#### REPORT TO CITY COUNCIL

**DATE: JANUARY 28, 2015** 

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER

BY: KIMBERLY RODRIGUES, CITY CLERK

SUBJECT: ADOPT RESOLUTION NO. 15-1773; 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 2014, from the City Clerk, Community Development, Community Services, Finance, and Public Works/Building & Safety departments.

Each Records Destruction Request Form identifies the appropriate sections of the Code of Federal Regulations and Government Code of the State of California, that permit the destruction of records as outlined in the Schedule.

Each Form also includes: the finding that all records are more than two years old and/or have been retained for the minimum retention period; the determination that the records no longer have any administrative, legal, evidential, fiscal, or research and historical value; and, a description of the records sufficient for identification.

The attached forms have been reviewed and approved for destruction by the relevant Department Head, the City Attorney, and the City Clerk.

#### RECOMMENDATION

Staff respectfully recommends the City Council adopt Resolution No. 15-1773; 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 City Clerk Exhibit A-4 Finance

Exhibit A-2 Community Development Exhibit A-5 Public Works/Building & Safety

Exhibit A-3 Community Services

Attachments: Resolution No. 15-1773 with Exhibits

#### **RESOLUTION NO. 15-1773**

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 (CITY CLERK, COMMUNITY DEVELOPMENT, COMMUNITY SERVICES, FINANCE, 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-5); 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-5 attached, pursuant to the Code of Federal Regulations (26 CFR 31.6001-1); and Government Code (Sections 19850 and 34090) of the State of California; in accordance with the provisions of the City of Agoura Hills Records Retention/Destruction Schedule (Eighth Edition).
- Section 2. The City Clerk shall certify to the adoption of this Resolution and shall cause this Resolution and her certification to be entered in the Book of Resolutions of the City Council of the City of Agoura Hills.

PASSED, APPROVED, and ADOPTED this 28<sup>th</sup> day of January 2015, by the following vote, to wit:

AYES: (0) NOES: (0)

ABSENT: (0)

ABSTAIN: (0)

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ATTEST:

Kimberly M. Rodrigues, MPPA, MMC City Clerk

## Exhibit A-1

City Clerk

### Exhibit A-1

City Clerk



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Date City Council	Approved Records for Destruction:	A	ctual Date Re	ecords Destroy	/ed:



Department:	Prepared by:	Date:	Agoura H	ills Box	Access Storage Bo	
City Clerk	Kimberly M. Rodrigues		No.: N/A		No.: N/A	
Page Item Record	Series Title and Contents (as listed	in Records Rete	ention Sche	dule):		
No.: 16  No.: 13  City Co	uncil DVD Recordings of Meetings					
including the retention schedule	f records for which I am requesting destruction	on. The list includes	a description	of each record	sufficient for identificati	
directed, the method of destruc	e page no., record series title and contents, rection proposed is shredding. I hereby certify	that the records list	requirements	s, and destruction	on date. Unless otherw	
and/or have been retained for th	ne minimum retention period specified in Reso	lution No. 13-1709.	further certify	that the record	s listed no longer bears	
administrative, legal, evidential,	fiscal, research, or historic value and do not a	affect the title to real	property or lie	ns thereon are	not court records are -	
to my knowledge, required to i	be kept further by a statute, are not the mi	nutes, ordinances, o	r resolutions	of the City Cou	uncil or any City board	
committee, and are no longer re	quired by the City. I request authority to destro	y same pursuant to \$	Section 34090	of the California	a Government Code.	
List of Files Recommend (Description or title of reco			Records	Citatio		
N/A	ords as listed off file label)	From:	То:	Numbe		
1.771	4 of 4 (Master et al. D. 1. )	01/12/11	01/12/11	G. C. 340		
	- 1 of 1 (Master plus Backup)	01/26/11	01/26/11	G. C. 340		
The Revision of the State of th	- 1 of 1 (Master plus Backup)	02/09/11	02/09/11	G. C. 340	311317	
	- 1 of 1 (Master plus Backup)	02/23/11	02/23/11	G. C. 340	090.7 07/01/14	
	- 2 of 2 (Master plus Backup)	03/09/11	03/09/11	G. C. 340	90.7 07/01/14	
Contract of the Contract of th	- 1 of 1 (Master plus Backup)	03/23/11	03/23/11	G. C. 340	90.7 07/01/14	
Visit Bellevin (CONTROL OF CONTROL OF CONTRO	- 1 of 1 (Master plus Backup)	04/13/01	04/13/11	G. C. 340	90.7 07/01/14	
City Council Manting DVD	4-14-04	04/27/11	04/27/11	G. C. 340	90.7 07/01/14	
City Council Meeting DVD		05/11/11	05/11/11	G. C. 340	90.7 07/01/14	
	- 1 of 1 (Master plus Backup)	05/25/11	05/25/11	G. C. 340	90.7 07/01/14	
N/A		06/01/11	06/01/11	G. C. 340	90.7 07/01/14	
	- 1 of 1 (Master plus Backup)	06/08/11	06/08/11	G. C. 340	90.7 07/01/14	
AT THE PARTY OF TH	- 1 of 1 (Master plus Backup)	06/22/11	06/22/11	G. C. 340	90.7 07/01/14	
	- 1 of 1 (Master plus Backup)	07/13/11	07/13/11	G. C. 340	90.7 07/01/14	
	- 1 of 1 (Master plus Backup)	08/10/11	08/10/11	G. C. 340	90.7 07/01/14	
	- 1 of 1 (Master plus Backup)	08/24/11	08/24/11	G. C. 340	90.7 07/01/14	
And the second s	- 1 of 1 (Master plus Backup)	09/14/11	09/14/11	G. C. 340	90.7 07/01/14	
	- 1 of 1 (Master plus Backup)	09/27/11	09/27/11	G. C. 340	90.7 07/01/14	
	- 1 of 1 (Master plus Backup)	10/12/11	10/12/11	G. C. 340	90.7 07/01/14	
	- 1 of 1 (Master plus Backup)	10/26/11	10/26/11	G. C. 3409	90.7 07/01/14	
14 8 9	- 1 of 1 (Master plus Backup)	11/09/11	11/09/11	G. C. 3409	90.7 07/01/14	
The state of the s	- 1 of 1 (Master plus Backup)	11/28/11	11/28/11	G. C. 3409		
N/A		12/06/11	12/06/11	G. C. 3409		
City Council Meeting DVD -	- 1 of 1 (Master plus Backup)	12/14/11	12/14/11	G. C. 3409		
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Date City Council Approved Records for Destruction: \_

Signature

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

CITY CLERI

Signature

Date



Department: City Clerk	Prepared by: Kimberly M. Rodrigues	<b>Date:</b> 07/08/14	Agoura H No.: N/A		Access Storage Box No.: N/A
No.: 16 No.: 13 City Countilisted below is a detailed list of re	eries Title and Contents (as listed cil DVD Recordings of Meetings ecords for which I am requesting destruction	on. The list includes	a description	dule):	sufficient for identification
directed, the method of destruction and/or have been retained for the readministrative, legal, evidential, fiscon my knowledge, required to be	age no., record series title and contents, re in proposed is shredding. I hereby certify minimum retention period specified in Resol cal, research, or historic value and do not a kept further by a statute, are not the mir	cord dates, retention that the records list ution No. 13-1709. I iffect the title to real nutes, ordinances, o	requirements  ded below and  further certify  property or lie  r resolutions	s, and destruction for attached are that the records that thereon, are of the City Cou	on date. Unless otherwise more than two years of slisted no longer have all not court records, are not until or any City board.
List of Files Recommende	red by the City. I request authority to destro				
(Description or title of record			Records	Citatio	
City Council Meeting DVD -	The state of the s	From:	To:	Numbe	
City Council Meeting DVD -		01/11/12	01/11/12	G. C. 340	
City Council Meeting DVD -	The state of the s	01/25/12		G. C. 340	
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City Council Meeting DVD -	The state of the s	02/22/12	02/22/12	G. C. 340	
City Council Meeting DVD -		03/14/12	04/14/12	G. C. 340	
City Council Meeting DVD - 1	The second secon	03/28/12	03/28/12	G. C. 340	
City Council Meeting DVD - 1		04/11/12	04/11/12	G. C. 340	
City Council Meeting DVD - 1		04/25/12	04/25/12	G. C. 340	
City Council Meeting DVD - 1		05/09/12	05/09/12	G. C. 340	
City Council Meeting DVD - 1		05/23/12	05/23/12	G. C. 340	
City Council Meeting DVD - 1		06/13/12	06/13/12	G. C. 340	
City Council Meeting DVD - 1		06/27/12	06/27/12	G. C. 340	
N/A	of 1 (Master plus Backup)	07/11/12	07/11/12	G. C. 340	
City Council Meeting DVD - 1	of 1 (Mostor plue Bealum)	07/23/12	07/23/12	G. C. 340	
City Council Meeting DVD - 1		08/22/12	08/22/12	G. C. 340	
City Council Meeting DVD - 1		09/12/12	09/12/12	G. C. 340	
		10/10/12	10/10/12	G. C. 340	
City Council Meeting DVD - 1		10/24/12	10/24/12	G. C. 340	
City Council Meeting DVD - 1		11/14/12	11/14/12	G. C. 340	
City Council Meeting DVD - 1		11/28/12		G. C. 3409	The second secon
City Council Meeting DVD - 1	of 1 (Master plus Backup)	12/19/12	12/19/12	G. C. 3409	90.7 07/01/14
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Date City Council Approved Records for Destruction:

Actual Date Records Destroyed

Signature



Department:		William .	Prepared by:	Date:	Agoura Hi	lls Box	X Access Storage Bo			
City Cle	rk		Kimberly M. Rodrigues	M. Rodrigues 06/16/14 No.: N/A			No.: N/A			
Page No.: 13	Item		Title and Contents (as listed in Files (Unsuccessful Bidders): Bi			lule) :				
			for which I am requesting destruction.			f each record	sufficien	t for identification		
			o., record series title and contents, recor							
			posed is shredding. I hereby certify tha							
			um retention period specified in Resolution							
			search, or historic value and do not affect							
			further by a statute, are not the minute							
			the City. I request authority to destroy sa							
LATERAL PROPERTY.	List of Files Recommended for Destruction:				Records	Citati	on	Destruction		
(Descrip	tion or titl	e of records as	listed on file label)	From:	To:	Numb	er:	Date:		
RFP - C	ity of Ago	oura Hills Mult	i-Function Copiers	04/11/12	05/17/12	G. C. 3	4090	07/01/14		
Late File	er (Not C	onsidered): Th	ne Scott Technology Group	04/11/12	05/17/12	G. C. 34	4090	07/01/14		
Not Sele	ected for	Project:		VIB. TO ST	8/		S 1 1 2			
BMC,				04/11/12	05/17/12	G. C. 34	1000	07/01/14		
	IV Syster	me		04/11/12	05/17/12		Marin State			
	Minolta	119				G. C. 34		07/01/14		
	iviliola			04/11/12	05/17/12	G. C. 34		07/01/14		
Ricoh		-		04/11/12	05/17/12	G. C. 34	4090	07/01/14		
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			DESTRUCTION AL	THORIZAT	ION					
DEPART	MENT H	EAD:	CITY ATTORNEY.	1		CITY CLE	K:M	1.04-		
Signature	11/11/14		Signature 01/14/15		3	Signature /	11511			
Date	114147		Date		Ţ	Date	1.011	-		
Date City	Council A	Approved Recor	ds for Destruction:	Ad	tual Date Re	ecords Desi	troved:			

### Exhibit A-2

Community Development



**Department:** Community

Development/Planning

## CITY OF AGOURA HILLS 2014 RECORDS DESTRUCTION REQUEST FORM

Date:

07/08/14 No.: N/A

Agoura Hills Box

Access Storage Box

No.: N/A

Prepared by:

Kimberly M. Rodrigues

Page Item No.: 31 No.: 18 Planning Commission Meetings - DVD					
Listed below is a detailed list of records for which I am requesting destruction. The	list includes	description of	of each record sufficient	for identification	
including the retention schedule page no., record series title and contents, record da					
directed, the method of destruction proposed is shredding. I hereby certify that the					
and/or have been retained for the minimum retention period specified in Resolution No	o. 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					
to my knowledge, required to be kept further by a statute, are not the minutes, o					
committee, and are no longer required by the City. I request authority to destroy same List of Files Recommended for Destruction:		Records	of the California Governr Citation	THE RESERVE THE PERSON NAMED IN	
(Description or title of records as listed on file label)	From:	To:	Number:	Destruction Date:	
Planning Commission Meeting DVD - 1 of 1 (Master plus Backup)	01/19/12	01/19/12	G. C. 34090.7	07/01/14	
Planning Commission Meeting DVD - 1 of 1 (Master plus Backup)	02/02/12	-	G. C. 34090.7	07/01/14	
Planning Commission Meeting DVD - 1 of 1 (Master plus Backup)	03/01/12	03/01/12	G. C. 34090.7	07/01/14	
Planning Commission Meeting DVD - 1 of 1 (Backup)	03/15/12	03/15/12	G. C. 34090.7	07/01/14	
Planning Commission Meeting DVD - 1 of 1 (Master plus Backup)	04/05/12	04/05/12	G. C. 34090.7	07/01/14	
Planning Commission Meeting DVD - 1 of 1 (Master plus Backup)	05/17/12		G. C. 34090.7	07/01/14	
Planning Commission Meeting DVD - 1 of 1 (Master plus Backup)	06/21/12	06/21/12	G. C. 34090.7	07/01/14	
Planning Commission Meeting DVD - 1 of 1 (Master plus Backup)	07/19/12	07/19/12	G. C. 34090.7	07/01/14	
Planning Commission Meeting DVD - 1 of 1 (Master plus Backup)	08/02/12	08/02/12	G. C. 34090.7	07/01/14	
Planning Commission Meeting DVD - 1 of 1 (Master plus Backup)	08/16/12	08/16/12	G. C. 34090.7	07/01/14	
Planning Commission Meeting DVD - 1 of 1 (Master)	09/06/12		G. C. 34090.7	07/01/14	
Planning Commission Meeting DVD - 1 of 1 (Master)	10/04/12	10/04/12	G. C. 34090.7	07/01/14	
Planning Commission Meeting DVD - 1 of 1 (Master plus Backup)	10/18/12	10/18/12	G. C. 34090.7	07/01/14	
Planning Commission Meeting DVD - 1 of 1 (Master plus Backup)	11/15/12	11/15/12	G. C. 34090.7	07/01/14	
Planning Commission Meeting DVD - 1 of 1 (Master plus Backup)	12/06/12	12/06/12	G. C. 34090.7	07/01/14	
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DESTRUCTION AUTH	IORIZAT	ION			
		AND DESCRIPTION OF THE PARTY OF	OITY OF THE	CENTRAL PROPERTY.	
DEPARTMENT HEAD: CITY ATTORNEY:			CITY CLERK:	100	
Signature Signature	-		Signature	MIN-	
7/8/14			110	K	
Date Date			Date	·	
Date City Council Approved Records for Destruction:	Ac		ecords Destroyed: _		



Department: Community	Prepared by:	Date: Agoura Hills Box A		Access	Access Storage Box		
Development/Planning	Kimberly M. Rodrigues	07/08/14	No.: N/A		No.: N/A	No.: N/A	
Page Item Record Series No.: 31 No.: 18 Planning Comm	Title and Contents (as listed in Remission Meetings - DVD	ecords Rete	ntion Sched	dule):			
	for which I am requesting destruction. The	list includes	a description	of each record	sufficient	for identification	
	o., record series title and contents, record d						
	posed is shredding. I hereby certify that th						
and/or have been retained for the minimu	um retention period specified in Resolution N	lo. 13-1709. I	further certify	that the record	ls listed no	longer have any	
	search, or historic value and do not affect the						
	further by a statute, are not the minutes,						
List of Files Recommended for	the City. I request authority to destroy same	THE RESERVE THE PARTY OF THE PA		The second second second		AND DESCRIPTION OF THE PERSON	
(Description or title of records as		From:	Records To:	Citatio Numb		Destruction	
Planning Commission Meeting D	THE THE PART OF TH		-		-	Date:	
Planning Commission Meeting D		01/17/13	01/17/13	G. C. 34		07/01/14	
Planning Commission Meeting D		02/07/13		G. C. 34		07/01/14	
		03/07/13	03/07/13	G. C. 34		07/01/14	
Planning Commission Meeting D	The second state of the se	03/15/12	03/15/12	G. C. 34		07/01/14	
Planning Commission Meeting D	The state of the s	03/21/13	03/21/13	G. C. 34		07/01/14	
Planning Commission Meeting D		04/04/13		G. C. 34		07/01/14	
Planning Commission Meeting D		05/02/13	05/02/13	G. C. 34		07/01/14	
Planning Commission Meeting D'		06/06/13	06/06/13	G. C. 34		07/01/14	
Planning Commission Meeting D		06/20/13	06/20/13	G. C. 34		07/01/14	
Planning Commission Meeting D		07/18/13	07/18/13	G. C. 34		07/01/14	
Planning Commission Meeting D		08/15/13		G. C. 34	090.7	07/01/14	
Planning Commission Meeting D		10/17/13	10/17/13	G. C. 34	090.7	07/01/14	
Planning Commission Meeting D	VD - 1 of 1 (Master plus Backup)	12/05/13	12/05/13	G. C. 34	090.7	07/01/14	
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DEPARTMENT HEAD:	CITY ATTORNEY	- \		CITY CLE	K: LOI	101	
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Signature Signature Signature Signature					110		
Date	Date			Date	1113	10	
	Date			Dale			
Date City Council Approved Recor	ds for Destruction:	A	ctual Date R	ecords Des	troved:		

### Exhibit A-3

Community Services



Department:	Prepared	by:	Date:	Agoura Hi	Is Box	Storage Box		
Community Services	Cynthia L	. Polich	11/24/14 No.: N/A No.: N					
	cord Series Title and ogram Registrations/W		d in Records Rete	ntion Sched	ule):			
Listed below is a detailed	list of records for which I	am requesting destructi	on. The list includes	a description o	f each record	sufficient	for identification	
including the retention sch	hedule page no., record se	ries title and contents, r	ecord dates, retention	requirements,	and destructi	on date.	Unless otherwise	
and/or have been retained	lestruction proposed is shr	edding. I hereby certify	that the records liste	ed below and/o	r attached are	e more th	an two years old	
administrative, legal, evide	I for the minimum retention ential, fiscal, research, or h	istoric value and do not	affect the title to real:	numer centify t	nat the record	s listed no	records are any	
to my knowledge, require	ed to be kept further by a	statute, are not the m	inutes, ordinances, o	r resolutions o	f the City Co	uncil or a	inv City board or	
committee, and are no long	ger required by the City. I re	equest authority to destr						
	mended for Destruct		Date of	Records	Citatio	on	Destruction	
(Description or title of	f records as listed on f	ile label)	From:	То:	Numb	er:	Date:	
Dial-A-Ride Working	Files 2002-2004	Entrance of Section 2	09/01/09	10/31/09	G.C. 34	090	07/01/14	
Dial-A-Ride Correspo	ondence 2002-2004		09/01/08	10/31/08	G.C. 34	090	07/01/14	
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DEPARTMENT HEAD	):	CITY ATTORNE	9:	C	ITY CLER	K: M	(1	
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Signature		Signature		S	ignature //	1-1 -		
1/14/15 Date		011411	)		1	17/12		
Date		Date			ate			
Date City Council Appr	roved Records for Dest	truction:	Ac	tual Date Re	cords Desti	royed: _		



	repared by: ynthia L. Polich	Date: 09/15/14	Agoura Hi		Access Storage Box No.: N/A
Page Item Record Series T	itle and Contents (as listed in				1014/A
No.: 41 No.: 12 Program Registra					
Listed below is a detailed list of records for	r which I am requesting destruction.	The list includes	a description of	of each record	sufficient for identification
including the retention schedule page no., r	record series title and contents, record	d dates, retention	requirements	, and destructi	on date. Unless otherwise
directed, the method of destruction proposed	is snredding. I hereby certify that the	records listed be	elow and/or att	ached are mor	e than two years old and/o
have been retained for the minimum reten administrative, legal, evidential, fiscal, resea	rch or historic value and do not affect	the title to rool or	ther certify th	at the records	listed no longer have any
my knowledge, required to be kept further b	v a statute, are not the minutes, ordin	ances or resolut	ions of the Cit	v Council or an	of court records, are not, to
and are no longer required by the City. I requ	uest authority to destroy same pursuar	nt to Section 3409	0 of the Califo	rnia Governme	y City board or committee
List of Files Recommended for De	estruction:		Records	Citatio	The state of the s
(Description or title of records as list	ted on file label)	From:	To:	Numb	and the second s
2006 Winter Brochure		01/01/06	04/30/06	GC 340	
2006 Spring Brochure		04/01/06	06/30/06	GC 340	
2008 Summer Brochure		04/01/08	08/31/08	GC 340	
2007 Summer Caravan Confirmation	n   1	04/01/07	08/31/07	GC 340	
2008 Spring Break & Friday Night E	xcursion Waivers	04/01/08	08/31/08	GC 340	
2008 Summer Shuttle Forms		04/01/08	08/31/08	GC 340	
Fall 2005- Summer 2006 Agreemen	its for Park & Rec Services	08/01/05	08/31/06	GC 340	
2007 Adventure Club Sign-in Sheets		04/01/07	08/31/07	GC 340	
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	DESTRUCTION AU	THORIZAT	ION		
DEPARTMENT HEAD:	CITY ATTORNEY	~		CITY CLER	K: Klarker
Signature	Signature 611415			Signature (	15/15
Date	Date			Date	
Date City Council Approved Records	for Destruction:	_ A	tual Date R	ecords Dest	royed:



Date

#### CITY OF AGOURA HILLS 2014 RECORDS DESTRUCTION REQUEST FORM

Department: Community Services	Prepared by: Cynthia L. Polich	Date: 09/15/14	Agoura Hill No.: N/A	s Box Acce	ss Storage Box
Page Item Record Se	ories Title and Contents (as lis	ted in Records Rete			
No.: 41 No.: 12 Program R	egistrations/Waivers of Liability				
Listed below is a detailed list of re-	cords for which I am requesting destru	ction. The list includes	a description of	each record suffici	ent for identificatio
including the retention schedule pa	ge no., record series title and contents	s, record dates, retention	requirements,	and destruction dat	e. Unless otherwis
directed, the method of destruction i	proposed is shredding. I hereby certify	that the records listed be	elow and/or atta	ched are more than	two years old and/
administrative legal evidential fisca	im retention period specified in Resolu	ution No. 13-1709, I fu	rther certify that	the records listed	no longer have a
my knowledge, required to be kept	al, research, or historic value and do no further by a statute, are not the minute	s ordinances or resolut	operty or liens t	nereon, are not coul	t records, are not,
and are no longer required by the Ci	ty. I request authority to destroy same	nursuant to Section 3400	O of the Californ	ia Government Cod	poard or committe
List of Files Recommended	for Destruction:		Records	Citation	Destruction
(Description or title of records	s as listed on file label)	From:	To:	Number:	Date:
2009 Reyes Adobe Days Ra	ice Entry Forms	09/01/09	10/31/09	GC 34090	07/01/14
2008 Reyes Adobe Days Ac		09/01/08	10/31/08	GC 34090	07/01/14
2007-2008 Senior Members		09/01/06	12/31/08	GC 34090	07/01/14
Time Sheets for Part-Time I	Employees	02/15/08	10/24/08	GC 34090	07/01/14
Temporary Staffing Informa		02,10,00	10/2-1/00	00 04000	07/01/14
Remedy Services - May 21 2	2006	04/03/03	06/08/06	GC 34090	07/01/14
Westaff Services 2003		04/04/03	07/21/03	GC 34090	07/01/14
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Signature

Date



Date City Council Approved Records for Destruction: \_

#### CITY OF AGOURA HILLS 2014 RECORDS DESTRUCTION REQUEST FORM

	tment: Co es/Parks/F		Prepared by: Cynthia L. Polich	Date: 09/15/14	Agoura Hill No.: N/A	s Box Acces	ss Storage Box
Page	Item	WW. P. P.	es Title and Contents (as lis		The state of the s		
		Program Re	gistrations/Waivers of Liability				
Listed b	elow is a de	tailed list of reco	rds for which I am requesting destru	ction. The list includes	a description of	each record sufficient	ent for identification
			no., record series title and contents				
			oposed is shredding. I hereby certify retention period specified in Resolu				
administ	rative, legal.	evidential, fiscal.	research, or historic value and do no	t affect the title to real n	ronerty or liens t	hereon are not cour	no longer nave any
my knov	vledge, requi	red to be kept fur	ther by a statute, are not the minute	s, ordinances, or resolu	tions of the City	Council or any City	hoard or committee
and are	no longer rec	uired by the City.	I request authority to destroy same	pursuant to Section 340	90 of the Californ	ia Government Cod	B.
List of	Files Rec	ommended f	or Destruction:		Records	Citation	Destruction
(Descr	(Description or title of records as listed on file label)		From:	То:	Number:	Date:	
2008 S	Summer Re	osters & Sign-	in Sheets				
Sports	Camp			07/14/08	07/18/08	GC 34090	07/01/14
Adven	ture Club			06/20/08	08/26/08	GC 34090	07/01/14
Rec C	lub			06/19/08		GC 34090	07/01/14
Afters	chool Club	house	·	06/30/08		GC 34090	07/01/14
Tiny To	ots Club E	mergency For	ms & Waivers	04/01/08		GC 34090	07/01/14
	Total Control Control	ency Forms &		04/01/08		GC 34090	07/01/14
			rms & Waivers	04/01/08		GC 34090	07/01/14
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DEPA	RTMENT H	IFAD:	CITY ATTORN	State of the Louise Department of the Louise State of	Many to Avenue State Commission	ITY CLERK:	/4 /
1/1	111/2		CITTATION			HIT CLERK:	MANIE
Signatu	ire /		Signature		- 5	ignature	Moved have
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Date	tentralised in		Date		Ē	ate	++

Actual Date Records Destroyed:



Community Services	Cynthia L. Polich	Date:	Agoura Hills		Access Storage Box
the same of the sa		09/15/14	Maria Company		lo.: N/A
Page Item Record S No.: 41 No.: 12 Program	Series Title and Contents (as listed Registrations/Waivers of Liability	ı ın Kecords Rete	ntion Schedu	Ie):	
	ecords for which I am requesting destruction	on. The list includes	a description of	each record s	ufficient for identification
including the retention schedule p	page no., record series title and contents, re	ecord dates, retention	requirements.	and destruction	n date. Unless otherwise
directed, the method of destruction	n proposed is shredding. I hereby certify that	it the records listed be	elow and/or attack	hed are more	than two years old and/or
have been retained for the minim	num retention period specified in Resolution	n No. 13-1709. I fur	ther certify that	the records li	sted no longer have any
administrative, legal, evidential, fis	cal, research, or historic value and do not a	fect the title to real pr	operty or liens th	ereon, are not	court records, are not to
my knowledge, required to be kep	t further by a statute, are not the minutes, o	ordinances, or resoluti	ons of the City (	Council or any	City board or committee
	City. I request authority to destroy same pur				
List of Files Recommende			Records	Citation	THE RESERVE THE PERSON NAMED IN
(Description or title of record	ds as listed on file label)	From:	To:	Numbe	
Summer 2008 Camp Regis	the same of the sa	04/01/08	08/31/08	GC 3409	The second second second
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	DESTRUCTION	AUTHORIZAT	ION		
DEPARTMENT HEAD:	CITY ATTORNE	January Marie Company of the Company	WOTER STREET,	ITY CLERK	: 111
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Signature	Signature		Si	gnature	V-WIV-
1114115	01/14/	15	1-12	11	ITIE
Date	Date	• •	D:	ate	14/10
Date City Council Approved I	Records for Destruction:	A	tual Date Rec	ords Destro	wed:



Department: Community	Prepared by:	Date:	Agoura Hills Box Access St			s Storage Box
Services/Parks/Recreation	Cynthia L. Polich		No.: N/A		No.: N/A	
Page Item Record Ser No.: 41 No.: 12 Program Re	ries Title and Contents (as listed	The state of the s		le) :		
	ords for which I am requesting destruction	on The list includes	a description of	oach record	Loufficion	t for identification
including the retention schedule page	e no., record series title and contents, re	ecord dates, retention	requirements :	and destruct	ion date	Linless otherwise
directed, the method of destruction pr	roposed is shredding. I hereby certify the	at the records listed be	elow and/or attac	hed are mo	re than tw	vo vears old and/or
have been retained for the minimum	n retention period specified in Resolution	n No. 13-1709. I fui	ther certify that	the records	listed no	o longer have any
administrative, legal, evidential, fiscal	, research, or historic value and do not a	ffect the title to real pr	operty or liens th	ereon, are r	not court r	records, are not, to
my knowledge, required to be kept fu	orther by a statute, are not the minutes, or	ordinances, or resolut	ions of the City	Council or a	ny City bo	oard or committee,
and are no longer required by the City	/. I request authority to destroy same pur			The state of the s		The state of the s
List of Files Recommended			Records	Citati		Destruction
(Description or title of records		From:	То:	Numb	er:	Date:
Summer 2008 Activity Registra	ations	04/01/08	08/31/08	GC 34	090	07/01/14
		-VI				
	DESTRUCTION	ALITHOPIZAT				
DEPARTMENT HEAD:	CITY ATTORNE	THE RESERVOIR CONTRACTOR OF THE PERSON NAMED IN	WHEN THE PERSON NAMED IN COLUMN	ITY CLER	K: ] 1	110.
Signature 7	Signature		Si	gnature	JW	WIK
<u>[[14][[</u> §				ate	115	15
Date City Council Approved Red		Ac	tual Date Rec		royed:	



Date City Council Approved Records for Destruction: \_

#### CITY OF AGOURA HILLS 2014 RECORDS DESTRUCTION REQUEST FORM

Depart			Prepared by:	Date:	Agoura Hill	ess Storage Box	
	unity Servi	ces	Cynthia L. Polich	09/15/14	No.: N/A	No.:	N/A
Page No.: 41	Item No.: 12		es Title and Contents (as ligistrations/Waivers of Liabilit		ention Schedu	ıle) :	
			ds for which I am requesting dest		a description of	each record suffic	cient for identification
			no., record series title and conten				
			posed is shredding. I hereby certif				
			retention period specified in Reso				
			research, or historic value and do r				
			ther by a statute, are not the minut				
			I request authority to destroy same		The second secon	THE RESERVE THE PERSON NAMED IN COLUMN 2 IS NOT THE OWNER.	
			or Destruction:	Date of	Records	Citation	Destruction
Desiration of the last			is listed on file label)	From:	То:	Number:	Date:
Spring	2009 Act	ivity Registra	tions	04/01/09	06/30/09	GC 34090	07/01/14
Spring	2009 Rec	Club/Tiny T	ot Sign-in sheets	04/01/09	06/30/09	GC 34090	07/01/14
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			DESTRUCTION	ON AUTHORIZA	TION		
711	TMENTH	IEAD:	CITY ATTOM	NEY		CITY CLERK:	Manu
Signatu // Date	4115		Signature O	14/15		Signature	5/15

Actual Date Records Destroyed: \_



Department: Community Services	Prepared by: Cynthia L. Polich	Date: 09/15/14	Agoura Hills No. N/A	Box Acce	ss Storage Box N/A
The state of the s	s Title and Contents (as listed in l		No. of Concession, Name of Street, or other party of the Concession, Name of Street, or other pa	Annual Control	
Listed below is a detailed list of record including the retention schedule page directed, the method of destruction prophave been retained for the minimum administrative, legal, evidential, fiscal, rmy knowledge, required to be kept furting the second se	Is for which I am requesting destruction. The no., record series title and contents, record posed is shredding. I hereby certify that the retention period specified in Resolution Notesearch, or historic value and do not affect thereby a statute, are not the minutes, ordinary.	I dates, retention records listed be b. 13-1709. I fur the title to real pr ances, or resoluti	requirements, a elow and/or attac ther certify that operty or liens the ions of the City (	and destruction da hed are more than the records listed ereon, are not cou Council or any City	te. Unless otherwise two years old and/o no longer have any rt records, are not, to board or committee
	request authority to destroy same pursuan				
List of Files Recommended for			Records	Citation	Destruction
(Description or title of records a		From:	To:	Number:	Date:
Winter 2009 Activity Registrat		09/01/08	03/31/09	GC 34090	07/01/14
Winter 2009 Rec Club/Tiny To	t Sign-in Sheets	09/01/08	03/31/09	GC 34090	07/01/14
	100 T			TAN-	
				2100	
				10	
	DESTRUCTION AU	THORIZAT	ION		
DEPARTMENT HEAD: Signature	Signature	1		ignature	Maru -
Date  Date City Council Approved Reco	Date			ate cords Destroyed	4.

### Exhibit A-4

Finance



Department:	Prepared by:	Date:	Agoura Hil	ls Box	Access	Storage Box
Finance Department	Monica Hanson	10/20/14	No.: F372			n date. Unless otherwise more than two years old listed no longer have any not court records, are not, noil or any City board or Government Code.  Destruction  Date:
No.: 44 No.: 3 Accounts Pa						
Listed below is a detailed list of reco						
including the retention schedule page						
directed, the method of destruction p	proposed is shredding. I hereby cert	ify that the records liste	ed below and/or	r attached a	re more t	han two years old
	imum retention period specified in Re					
List of Files Recommended 1	or Destruction:	The state of the s	Records	Citati	OF REAL PROPERTY.	AND DESCRIPTION OF THE PERSON NAMED IN
(Description or title of records		From:	To:	Numb		
Accounts Payable Check Stub	THE RESIDENCE OF THE PARTY OF T	The same of the sa				
Accounts Fayable Officer Ottob	s and invoices	04/25/07	05/23/07	G. C. 3	4090	07/01/14
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ng panggangangangangangangangangangan					resc to a spinar and	
DEPARTMENT HEAD:	DESTRUCTION CITY ATTORN	NAUTHORIZAT EY:	AND DESCRIPTION OF THE PARTY OF	ITY CLEF	RK: //	
Signature	Signature		S	ignature	110	your !
1   1   1   1   5   1   1   1   1   1		17	Ī	ate	110	(6
Date City Council Approved Rec	ords for Destruction:	A	ctual Date Re	cords Des	troyed:	



Depart	tment:		Prepared by:	Date:	Agoura Hil	Is Box	Access	Storage Box
Financ	e Departm	ent	Monica Hanson	10/20/14	No.: F373		No.: S-	
Page No.: 4	Item 4 No.: 3	Record Series Accounts Paya	Title and Contents (as listerable Files	ed in Records Rete	ntion Sched	lule):		
including directed, and/or had administ to my ki	the retention the method ave been reta rative, legal, nowledge, re	n schedule page no of destruction prop ained for the minimo evidential, fiscal, re quired to be kept	for which I am requesting destruction, record series title and contents, posed is shredding. I hereby certifum retention period specified in Ressearch, or historic value and do not further by a statute, are not the markets.	record dates, retention y that the records liste olution No. 13-1709. I affect the title to real ninutes, ordinances, o	requirements, ad below and/o further certify to property or lient r resolutions of	and destruct or attached and hat the record s thereon, and f the City Co	tion date. re more t ds listed r e not coul ouncil or	Unless otherwise han two years old to longer have any trecords, are not, any City board or
List of	Files Rec	ommended for	the City. I request authority to dest Destruction:	White the second	Records	Citati		Destruction
T-155-1-15			listed on file label)	From:	To:	Numb		Date:
Accour	nts Payable	e Check Stubs a	nd Invoices	02/28/07	04/11/07	G. C. 3	THE R. P. LEWIS CO., LANSING	07/01/14
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		Harris Harris						
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	<b>建造性</b>		DESTRUCTION	AUTHORIZAT	ION			
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Signatu [// Date	4/15		Signature 01/4/1 Date	T		Signature Date	1/10	5/0-
	y Council I	Approved Recor	ds for Destruction:	Ac	ctual Date Re		troyed:	



Finance Department	Monica Hanson	Date:	Agoura H No.: F374			Storage Box
		- Contract of the Contract of	THE REAL PROPERTY.		No.: S-	1/3145
Page Item Record Serie No.: 44 No.: 3 Accounts Pay	es Title and Contents (as listed in Re vable Files	coras Rete	ntion Sche	auie):		
	ds for which I am requesting destruction. The	list includes	a description	of each record	d sufficien	t for identification
	no., record series title and contents, record de					
	oposed is shredding. I hereby certify that the					
	num retention period specified in Resolution N					
	research, or historic value and do not affect th					
	t further by a statute, are not the minutes,					
	by the City. I request authority to destroy same	A STATE OF THE PERSON NAMED IN COLUMN				THE RESERVE TO BE ADDRESS OF THE PARTY OF TH
List of Files Recommended for (Description or title of records as		-	Records	Citati		Destruction
	The state of the s	From:	To:	Numl		Date:
Accounts Payable Check Stubs	and Invoices	12/27/06	02/14/07	G. C. 3	4090	07/01/14
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是相談提供的意思的意思。	DESTRUCTION AUTI	HORIZAT	ION			
DEPARTMENT HEAD:	CITY ATTORNEY	$\sim$		CITY CLE	RK: H	lano
Signature	Signature			Signature	11	-1
1/14/15	01/14/15			Lagar T	1/15	15
Date	Date			Date		
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Date City Council Approved Reco	ras for Destruction:	A	ctual Date R	ecords Des	troyed: _	



Departi	ment:		Prepared by:		Date:	Agoura Hil	ls Box	Acces	Storage Box
Finance	Departm	ent	Monica Hanson	and the second	10/20/14	No.: F375			173144
Page No.: 44	Item No.: 3	Record Series Accounts Paya	s Title and Contents (as lis	sted in Re	cords Rete	ntion Sched	ule) :		
			s for which I am requesting destre	uction. The	list includes	a description of	f each recor	d sufficier	nt for identification
including	the retentio	n schedule page n	o., record series title and contents	s, record da	tes, retention	requirements,	and destruc	ction date.	Unless otherwise
directed,	the method	of destruction pro	posed is shredding. I hereby cer	rtify that the	records liste	ed below and/o	r attached a	re more t	han two years old
and/or ha	ve been reta	ained for the minim	um retention period specified in R	esolution No	o. 13-1709. I	further certify ti	hat the reco	rds listed r	no longer have any
			esearch, or historic value and do r						
			further by a statute, are not the						
			y the City. I request authority to de	stroy same	STREET, SQUARE, SQUARE	the same of the sa	f the Californ	nia Govern	nment Code.
The second second		ommended for			Date of	Records	Citat		Destruction
		THE RESERVE TO SERVE THE PARTY OF THE PARTY	listed on file label)		From:	То:	Num	ber:	Date:
Account	ts Payable	Check Stubs	and Invoices		10/25/06	12/13/06	G. C. 3	34090	07/01/14
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	A A		DESTRUCTIO	N AUTH	IORIZAT	ION			
DEPAR	MENTH	EAD (	CITY ATTOR		Sandar Maria Maria Maria		ITY CLE	ŔK: 🎜	11111-
Signatur	e	1 0	Signature	110	<	3	Signature	11:	1
Date [ ]	14/15			(1)	7.50	Ī	ate	1115	16
Date City	Council	Approved Reco	ds for Destruction:		A	ctual Date Re		stroyed:	



Departi	ment:		Prepared by:	Date:	Agoura Hil	Is Box	Access	Storage Box
Finance	nce Department Monica Hanson 10/20/14 No.: F376 No.: S-173138							
Page No.: 44	Item No.: 3		s Title and Contents (as lis	ted in Records Rete	ntion Sched	ule):		
including directed, and/or ha	the retention the methodo we been ret	on schedule page in schedule page in I of destruction pro- ained for the mining	no., record series title and contents opposed is shredding. I hereby cer num retention period specified in Re	, record dates, retention tify that the records liste esolution No. 13-1709. I	requirements, od below and/o further certify the	and destruct r attached and hat the record	tion date. It re more that ds listed no	Unless otherwise an two years old blonger have an
				The second secon	Records	Citati	The second name of the local division in which the local division is not to be a second name of the local division in the local divi	Destruction
(Descrip	otion or ti	le of records as	s listed on file label)	From:	To:	Numb	er:	Date:
Accoun	Item Record Series Title Accounts Payable Fibelow is a detailed list of records for whing the retention schedule page no., record, the method of destruction proposed is have been retained for the minimum retestrative, legal, evidential, fiscal, research, knowledge, required to be kept further ttee, and are no longer required by the Citof Files Recommended for Destruction or title of records as listed units Payable Check Stubs and Investigation of the control of the c	and Invoices	09/13/06	10/11/06	G. C. 3	4090	07/01/14	
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DEPAR	TMENT	EADs (	DESTRUCTIO	N AUTHORIZAT	CONTRACTOR OF THE PROPERTY OF THE PARTY OF T	CITY CLER	2K-   //	
Signatur	CTL	HCV	Signature	Sil	_	Signature		lery
Date	14/15			4115		Date	11151	15
Date City	y Council	Approved Reco	rds for Destruction:	Ac	ctual Date Re	ecords Des	troyed: _	



Department:	Prepared by:	Date:	Agoura Hil	Is Box Ac	cess Storage Box
Finance Department	Monica Hanson	THE RESERVE THE PERSON NAMED IN COLUMN 1	No.: F378	The second second	o.: S-173146
Page Item Record Serie No.: 47 No.: 14 Daily Cash Re	es Title and Contents (as lis	ted in Records Rete	ntion Sched	ule):	
Listed below is a detailed list of record		ction. The list includes	a description of	ooch roord au	ffiniont for identification
including the retention schedule page					
directed, the method of destruction pr					
and/or have been retained for the minir					
administrative, legal, evidential, fiscal,					
to my knowledge, required to be kep					
committee, and are no longer required					
List of Files Recommended for			Records	Citation	Destruction
(Description or title of records a	s listed on file label)	From:	To:	Number:	Date:
Cash Receipts		09/01/06	10/31/06	G. C. 3409	00 07/01/14
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					and the second
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A THE STATE OF THE					
	uana:				
	DESTRUCTIO	N AUTHORIZAT	ION		
DEPARTMENT HEAD:	CITY ATTORN	EY:	C	ITY CLERK:	BULTUN
Signature 1141K	Signature 0/14	41+	S	ignature	15/1×
Date	Date		Ī	ate	1:310
Date City Council Approved Reco	ords for Destruction:	Δ.	ctual Date Re	cords Destroy	ved:



Department:			Prepared by:	Date:	Agoura H	ills Box	Access Storage Box
Finance Depart	tment		Monica Hanson	10/20/14	No.: F379		No.: S-173147
Page	ltem		Title and Contents (as liste				
		Accounts Paya	ble Check Stubs& Invoices/E	Bank Stmts Cand	celled Cks E	Bank Rec	
			I am requesting destruction. The				
			series title and contents, record of				
			redding. I hereby certify that the re				
			eriod specified in Resolution No.				
administrative, lega	al, evidential,	fiscal, research, or	historic value and do not affect the	title to real propert	y or liens then	eon, are not	court records, are not, to
			ute, are not the minutes, ordinance				board or committee, and
		ded for Destruc	y to destroy same pursuant to Sect		THE PERSON NAMED AND ADDRESS OF THE PERSON NAMED IN COLUMN	The second second	n I Doodwards
		ords as listed on		100	Records	Citatio Numbe	
Accounts Payal	1,000	nas as listed on	The label)	From:	To:	Name and Address of the Owner, where	
FIRE V	11,000			06/13/07	06/27/07	G. C. 34	
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Signature		0 1/1 /	- Continue			Cianata	Duyn
Jigilalule	15		Signature OLI 41 (n			Signature	Hirly
Date	10					D-4-	111111111111111111111111111111111111111
Date			Date			Date	
Date City Counc	il Annrover	d Records for De	struction:	Y 11 X X	ctual Dato F	Pacarda Da	otrovodi



Department			Prepared by:	Date:	A STATE OF THE PARTY OF THE PAR		ccess Storage Box
Finance Dep			Monica Hanson	The Part of the Pa	No.: F380		lo.: S-173148
Page No.: 47	Item No.: 14	Daily Cash Red					
including the re directed, the mo have been reta administrative, I my knowledge,	tention schedu ethod of destruction ined for the m egal, evidential required to be k	le page no., record ction proposed is shi inimum retention pe , fiscal, research, or tept further by a state	n I am requesting destruction. series title and contents, recorredding. I hereby certify that the priod specified in Resolution N historic value and do not affect ute, are not the minutes, ordinar y to destroy same pursuant to S	d dates, retention requestresses, retention requestresses of 13-1709. If further the title to real propertices, or resolutions of the dates.	uirements, and and/or attache certify that the y or liens there he City Counc	d destruction of d are more the e records liste eon, are not co il or any City b	date. Unless otherwise an two years old and/or ed no longer have any ourt records, are not, to
		ded for Destruc		The second secon	Records	Citation	Destruction
(Description	or title of rec	ords as listed on	file label)	From:	То:	Number	: Date:
Cash Receip	ts .			05/01/07	06/29/07	G. C. 340	90 07/01/14
			DESTRUCTION AL	THORIZATION			
DEPARTME	NT HEAD:	J ,	CITY ATTOR	NEV:		CITY CLE	ek: Mur
Signature   14	115		Signature / Ol/14	+/15		Signature / Date	15/15
	ncil Approve	d Records for De		A	ctual Date R		troved:



Department			Prepared by:	Date:			cess Storage Box
Finance Der			Monica Hanson		No.: F381		: S-173142
Page No.: 47	Item No.: 14	Daily Cash Rec	<b>Title and Contents</b> (as eipts	listed in Records Re	etention Sci	nedule) :	
including the re directed, the m have been reta	etention schedu ethod of destru ained for the m	le page no., record of ction proposed is shr ninimum retention pe	I am requesting destruction. series title and contents, reconsidered in the series of	ord dates, retention require records listed below a No. 13-1709. I further of	irements, and and/or attache certify that th	d destruction dand are more than e records listed	te. Unless otherwise two years old and/o no longer have any
			te, are not the minutes, ordina				
are no longer re	equired by the C	ity. I request authority	to destroy same pursuant to S	Section 34090 of the Cal	fornia Govern		
		ded for Destruc		Date of	Records	Citation	Destruction
	-	ords as listed on	file label)	From:	То:	Number:	Date:
Cash Receip	ots			11/01/06	01/31/07	G. C. 34090	07/01/14
			**************************************				
•			DESTRUCTION A	UTHORIZATION			
DEPARTME Signature	NTHEAD	<u>)                                    </u>	Signature /	RME		Signature //	Hur
Date	115		Date	4/17		Date	15/15
Date City Cou	incil Approve	d Records for Des	struction:	_ A	ctual Date R	Records Destre	oyed:



Department:		F	repared by:	marie i	Date:	Agoura H	ills Box	Acce	ss Storage Box
Finance Depa	artment	N	Monica Hanson	11-1111					S-173137
Page	Item	Record Series	Title and Contents (as lis	ted in F	Records Re	tention Scl	nedule):		
No.: 47	No.: 14	Daily Cash Rece	eipts						
			I am requesting destruction. T						
			eries title and contents, record						
directed, the me	thod of destruc	tion proposed is shre	dding. I hereby certify that the	records li	sted below a	nd/or attache	d are more	than tv	vo years old and/or
have been retail	ned for the m	inimum retention per	iod specified in Resolution No	. 13-1709	). I further o	ertify that the	e records I	isted n	o longer have any
administrative, le	egai, evidentiai,	fiscal, research, or h	istoric value and do not affect to	he title to	real property	or liens there	eon, are no	t court	records, are not, to
			e, are not the minutes, ordinand						or committee, and
		ded for Destruct	to destroy same pursuant to Se	ction 340		Records	Citatio		Doctmotion
		ords as listed on f				To:	Numb		Destruction
Daily Cash Re		ordo do notod on r	ilo labol)		From:		-	_	Date:
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			DESTRUCTION AU	THOR	ZATION				Logical Actions
es a deposit desay. R		PRESENTATION OF	DESTRUCTION AU	7	ZATION				MARKER
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Signature	100		Signature	111			Signature	11.	11
1/14/	13		01114	113				110	16
Date			Date				Date	10.10.	
Date City Cour	cil Approve	d Records for Des	truction:		A.	dual Data M	loogude A	4	a al.
Duto Oity Cour	ion uhbi 0480	a Necords for Des	u u c u o i i .		AC	tual Date R	ecoras D	estroy	ea:



Department		Pro	epared by:		Date:	Agoura H	ills Box	Access	Storage Box
Finance Dep	artment	Mo	nica Hanson		10/20/14	No.: F402		No.: ∧	
Page No.: 49	Item No.: 23	Record Series Tit Payroll - Payroll Re	tle and Contents (as	s listed in l	Records Re	tention Sci	nedule) :		
A CONTRACTOR OF THE PARTY OF TH			equesting destruction. Th	e list include	s a description	of each reco	rd sufficien	for identif	ication, including
			contents, record dates,						
			y certify that the records						
			Resolution No. 13-1709. I						
			affect the title to real prop						
			nances, or resolutions of			y board or co	nmittee, an	d are no lo	onger required by
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Signature	115		Signature	11/11			Signature	1/10	-14
Date 119	115		Date	7713			Date	110	15
	L. Burry								
Date City Cou	ncii Approve	d Records for Destre	iction:	## II, W 11.	Ac	tual Date F	Records D	estroyed	



Department:			Prepared by:		Date:	Agoura H	ills Box	Access	Storage Box
Finance Depart	tment		Monica Hanson		10/20/14	No.: F403		No.: /	
Page No.: 49	Item No.: 23	Record Series Payroll - Payro	Title and Contents (as	s listed in F	Records Re	tention Sc.	hedule):		
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			and contents, record dates,						
			ereby certify that the records						
			in Resolution No. 13-1709. I						
			not affect the title to real prop						
			ordinances, or resolutions of			y board or co	mmittee, an	d are no lo	enger required by
List of Files Ro			nt to Section 34090 of the Cal	ifornia Gover		December	04-4	II.	D 4 4
THE PARTY OF THE P		rds as listed on		10000	The second second	Records	Citat		Destruction
	uue oi reco	irus as iist <del>o</del> u ori	Ille label)	-	From:	To:	Num	-	Date:
Payoll Reports					01/01/07	12/31/07	26CFR3	1.6001-1	07/01/14
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			DESTRUCTION A	UTHOR	IZATION				
DEPARTMENT	HEAD:		CITY ATTO	RMEY:	7.		CITY CL	ERK:	100.
Signature	V V		Signature				Signature	(X	Mark
Iluit	15		Olymature	114/14			Signature		5/15
Date	10		Date	4113			Date	110	110
			Date				Date		
Date City Counc	il Approved	Records for De	struction:		A	ctual Date F	Records D	estroyed	

### Exhibit A-5

Public Works/Building & Safety



Departi			Prepared by:		Agoura H	ills Box		s Storage Box
	and Safe		Karen Sanders	10/14/14			No.:	o de al Entresylèni
Page No.: 57		Building and S	s Title and Contents (as liste afety-Plans and Drawings - M	lisc Nonstructural F	Plans and [	Orawings		
			for which I am requesting destruc					
			o., record series title and contents,					
			posed is shredding. I hereby certif					
			um retention period specified in Res search, or historic value and do not					
			further by a statute, are not the n					
			y the City. I request authority to dest					
·	IN	ommended for		the state of the s	Records	Citati	AND DESCRIPTION OF THE PARTY.	Destruction
(Descrip	otion or tit	le of records as	listed on file label)	From:	To:	Numb	er:	Date:
28364 E	Balkins Dr	ive - Gate/Post	(13464)	06/21/10	10/14/10	HITS 1985	50	07/01/14
			Remodel (13609)	08/20/10	03/09/11	-		07/01/14
			nd Bath Remodel (13972)	02/08/11	04/25/11	198	U- CONTRACT	07/01/14
342			s, BBQ, Wall (12597)	01/07/09	06/23/09			07/01/14
		ve - Pilasters/G		07/08/10	03/11/11	198		07/01/14
		ve -Shed (1454		12/08/11	02/23/12			07/01/14
		110000000000000000000000000000000000000	teration (13140)	11/25/09	04/28/10			
A PARTY I	With the same				08/29/12	200		07/01/14
	The state of the s	The state of the s	I Alteration (14906)	07/11/12				07/01/14
	-CA-CALL SHOWING	ace - Pilasters/G		07/01/04	06/21/05			07/01/14
			Remodel (14207)	06/02/11	10/28/11	198		07/01/14
			ining Room and Kitchen (132		03/04/10	198		07/01/14
		ve - Kitchen Rei		07/06/10	03/04/11	198		07/01/14
6043 La	ke Linder	o Drive - Kitche	n Remodel/Drain (14744)	04/17/12	05/25/12	198	50	07/01/14
5365 Le	wis Road	- SF Remodel	(14756)	04/26/12	08/07/12	198	50	07/01/14
29195 C	Quail Run	Drive - Garage	Drywall (13917)	01/27/11	02/02/11	198	50	07/01/14
6028 Ru	ustling Oa	ks Drive - Firep	lace (13484)	06/15/10	08/30/10	198	50	07/01/14
30428 5	Sandtrap (	Orive - SF Altera	ation (12838)	06/12/09	06/19/09	198	50	07/01/14
5665 Sli	icers Circ	le - Repair Balco	ony (13948)	02/09/11	02/25/11	198	50	07/01/14
30708 V	Vhaleboa	t Place - Bath R	emodel (13409)	04/26/10	08/04/10	198	50	07/01/14
TIP TO THE TIP			DESTRUCTION	AUTHORIZAT	ION			
DEPAR	TMENT H	HEAD:	CITY ATTORN			CITY CITE	RK:N	-
Signatui Date	e / 15	14	Signature Ol 14	15		Signature	5/15	
	v Council	Approved Peco	rds for Destruction:	A	ctual Date	Dale Records Des	stroved	



Department:	Prepared by:	10	Date:	Agoura H	ills Box	Access	Storage Box
Building and Safety	Karen Sanders	12	10/14/14	No.:		No.:	
Page Item Record Serion No.: 57 No.: 9 Sign in Sheet	es Title and Contents	s (as listed in Re	cords Rete	ntion Sche	dule):		
Listed below is a detailed list of recor		ng destruction. The	list includes a	description	of each record	sufficient	for identification
including the retention schedule page							
directed, the method of destruction pr							
and/or have been retained for the mini							
administrative, legal, evidential, fiscal,							The State of the S
to my knowledge, required to be ker							
committee, and are no longer required							
List of Files Recommended for Destruction:		y		Records	Citatio	CONTRACTOR OF STREET	Destruction
(Description or title of records as listed on file label)			From:	To:	Numb		Date:
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Sign in Sheets			01/01/11	12/31/11	GC. 3409	0	07/01/14
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an theydra ( )					Delaster		
Signature	Signat	ure, (III			Signature	1	
10/14/14		2114115			1/15	45	
Date	Date				Date		
Date City Council Approved Rec	cords for Destruction:		A	ctual Date i	Records Des	troyed: _	