



## 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

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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)

Resolution No. 15-1773

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Iliece Buckley Weber, Mayor

ATTEST:

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Kimberly M. Rodrigues, MPPA, MMC  
City Clerk

**Exhibit A-1**

*City Clerk*

**Exhibit A-1**

*City Clerk*

















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


<b>Department:</b> City Clerk	<b>Prepared by:</b> Kimberly M. Rodrigues	<b>Date:</b> 06/16/14	<b>Agoura Hills Box No.:</b> N/A	<b>Access Storage Box No.:</b> N/A
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<b>Page No.:</b> 13	<b>Item No.:</b> 4	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Bids/Proposals Files (Unsuccessful Bidders): Bids/proposals received
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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:		
<b>RFP - Professional Architectural/Design Services - City of Agoura Hills Recreation Center</b>	06/22/11	07/22/11	G. C. 34090	07/01/14
<b>Late Filer (Not Considered):</b> G3 Architects and Builders	06/02/11	07/22/11	G. C. 34090	07/01/14
<b>Not Selected for Interview:</b>				
ACSA Incorporated	06/22/11	07/22/11	G. C. 34090	07/01/14
Atkins North America, Inc.	06/22/11	07/22/11	G. C. 34090	07/01/14
Crane Architectural Group	06/22/11	07/22/11	G. C. 34090	07/01/14
Design Studio Architects	06/22/11	07/22/11	G. C. 34090	07/01/14
Design West, Inc.	06/22/11	07/22/11	G. C. 34090	07/01/14
Kaplan Chen Kaplan, Architects	06/22/11	07/22/11	G. C. 34090	07/01/14
Kennard Design Group	06/22/11	07/22/11	G. C. 34090	07/01/14
Kitchell CEM	06/22/11	07/22/11	G. C. 34090	07/01/14
Kruger Bensen Ziemer Architects, Inc.	06/22/11	07/22/11	G. C. 34090	07/01/14
Onyx Architects, Inc.	06/22/11	07/22/11	G. C. 34090	07/01/14
The Luckman Partnership, Inc.	06/22/11	07/22/11	G. C. 34090	07/01/14
<b>Selected for Interview, but Withdrew from Process:</b>				
MDA Johnson Favaro	06/22/11	07/22/11	G. C. 34090	07/01/14
<b>Selected for Interview, but not Selected for Project:</b>				
CWA AIA, Inc.	06/22/11	07/22/11	G. C. 34090	07/01/14
Doughtery & Dougherty Architects, LLP	06/22/11	07/22/11	G. C. 34090	07/01/14
Gruen Associates	06/22/11	07/22/11	G. C. 34090	07/01/14
LPA, Inc.	06/22/11	07/22/11	G. C. 34090	07/01/14
The Albert Group Architects	06/22/11	07/22/11	G. C. 34090	07/01/14
WLC Architects, Inc.	06/22/11	07/22/11	G. C. 34090	07/01/14

**DESTRUCTION AUTHORIZATION**

**DEPARTMENT HEAD:**  
  
 Signature  
 Date 6/16/14

**CITY ATTORNEY:**  
  
 Signature  
 Date 01/14/15

**CITY CLERK:**  
  
 Signature  
 Date 1/15/15

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

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





## CITY OF AGOURA HILLS 2014 RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> City Clerk	<b>Prepared by:</b> Kimberly M. Rodrigues	<b>Date:</b> 07/08/14	<b>Agoura Hills Box No.:</b> N/A	<b>Access Storage Box No.:</b> N/A
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<b>Page No.:</b> 16	<b>Item No.:</b> 13	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> City Council DVD Recordings of Meetings
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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	Destruction
	From:	To:	Number:	Date:
N/A	01/12/11	01/12/11	G. C. 34090.7	07/01/14
City Council Meeting DVD - 1 of 1 (Master plus Backup)	01/26/11	01/26/11	G. C. 34090.7	07/01/14
City Council Meeting DVD - 1 of 1 (Master plus Backup)	02/09/11	02/09/11	G. C. 34090.7	07/01/14
City Council Meeting DVD - 1 of 1 (Master plus Backup)	02/23/11	02/23/11	G. C. 34090.7	07/01/14
City Council Meeting DVD - 2 of 2 (Master plus Backup)	03/09/11	03/09/11	G. C. 34090.7	07/01/14
City Council Meeting DVD - 1 of 1 (Master plus Backup)	03/23/11	03/23/11	G. C. 34090.7	07/01/14
City Council Meeting DVD - 1 of 1 (Master plus Backup)	04/13/01	04/13/11	G. C. 34090.7	07/01/14
N/A	04/27/11	04/27/11	G. C. 34090.7	07/01/14
City Council Meeting DVD - 1 of 1 (Master)	05/11/11	05/11/11	G. C. 34090.7	07/01/14
City Council Meeting DVD - 1 of 1 (Master plus Backup)	05/25/11	05/25/11	G. C. 34090.7	07/01/14
N/A	06/01/11	06/01/11	G. C. 34090.7	07/01/14
City Council Meeting DVD - 1 of 1 (Master plus Backup)	06/08/11	06/08/11	G. C. 34090.7	07/01/14
City Council Meeting DVD - 1 of 1 (Master plus Backup)	06/22/11	06/22/11	G. C. 34090.7	07/01/14
City Council Meeting DVD - 1 of 1 (Master plus Backup)	07/13/11	07/13/11	G. C. 34090.7	07/01/14
City Council Meeting DVD - 1 of 1 (Master plus Backup)	08/10/11	08/10/11	G. C. 34090.7	07/01/14
City Council Meeting DVD - 1 of 1 (Master plus Backup)	08/24/11	08/24/11	G. C. 34090.7	07/01/14
City Council Meeting DVD - 1 of 1 (Master plus Backup)	09/14/11	09/14/11	G. C. 34090.7	07/01/14
City Council Meeting DVD - 1 of 1 (Master plus Backup)	09/27/11	09/27/11	G. C. 34090.7	07/01/14
City Council Meeting DVD - 1 of 1 (Master plus Backup)	10/12/11	10/12/11	G. C. 34090.7	07/01/14
City Council Meeting DVD - 1 of 1 (Master plus Backup)	10/26/11	10/26/11	G. C. 34090.7	07/01/14
City Council Meeting DVD - 1 of 1 (Master plus Backup)	11/09/11	11/09/11	G. C. 34090.7	07/01/14
City Council Meeting DVD - 1 of 1 (Master plus Backup)	11/28/11	11/28/11	G. C. 34090.7	07/01/14
N/A	12/06/11	12/06/11	G. C. 34090.7	07/01/14
City Council Meeting DVD - 1 of 1 (Master plus Backup)	12/14/11	12/14/11	G. C. 34090.7	07/01/14

### DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
  
 Signature \_\_\_\_\_  
 Date 7/8/14

**CITY ATTORNEY:**  
  
 Signature \_\_\_\_\_  
 Date 01/14/15

**CITY CLERK:**  
  
 Signature \_\_\_\_\_  
 Date 1/15/15

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

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



## CITY OF AGOURA HILLS 2014 RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> City Clerk	<b>Prepared by:</b> Kimberly M. Rodrigues	<b>Date:</b> 07/08/14	<b>Agoura Hills Box No.:</b> N/A	<b>Access Storage Box No.:</b> N/A
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	From:	To:		
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City Council Meeting DVD - 1 of 1 (Master plus Backup)	01/25/12	01/25/12	G. C. 34090.7	07/01/14
City Council Meeting DVD - 1 of 1 (Master plus Backup)	02/08/12	02/08/12	G. C. 34090.7	07/01/14
City Council Meeting DVD - 1 of 1 (Master plus Backup)	02/22/12	02/22/12	G. C. 34090.7	07/01/14
City Council Meeting DVD - 1 of 1 (Master plus Backup)	03/14/12	04/14/12	G. C. 34090.7	07/01/14
City Council Meeting DVD - 1 of 1 (Master plus Backup)	03/28/12	03/28/12	G. C. 34090.7	07/01/14
City Council Meeting DVD - 1 of 1 (Master plus Backup)	04/11/12	04/11/12	G. C. 34090.7	07/01/14
City Council Meeting DVD - 1 of 1 (Master plus Backup)	04/25/12	04/25/12	G. C. 34090.7	07/01/14
City Council Meeting DVD - 1 of 1 (Master plus Backup)	05/09/12	05/09/12	G. C. 34090.7	07/01/14
City Council Meeting DVD - 1 of 1 (Master plus Backup)	05/23/12	05/23/12	G. C. 34090.7	07/01/14
City Council Meeting DVD - 1 of 1 (Master plus Backup)	06/13/12	06/13/12	G. C. 34090.7	07/01/14
City Council Meeting DVD - 1 of 1 (Master plus Backup)	06/27/12	06/27/12	G. C. 34090.7	07/01/14
City Council Meeting DVD - 1 of 1 (Master plus Backup)	07/11/12	07/11/12	G. C. 34090.7	07/01/14
N/A	07/23/12	07/23/12	G. C. 34090.7	07/01/14
City Council Meeting DVD - 1 of 1 (Master plus Backup)	08/22/12	08/22/12	G. C. 34090.7	07/01/14
City Council Meeting DVD - 1 of 1 (Master)	09/12/12	09/12/12	G. C. 34090.7	07/01/14
City Council Meeting DVD - 1 of 1 (Master plus Backup)	10/10/12	10/10/12	G. C. 34090.7	07/01/14
City Council Meeting DVD - 1 of 1 (Master plus Backup)	10/24/12	10/24/12	G. C. 34090.7	07/01/14
City Council Meeting DVD - 1 of 1 (Master plus Backup)	11/14/12	11/14/12	G. C. 34090.7	07/01/14
City Council Meeting DVD - 1 of 1 (Master plus Backup)	11/28/12	11/28/12	G. C. 34090.7	07/01/14
City Council Meeting DVD - 1 of 1 (Master plus Backup)	12/19/12	12/19/12	G. C. 34090.7	07/01/14

### DESTRUCTION AUTHORIZATION

<b>DEPARTMENT HEAD:</b> <u><i>[Signature]</i></u> Date <u>7/8/14</u>	<b>CITY ATTORNEY:</b> <u><i>[Signature]</i></u> Signature Date <u>01/14/15</u>	<b>CITY CLERK:</b> <u><i>[Signature]</i></u> Signature Date <u>1/15/15</u>
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**Exhibit A-2**

*Community Development*





**Exhibit A-3**

*Community Services*



















Exhibit A-4

*Finance*





























**Exhibit A-5**

*Public Works/Building & Safety*



