12946/34090	2013
Aune, Christopher	03/07/05	06/29/06	12946/34090	2013
Bardwil, Jessica	05/15/03	06/30/06	12946/34090	2013
Bauer, Connie	05/07/04	06/30/06	12946/34090	2013
Blake, David	10/13/02	06/30/06	12946/34090	2013
Burstein, David	09/28/05	05/05/06	12946/34090	2013
Cadruvi, Kathy	04/12/04	06/30/06	12946/34090	2013
Cambalik, Michael	02/10/06	12/09/06	12946/34090	2013
Carroll, Michael	10/12/05	05/15/06	12946/34090	2013
Chater, Mary Ann	08/10/05	06/30/06	12946/34090	2013
Cox, David	06/02/03	06/30/06	12946/34090	2013
Cox, Megan	05/15/03	06/30/06	12946/34090	2013
Ferguson, Brandon	10/05/98	06/30/06	12946/34090	2013
Hsu, William	08/29/99	10/18/06	12946/34090	2013
Klee, Gregory	03/02/02	06/30/06	12946/34090	2013
Lewis, James	10/04/03	04/20/06	12946/34090	2013
Manolatou, Vanessa	09/20/99	07/27/06	12946/34090	2013
Mathew, S. Gaye	07/31/00	07/04/06	12946/34090	2013
McCreary, Scott	06/07/06	06/30/06	12946/34090	2013
Melo, Marie Emily	09/02/03	06/02/06	12946/34090	2013
Mills, Brittany	10/06/05	06/30/06	12946/34090	2013
Phelan, Sarah	05/13/02	06/30/06	12946/34090	2013
Pimes, Linda	10/04/02	01/03/06	12946/34090	2013
Ray, Melissa	04/29/04	07/14/06	12946/34090	2013
Reiss, Michael	06/01/03	06/30/06	12946/34090	2013
Rippee, Amy	04/30/96	06/30/06	12946/34090	2013
Sumersille, Mary K (Dale)	05/19/97	06/02/06	12946/34090	2013

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature
 10/9/13
 Date

CITY ATTORNEY:

 Signature
 10/28/13
 Date

CITY CLERK:

 Signature
 10/31/13
 Date

Date City Council Approved Records for Destruction: _____

Actual Date Records Destroyed: _____

Exhibit A-3

Community Development



CITY OF AGOURA HILLS
2013 RECORDS DESTRUCTION REQUEST FORM

Department: Community Development Prepared by: Sheila Keckhut Date: 09/09/13 Agoura Hills Box No.: N/A Access Storage Box No.: N/A

Page No.: 27 Item No.: 1 Record Series Title and Contents (as listed in Records Retention Schedule): Code Enforcement Case Files

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.

Table with 5 columns: List of Files Recommended for Destruction, Date of Records (From/To), Citation Number, Destruction Date. Contains 8 rows of data for Code Enforcement Research from 2001-2008.

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: [Signature] Signature Date 10/2/13

CITY ATTORNEY: [Signature] Signature Date 10/28/13

CITY CLERK: [Signature] Signature Date 10/31/13

Date City Council Approved Records for Destruction: _____

Actual Date Records Destroyed: _____



CITY OF AGOURA HILLS 2013 RECORDS DESTRUCTION REQUEST FORM

Department: Community Development	Prepared by: Sheila Keckhut	Date: 09/09/13	Agoura Hills Box No.: N/A	Access Storage Box No.: N/A
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Page No.: 27	Item No.: 1	Record Series Title and Contents <i>(as listed in Records Retention Schedule)</i> : Code Enforcement Case Files
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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 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: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Code Enforcement Research, correspondence, picture data	2001	2001	Section 801	07/01/13
Code Enforcement Research, correspondence, picture data	2002	2002	Section 801	07/01/13
Code Enforcement Research, correspondence, picture data	2003	2003	Section 801	07/01/13
Code Enforcement Research, correspondence, picture data	2004	2004	Section 801	07/01/13
Code Enforcement Research, correspondence, picture data	2001	2001	Section 801	07/01/13
Code Enforcement Research, correspondence, picture data	2005	2005	Section 801	07/01/13
Code Enforcement Research, correspondence, picture data	2006	2006	Section 801	07/01/13
<i>(Closed Cases)</i>				

DESTRUCTION AUTHORIZATION		
DEPARTMENT HEAD: <i>(Signature)</i> Signature 10/2/13 Date	CITY ATTORNEY: <i>(Signature)</i> Signature 10/28/13 Date	CITY CLERK: <i>(Signature)</i> Signature 10/31/13 Date

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



CITY OF AGOURA HILLS 2013 RECORDS DESTRUCTION REQUEST FORM

Department: Community Development	Prepared by: Sheila Keckhut	Date: 09/09/13	Agoura Hills Box No.: N/A	Access Storage Box No.: N/A
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Page No.: 33	Item No.: 26	Record Series Title and Contents (as listed in Records Retention Schedule): Code Enforcement Case Files
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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 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: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Planning Commission Meeting Packets	01/04/07	01/04/07	Section 34090	07/01/13
Planning Commission Meeting Packets	01/18/07	01/18/07	Section 34090	07/01/13
Planning Commission Meeting Packets	02/01/07	02/01/07	Section 34090	07/01/13
Planning Commission Meeting Packets	02/15/07	02/15/07	Section 34090	07/01/13
Planning Commission Meeting Packets	03/01/07	03/01/07	Section 34090	07/01/13
Planning Commission Meeting Packets	04/19/07	04/19/07	Section 34090	07/01/13
Planning Commission Meeting Packets	05/03/07	05/03/07	Section 34090	07/01/13
Planning Commission Meeting Packets	05/17/07	05/17/07	Section 34090	07/01/13
Planning Commission Meeting Packets	06/07/07	06/07/07	Section 34090	07/01/13
Planning Commission Meeting Packets	06/21/07	06/21/07	Section 34090	07/01/13
Planning Commission Meeting Packets	07/05/07	07/05/07	Section 34090	07/01/13
Planning Commission Meeting Packets	07/19/07	07/19/07	Section 34090	07/01/13
Planning Commission Meeting Packets	08/02/07	08/02/07	Section 34090	07/01/13
Planning Commission Meeting Packets	08/16/07	08/16/07	Section 34090	07/01/13
Planning Commission Meeting Packets	09/06/07	09/06/07	Section 34090	07/01/13
Planning Commission Meeting Packets	09/20/07	09/20/07	Section 34090	07/01/13
Planning Commission Meeting Packets	10/04/07	10/04/07	Section 34090	07/01/13
Planning Commission Meeting Packets	10/18/07	10/18/07	Section 34090	07/01/13
Planning Commission Meeting Packets	11/01/07	11/01/07	Section 34090	07/01/13
Planning Commission Meeting Packets	11/11/07	11/11/07	Section 34090	07/01/13
Planning Commission Meeting Packets	11/15/07	11/15/07	Section 34090	07/01/13
Planning Commission Meeting Packets	12/06/07	12/06/07	Section 34090	07/01/13
Planning Commission Meeting Packets	12/20/07	12/20/07	Section 34090	07/01/13

PLEASE NOTE THE FOLLOWING MEETINGS WERE NOT DESTROYED DUE TO LITIGATION HEARINGS

Planning Commission Meeting Packets - Hillel	03/15/07	03/15/07		
Planning Commission Meeting Packets - Hillel	04/05/07	04/05/07		

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature _____
 Date 10/2/13

CITY ATTORNEY:

 Signature _____
 Date 10/28/13

CITY CLERK:

 Signature _____
 Date 10/31/13

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

Exhibit A-4

Community Services



CITY OF AGOURA HILLS 2013 RECORDS DESTRUCTION REQUEST FORM

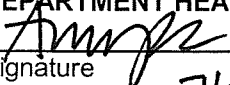
Department: Community Services	Prepared by: Cynthia L. Polich	Date: 07/25/13	Agoura Hills Box No.: N/A	Access Storage Box No.: N/A
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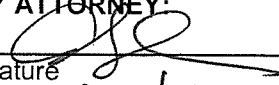
Page No.: 41	Item 6	Record Series Title and Contents (as listed in Records Retention Schedule): Facilities Reservation Forms
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Listed below is a detailed list of records for which I am requesting destruction. The list includes a description of each record 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 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: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Ballfield/Turf Reservations: 2005-2007				
2007: Agoura Pony Baseball - Edelston/Linkluter Family	01/01/07	12/31/07	GC 34090	07/01/13
2007: Atomix Sports - Atomix Sports	01/01/07	12/31/07	GC 34090	07/01/13
2007: Triunfo YMCA - Atomix Sports	01/01/07	12/31/07	GC 34090	07/01/13
2006: Power Player Baseball - Conejo Valley LaCrosse League	01/01/06	12/31/06	GC 34090	07/01/13
2006: AOYF Cheerleaders - WAGS	01/01/06	12/31/06	GC 34090	07/01/13
2005: West Coast Baseball School - Razzle Dazzle Camps	01/01/05	12/31/05	GC 34090	07/01/13
2005: Skyhawks Sports Academy - Chabad of the Conejo	01/01/05	12/31/05	GC 34090	07/01/13
2005: Bench Productions - So Cal Jaquars Inc.	01/01/05	12/31/05	GC 34090	07/01/13

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature
 7/25/13
 Date

CITY ATTORNEY:

 Signature
 10/28/13
 Date

CITY CLERK:

 Signature
 10/31/13
 Date

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



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

Department: Community Services	Prepared by: Cynthia L. Polich	Date: 07/25/13	Agoura Hills Box No.:	Access Storage Box No.:
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Page No.: 41	Item No.: 12	Record Series Title and Contents (as listed in Records Retention Schedule): Program Registrations/Waivers of Liability
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Listed below is a detailed list of records for which I am requesting destruction. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 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: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Summer 2007 Activity Registrations (A-Z)	04/01/07	08/31/07	GC 34090	07/01/13

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature: *Amir*
 Date: 7/24/13

CITY ATTORNEY:

 Signature: *[Signature]*
 Date: 10/28/13

CITY CLERK:

 Signature: *[Signature]*
 Date: 6/31/13

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



CITY OF AGOURA HILLS
2013 RECORDS DESTRUCTION REQUEST FORM


Department: Community Services	Prepared by: Cynthia L. Polich	Date: 07/25/13	Agoura Hills Box No.:	Access Storage Box No.:
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Page No.: 41	Item No.: 12	Record Series Title and Contents (as listed in Records Retention Schedule): Program Registrations/Waivers of Liability
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Listed below is a detailed list of records for which I am requesting destruction. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 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: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Summer 2007 Camp Registrations (A-Z)	04/01/07	08/31/07	GC 34090	07/01/13

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature
 7/25/13
 Date

CITY ATTORNEY:

 Signature
 10/28/13
 Date

CITY CLERK:

 Signature
 10/31/13
 Date

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



CITY OF AGOURA HILLS
2013 RECORDS DESTRUCTION REQUEST FORM

Department: Community Services
Prepared by: Cynthia L. Polich
Date: 07/25/13
Agoura Hills Box No.:
Access Storage Box No.:

Table with 3 columns: Page No., Item No., Record Series Title and Contents. Entry: Page No.: 41, Item No.: 12, Record Series Title: Program Registrations/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 for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date.

Table with 4 columns: List of Files Recommended for Destruction, Date of Records (From/To), Citation Number, Destruction Date. Row 1: Summer 2007 Summer Shuttle Bus Waivers (A-Z), 04/01/07 to 08/31/07, GC 34090, 07/01/13

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:
Signature: [Handwritten Signature]
Date: 7/23/13

CITY ATTORNEY:
Signature: [Handwritten Signature]
Date: 10/28/13

CITY CLERK:
Signature: [Handwritten Signature]
Date: 10/31/13

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



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

Department: Community Services	Prepared by: Cynthia L. Polich	Date: 07/25/13	Agoura Hills Box No.:	Access Storage Box No.:
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Page No.: 41	Item No.: 12	Record Series Title and Contents (as listed in Records Retention Schedule): Program Registrations/Waives of Liability
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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 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: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Winter 2008 Activity Registrations (A-Z)	01/01/08	04/30/08	GC 34090	07/01/13

DESTRUCTION AUTHORIZATION		
DEPARTMENT HEAD: Signature: <u><i>[Signature]</i></u> Date: <u>7/25/13</u>	CITY ATTORNEY: Signature: <u><i>[Signature]</i></u> Date: <u>10/28/13</u>	CITY CLERK: Signature: <u><i>[Signature]</i></u> Date: <u>10/31/13</u>

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



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

Department: Community Services		Prepared by: Cynthia L. Polich	Date: 07/25/13	Agoura Hills Box No.:	Access Storage Box No.:	
Page No.: 41	Item No.: 12	Record Series Title and Contents (as listed in Records Retention Schedule): Program Registrations/Waivers of Liability				
<p>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 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.</p>						
List of Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>			Date of Records		Citation Number:	Destruction Date:
			From:	To:		
Fall 2007 Activity Registrations (A-Z)			09/01/07	12/31/07	GC 34090	07/01/13

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature _____
 Date 7/25/13

CITY ATTORNEY:

 Signature _____
 Date 10/28/13

CITY CLERK:

 Signature _____
 Date 10/31/13

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



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


Department: Community Services	Prepared by: Cynthia L. Polich	Date: 07/25/13	Agoura Hills Box No.:	Access Storage Box No.:
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Page No.: 41	Item No.: 12	Record Series Title and Contents <i>(as listed in Records Retention Schedule)</i> : Program Registrations/Waivers of Liability
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Listed below is a detailed list of records for which I am requesting destruction. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 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: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Spring 2008 Activity Registrations (A-Z)	04/01/08	06/30/08	GC 34090	07/01/13

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature
 7/25/13
 Date

CITY ATTORNEY:

 Signature
 7/28/13
 Date

CITY CLERK:

 Signature
 7/31/13
 Date

Date City Council Approved Records for Destruction: _____

Actual Date Records Destroyed: _____



CITY OF AGOURA HILLS 2013 RECORDS DESTRUCTION REQUEST FORM

Department: Community Services	Prepared by: Cynthia L. Polich	Date: 07/25/13	Agoura Hills Box No.:	Access Storage Box No.:
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Page No.: 41	Item No.: 12	Record Series Title and Contents (as listed in Records Retention Schedule): Program Registrations/Waivers of Liability
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Listed below is a detailed list of records for which I am requesting destruction. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 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: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Fall 2008 Activity Registrations (A-Z)	09/01/08	12/31/08	GC 34090	07/01/13

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature _____
 Date 7/25/13

CITY ATTORNEY:

 Signature _____
 Date 10/25/13

CITY CLERK:

 Signature _____
 Date 10/31/13



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

Department: Community Services		Prepared by: Cynthia L. Polich		Date: 07/25/13	Agoura Hills Box No.:	Access Storage Box No.:
--	--	--	--	--------------------------	------------------------------	--------------------------------

Page No.: 41	Item No.: 12	Record Series Title and Contents (as listed in Records Retention Schedule): Program Waivers/Waivers of Liability
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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 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: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
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 Emergency Forms	01/01/06	12/31/07	GC 34090	07/01/13

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature *[Signature]*

 Date 7/25/13

CITY ATTORNEY:

 Signature *[Signature]*

 Date 6/28/13

CITY CLERK:

 Signature *[Signature]*

 Date 6/31/13

Date City Council Approved Records for Destruction: _____

Actual Date Records Destroyed: _____



CITY OF AGOURA HILLS
2013 RECORDS DESTRUCTION REQUEST FORM

Department: Community Services
Prepared by: Cynthia L. Polich
Date: 07/25/13
Agoura Hills Box No.:
Access Storage Box No.:

Page No.: 41
Item No.: 12
Record Series Title and Contents (as listed in Records Retention Schedule): Program Registrations/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 for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 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.

Table with 4 main columns: Description or title of records as listed on file label, Date of Records (From: To:), Citation Number, and Destruction Date. Includes entries for Senior Registrations and Birthdays and Senior Birthdays: January - December.

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:
Signature: [Handwritten Signature]
Date: 7/25/13

CITY ATTORNEY:
Signature: [Handwritten Signature]
Date: 10/28/13

CITY CLERK:
Signature: [Handwritten Signature]
Date: 10/31/13

Date City Council Approved Records for Destruction:

Actual Date Records Destroyed:



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

Department: Community Services	Prepared by: Cynthia L. Polich	Date: 07/25/13	Agoura Hills Box No.:	Access Storage Box No.:
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Page No.: 41	Item No.: 12	Record Series Title and Contents (as listed in Records Retention Schedule): Program Registrations/Waivers of Liability
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Listed below is a detailed list of records for which I am requesting destruction. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 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: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Tax Preparation 2006 Sign-up sheets	01/01/06	04/15/06	GC 34090	07/01/13
Tax Preparation 2007 Sign-up sheets	01/01/07	04/15/07	GC 34090	07/01/13
Winter 2007 Teen Ski Trip Waivers & Emergency Forms	01/01/07	03/30/07	GC 34090	07/01/13
Volunteer Applications (completed & uncompleted hours)	01/01/91	12/31/06	GC 34090	07/01/13
Non-Current Instructor Reports & Payment Information	01/01/06	04/01/06	GC 34090	07/01/13

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature _____
 Date 7/25/13

CITY ATTORNEY:

 Signature _____
 Date 10/28/13

CITY CLERK:

 Signature _____
 Date 10/31/13

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



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

Department: Community Services	Prepared by: Cynthia L. Polich	Date: 07/25/13	Agoura Hills Box No.:	Access Storage Box No.:
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Page No.: 41	Item No.: 12	Record Series Title and Contents (as listed in Records Retention Schedule) : Program Registrations/Waivers of Liability
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Listed below is a detailed list of records for which I am requesting destruction. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 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: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Agoura Hills Recreation Center Reservations: 2005-2008				
Alayne Cohen - County of LA Registrar/Recorders Office	01/01/05	12/31/08	GC 34090	07/01/13
Equestrian Arena Reservations: 2006-2008				
Jeanne Wallace - Mary Keenan	01/01/06	12/31/08	GC 34090	07/01/13
Filming Permits/Reservations: 2006-2008				
Michael Trikilis - JB Reps Corp.	01/01/06	12/31/08	GC 34090	07/01/13
Multi-purpose Field Reservations: 2008				
Jay Pfeifer - Triunfo YMCA	01/01/08	12/31/08	GC 34090	07/01/13
Picnic Shelter Reservations: 2008				
Anita McGrew - Boyd/Nosker Wedding	01/01/08	12/31/08	GC 34090	07/01/13
Reyes Adobe Historical Site: 2006-2008				
Edelston Rental - El Camino Real	01/01/06	12/31/08	GC 34090	07/01/13
Volleyball Reservations: 2002-2008				
Jaffa Carrera - Ellen Wohl	01/01/02	12/31/08	GC 34090	07/01/13

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature _____
 Date 7/25/13

CITY ATTORNEY:

 Signature _____
 Date 6/28/13

CITY CLERK:

 Signature _____
 Date 6/31/13

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



CITY OF AGOURA HILLS 2013 RECORDS DESTRUCTION REQUEST FORM

Department: Community Services	Prepared by: Cynthia L. Polich	Date: 07/25/13	Agoura Hills Box No.:	Access Storage Box No.:
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Page No.: 42	Item 13	Record Series Title and Contents <i>(as listed in Records Retention Schedule)</i> : Programs Files (City-Participation)
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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 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: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Reyes Adobe Days 2005	01/01/05	12/31/05	GC 34090	07/01/13
Concerts & Banners 2005	01/01/05	12/31/05	GC 34090	07/01/13
Concerts 2006	01/01/06	12/31/06	GC 34090	07/01/13
Concerts & Banner 2004	01/01/04	12/31/04	GC 34090	07/01/13
Fireworks Display: 2004-2006	01/01/04	12/31/06	GC 34090	07/01/13
Movies: 2004-2006	01/01/04	12/31/06	GC 34090	07/01/13

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature
 Date 7/25/13

CITY ATTORNEY:

 Signature
 Date 10/28/13

CITY CLERK:

 Signature
 Date 10/31/13

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



CITY OF AGOURA HILLS 2013 RECORDS DESTRUCTION REQUEST FORM

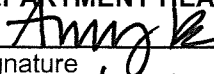


Department: Community Services	Prepared by: Cynthia L. Polich	Date: 07/25/13	Agoura Hills Box No.:	Access Storage Box No.:
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Page No.: 43	Item No.: 14	Record Series Title and Contents (as listed in Records Retention Schedule): Programs Files (City-Sponsored)
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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 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: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Amy B - Summer 1994-2004 - File 5	01/01/94	12/12/04	GC 34090	07/01/13
NTD Training - 2003	01/01/03	12/31/03	GC 34090	07/01/13
Dial-A-Ride Instructions	01/01/01	12/31/06	GC 34090	07/01/13
Dial-A-Ride Contracts 1994-2000	01/01/94	12/31/00	GC 34090	07/01/13
Laidlaw July 2004 - December 2004	07/01/04	12/31/04	GC 34090	07/01/13
T.O. Cab Correspondence	01/01/01	12/31/06	GC 34090	07/01/13

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:  Signature 7/25/13 Date	CITY ATTORNEY:  Signature 10/28/13 Date	CITY CLERK:  Signature 6/31/13 Date
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Date City Council Approved Records for Destruction: _____ **Actual Date Records Destroyed:** _____



CITY OF AGOURA HILLS 2013 RECORDS DESTRUCTION REQUEST FORM

Department: Community Services		Prepared by: Cynthia L. Polich		Date: 07/25/13	Agoura Hills Box No.:	Access Storage Box No.:	
Page No.: 43	Item No.: 14	Record Series Title and Contents (as listed in Records Retention Schedule): Programs Files (City-Sponsored)					
<p>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 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.</p>							
List of Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>				Date of Records		Citation	Destruction
				From:	To:	Number:	Date:
Amy B - Summer 2001-2006 - File 3				07/01/01	12/12/06	GC 34090	12/31/13
Laidlaw: July 2006 - October 2006				07/01/06	10/30/06	GC 34090	12/31/13
Dial-A-Ride Expenses				01/01/06	12/31/06	GC 34090	12/31/13
T.O. Cab				01/01/01	12/31/06	GC 34090	12/31/13
Dial-A-Ride/T.O.Cab 2001-2003				01/01/01	12/31/03	GC 34090	12/31/13
T.O. Cab - Matt Choa				01/01/01	12/31/06	GC 34090	12/31/13
MTA Billing - 2002-2006				01/01/02	12/31/06	GC 34090	12/31/13
Laidlaw Transit				01/01/01	12/31/06	GC 34090	12/31/13
LVUSD Misc.				01/01/01	12/31/06	GC 34090	12/31/13

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:
Amy B
 Signature
 7/25/13
 Date

CITY ATTORNEY:
[Signature]
 Signature
 10/28/13
 Date

CITY CLERK:
[Signature]
 Signature
 10/31/13
 Date

Date City Council Approved Records for Destruction: _____

Actual Date Records Destroyed: _____

Exhibit A-5

Finance



CITY OF AGOURA HILLS
2013 RECORDS DESTRUCTION REQUEST FORM

Department: Finance Department
Prepared by: Monica Hanson
Date: 09/13/13
Agoura Hills Box No.: F370
Access Storage Box No.: 40431920

Page No.: 44
Item No.: 3
Record Series Title and Contents (as listed in Records Retention Schedule): Accounts Payable Files

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 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.

Table with 4 main columns: List of Files Recommended for Destruction, Date of Records (From/To), Citation Number, and Destruction Date. Includes one entry for 'Accounts Payable-Paid Invoices'.

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: [Signature], CITY ATTORNEY: [Signature], CITY CLERK: [Signature]
Includes signature lines and date fields for each role.

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



CITY OF AGOURA HILLS 2013 RECORDS DESTRUCTION REQUEST FORM

Department: Finance Department	Prepared by: Monica Hanson	Date: 09/13/13	Agoura Hills Box No.: F365	Access Storage Box No.: 40432983
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Page No.: 44	Item No.: 3	Record Series Title and Contents <i>(as listed in Records Retention Schedule):</i> Accounts Payable Files
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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 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: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Accounts Payable-Paid Invoices	05/10/06	06/28/06	GC34090	07/01/13

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: Signature _____ Date <u>10/7/13</u>	CITY ATTORNEY: Signature _____ Date <u>10/28/13</u>	CITY CLERK: Signature _____ Date <u>10/31/13</u>
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CITY OF AGOURA HILLS
2013 RECORDS DESTRUCTION REQUEST FORM

Department: Finance Department
Prepared by: Monica Hanson
Date: 09/13/13
Agoura Hills Box No.: F366
Access Storage Box No.: 40432987

Page No.: 44
Item No.: 3
Record Series Title and Contents (as listed in Records Retention Schedule): Accounts Payable Files

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 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.

Table with 5 columns: List of Files Recommended for Destruction: (Description or title of records as listed on file label), Date of Records (From: To:), Citation Number, Destruction Date. Row 1: Accounts Payable-Paid Invoices, 03/08/06 to 04/26/06, GC34090, 07/01/13.

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: [Signature]
Signature
10/7/13
Date

CITY ATTORNEY: [Signature]
Signature
10/28/13
Date

CITY CLERK: [Signature]
Signature
10/31/13
Date

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



CITY OF AGOURA HILLS
2013 RECORDS DESTRUCTION REQUEST FORM

Department: Finance Department
Prepared by: Monica Hanson
Date: 09/13/13
Agoura Hills Box No.: F368
Access Storage Box No.: 40432981

Page No.: 44
Item No.: 3
Record Series Title and Contents (as listed in Records Retention Schedule): Accounts Payable Files

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 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.

Table with 5 columns: List of Files Recommended for Destruction (Description or title of records as listed on file label), Date of Records (From, To), Citation Number, and Destruction Date. Row 1: Accounts Payable-Paid Invoices, 11/09/05 to 12/28/05, GC34090, 07/01/13.

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: [Signature]
Signature: [Signature]
Date: 10/7/13

CITY ATTORNEY: [Signature]
Signature: [Signature]
Date: 10/28/13

CITY CLERK: [Signature]
Signature: [Signature]
Date: 10/31/13

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



CITY OF AGOURA HILLS
2013 RECORDS DESTRUCTION REQUEST FORM

Department: Finance Department	Prepared by: Monica Hanson	Date: 09/13/13	Agoura Hills Box No.: F359	Access Storage Box No.: 40208994
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Page No.: 45,48	Item No.: 8,17	Record Series Title and Contents (as listed in Records Retention Schedule): Bank Reconciliation Files/Journal Entries
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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 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: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Bank Reconciliation	07/01/04	06/30/05	GC34090	07/01/13
Cancelled /Cashed/Void Checks	07/01/05	06/30/06	GC34090	07/01/13
Journal Entries	07/01/04	06/30/05	GC34090	07/01/13

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

Signature
10/7/13
Date

CITY ATTORNEY:

Signature
10/28/13
Date

CITY CLERK:

Signature
10/31/13
Date

Date City Council Approved Records for Destruction: _____

Actual Date Records Destroyed: _____



CITY OF AGOURA HILLS
2013 RECORDS DESTRUCTION REQUEST FORM

Table with 4 columns: Department (Finance Department), Prepared by (Monica Hanson), Date (09/13/13), Agoura Hills Box No. (F360), Access Storage Box No. (40432988)

Table with 3 columns: Page No. (47), Item No. (14), Record Series Title and Contents (Daily Cash Receipts)

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.

Main table for 'List of Files Recommended for Destruction' with columns: Description, Date of Records (From/To), Citation Number, Destruction Date. Includes one row for 'Cash Receipts'.

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: [Signature]
Signature
Date 10/7/13

CITY ATTORNEY: [Signature]
Signature
Date 10/28/13

CITY CLERK: [Signature]
Signature
Date 10/31/13

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



CITY OF AGOURA HILLS
2013 RECORDS DESTRUCTION REQUEST FORM

Table with 4 columns: Department (Finance Department), Prepared by (Monica Hanson), Date (09/13/13), Agoura Hills Box No. (F361), Access Storage Box No. (40432979)

Table with 3 columns: Page No. (47), Item No. (14), Record Series Title and Contents (Daily Cash Receipts)

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.

Main table with 4 columns: List of Files Recommended for Destruction (Description or title of records as listed on file label), Date of Records (From: To:), Citation Number, Destruction Date. Contains one entry for Cash Receipts.

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD, CITY ATTORNEY, CITY CLERK sections with handwritten signatures and dates.

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



CITY OF AGOURA HILLS 2013 RECORDS DESTRUCTION REQUEST FORM


Department: Finance Department	Prepared by: Monica Hanson	Date: 09/13/13	Agoura Hills Box No.: F363	Access Storage Box No.: 40431921
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Page No.: 47	Item No.: 14	Record Series Title and Contents <i>(as listed in Records Retention Schedule)</i> : Daily Cash Receipts
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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 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: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Cash Receipts	02/01/06	04/15/06	GC34090	07/01/13

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature _____
 Date 10/7/13

CITY ATTORNEY:

 Signature _____
 Date 10/28/13

CITY CLERK:

 Signature _____
 Date 10/31/13

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



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

Department: Finance Department	Prepared by: Monica Hanson	Date: 09/13/13	Agoura Hills Box No.: F364	Access Storage Box No.: 40432986
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Page No.: 47	Item No.: 14	Record Series Title and Contents <i>(as listed in Records Retention Schedule)</i> : Daily Cash Receipts
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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 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: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Cash Receipts	04/16/06	06/30/06	GC34090	07/01/13

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature _____
 Date 10/7/13 _____

CITY ATTORNEY:

 Signature _____
 Date 10/08/13 _____

CITY CLERK:

 Signature _____
 Date 10/31/13 _____



CITY OF AGOURA HILLS
2013 RECORDS DESTRUCTION REQUEST FORM

Department: Finance Department
Prepared by: Monica Hanson
Date: 09/13/13
Agoura Hills Box No.: F369
Access Storage Box No.: 40432984

Page No.: 47
Item No.: 14
Record Series Title and Contents (as listed in Records Retention Schedule): Daily Cash Receipts

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 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.

Table with columns: List of Files Recommended for Destruction (Description or title of records as listed on file label), Date of Records (From: To:), Citation Number, Destruction Date. Row 1: Cash Receipts, 09/14/05 to 10/26/05, GC34090, 07/01/13.

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: [Signature]
Signature
Date 10/6/13

CITY ATTORNEY: [Signature]
Signature
Date 10/28/13

CITY CLERK: [Signature]
Signature
Date 10/31/13

Date City Council Approved Records for Destruction:

Actual Date Records Destroyed:



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

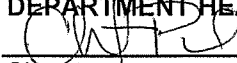
Department: Finance Department	Prepared by: Monica Hanson	Date: 09/13/13	Agoura Hills Box No.: F385	Access Storage Box No.: 40216640
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Page No.: 48	Item No.: 22	Record Series Title and Contents (as listed in Records Retention Schedule): Payroll-Employee Time Records
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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 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: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Time Sheets	09/15/06	06/29/07	29CFR516.2-516.6	07/01/13
Time Sheets-Polich through Zarrabian	01/07/05	05/27/05	29CFR516.2-516.6	07/01/13

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature
 Date 10/7/13

CITY ATTORNEY:

 Signature
 Date 10/28/13

CITY CLERK:

 Signature
 Date 10/31/13

Date City Council Approved Records for Destruction: _____

Actual Date Records Destroyed: _____

Exhibit A-6

Public Works



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

Department: Public Works	Prepared by: S. Petrelli	Date: 10/07/13	Agoura Hills Box No.: NA	Access Storage Box No.: NA
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Page No.: 53	Item No.: 10	Record Series Title and Contents (as listed in Records Retention Schedule): Organization Files - Publications/Publications
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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 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: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Organizational Files - Civic, Government, Professional - Old Vendor Files	07/27/05	12/03/09	34090	07/01/13

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: Signature 10/10/13 Date	CITY ATTORNEY: Signature 10/28/13 Date	CITY CLERK: Signature 10/31/13 Date
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Date City Council Approved Records for Destruction: _____ Actual Date Records Destroyed: _____



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

Department: Public Works	Prepared by: S. Petrelli	Date: 10/07/13	Agoura Hills Box No.: N/A	Access Storage Box No.: N/A
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Page No.: 54	Item No.: 13	Record Series Title and Contents (as listed in Records Retention Schedule): Traffic Collision Reports
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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 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: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Traffic Collision Reports	07/01/10	07/31/10	34090	07/01/13
Traffic Collision Reports	08/01/10	08/31/10	34090	07/01/13
Traffic Collision Reports	09/01/10	09/30/10	34090	07/01/13
Traffic Collision Reports	10/01/10	10/31/10	34090	07/01/13
Traffic Collision Reports	11/01/10	11/30/10	34090	07/01/13
Traffic Collision Reports	12/01/10	12/31/10	34090	07/01/13
Traffic Collision Reports	01/01/11	01/31/11	34090	07/01/13
Traffic Collision Reports	02/01/11	02/28/11	34090	07/01/13
Traffic Collision Reports	03/01/11	03/31/11	34090	07/01/13
Traffic Collision Reports	04/01/11	04/30/11	34090	07/01/13
Traffic Collision Reports	05/01/11	05/31/11	34090	07/01/13
Traffic Collision Reports	06/01/11	06/30/11	34090	07/01/13
Traffic Collision Reports	07/01/11	07/31/11	34090	07/01/13
Traffic Collision Reports	08/01/11	08/31/11	34090	07/01/13
Traffic Collision Reports	09/01/11	09/30/11	34090	07/01/13

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

Signature
Date 10/10/13

CITY ATTORNEY:

Signature
Date 10/28/13

CITY CLERK:

Signature
Date 10/31/13

Date City Council Approved Records for Destruction: _____

Actual Date Records Destroyed: _____

Exhibit A-7

Public Works/Building & Safety



CITY OF AGOURA HILLS 2013 RECORDS DESTRUCTION REQUEST FORM

Department: Building and Safety	Prepared by: Karen Sanders	Date: 08/28/13	Agoura Hills Box No.: NA	Access Storage Box No.: NA
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Page No.: 57	Item No.: 9	Record Series Title and Contents (as listed in Records Retention Schedule): Correspondence Chronological Files: Sign in Sheets
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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 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: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Sign In Sheets	05/03/10	12/30/10	34090	08/28/13

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

Signature
9-26-13

Date

CITY ATTORNEY:

Signature
10/28/13

Date

CITY CLERK:

Signature
10/31/13

Date