



## REPORT TO CITY COUNCIL

**DATE:** FEBRUARY 8, 2017  
**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL  
**FROM:** GREG RAMIREZ, CITY MANAGER   
**BY:** KIMBERLY RODRIGUES, CITY CLERK   
**SUBJECT:** ADOPT RESOLUTION NO. 17-1835; 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 – Ninth Edition* (as adopted by the City Council on October 26, 2016).

Attached are the lists of records and files, presented for destruction for 2016, from the Administration/Personnel, Building & Safety, City Clerk, Community Services, Finance, and Planning departments.

Each *Records Destruction Request Form* identifies the appropriate sections of the Health and Safety Code 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 or constitute duplicative records; 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. 17-1835; 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 / Personnel	Exhibit A-4	Community Services
Exhibit A-2	Building & Safety	Exhibit A-5	Finance
Exhibit A-3	City Clerk	Exhibit A-6	Planning

Attachments: Resolution No. 17-1835, with Exhibits

**RESOLUTION NO. 17-1835**

**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 / PERSONNEL, BUILDING & SAFETY, CITY CLERK, COMMUNITY SERVICES, FINANCE, AND PLANNING)**

**WHEREAS**, Section 34090 et seq. of the Government Code of the State of California authorizes 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,

**WHEREAS**, In the opinion of the Department Heads concerned, City Attorney, and City Clerk, said City records and documents are no longer required or constitute duplicates of City records; 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 Health & Safety Code (Section 19850) and Government Code (Sections 12946, 19850, 34090 and 34090.7) of the State of California; in accordance with the provisions of the City of Agoura Hills Records Retention/Destruction Schedule (Ninth 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. 17-1835  
Page Two

**PASSED, APPROVED, and ADOPTED** this 8<sup>th</sup> day of February 2017, by the following vote, to wit:

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

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Denis Weber, Mayor

ATTEST:

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Kimberly M. Rodrigues, MPPA, MMC  
City Clerk

**Exhibit A-1**

*Administration / Personnel*



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Administration / Personnel	<b>Prepared by:</b> (Type Name/Initial Form) Amber Victoria <i>AV</i>	<b>Date:</b> 01/19/17	<b>Agoura Hills Box No.:</b> N/A	<b>Access Storage Box No.:</b> N/A
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<b>Page No.:</b> 7	<b>Item No.:</b> 6	<b>Record Series Title and Contents</b> (as listed in Records Retention Schedule): Personnel Files
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*By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.*

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Adams, Ann	10/15/96	07/01/97	G. C. 12946/34090	07/01/16
Adams, David E.	06/19/95	12/26/03	G. C. 12946/34090	07/01/16
Adams, Vincent	10/31/99	04/12/02	G. C. 12946/34090	07/01/16
Adler, David	10/15/99	05/09/00	G. C. 12946/34090	07/01/16
Allegro, Adam	06/15/98	06/26/98	G. C. 12946/34090	07/01/16
Allen, Brian	10/22/01	10/22/06	G. C. 12946/34090	07/01/16
Ames, Melissa	08/01/94	08/27/09	G. C. 12946/34090	07/01/16
Amini, Darya	01/12/00	02/15/08	G. C. 12946/34090	07/01/16
Anderson, David H.	03/03/95	05/03/01	G. C. 12946/34090	07/01/16
Anderson, Jessica	09/10/04	11/23/05	G. C. 12946/34090	07/01/16
Anderson, Kim	02/03/98	06/30/06	G. C. 12946/34090	07/01/16
Antonsen, Joanna J	09/28/00	02/15/01	G. C. 12946/34090	07/01/16
Armstrong, Roger	05/01/00	05/01/00	G. C. 12946/34090	07/01/16
Arons, Neal	04/28/98	08/24/98	G. C. 12946/34090	07/01/16
Ashby, John	01/14/03	06/30/06	G. C. 12946/34090	07/01/16
Aune, Christopher	03/07/05	06/29/06	G. C. 12946/34090	07/01/16
Bailey, Kathleen	06/23/04	11/23/05	G. C. 12946/34090	07/01/16
Ballman, Darlene	10/05/01	04/01/03	G. C. 12946/34090	07/01/16
Ballman, Troy	11/01/94	09/25/98	G. C. 12946/34090	07/01/16
Barari, Mana	07/07/00	08/18/00	G. C. 12946/34090	07/01/16
Barari, Mana	10/11/97	08/13/99	G. C. 12946/34090	07/01/16
Barari, Neama	10/13/04	03/09/05	G. C. 12946/34090	07/01/16
Barari, Omead	03/04/05	08/14/07	G. C. 12946/34090	07/01/16
Bardwill, Jessica	05/15/03	06/30/06	G. C. 12946/34090	07/01/16
Barros, Erika Lindquist	10/19/98	02/23/01	G. C. 12946/34090	07/01/16
Bauer, Connie Marie	05/07/04	06/30/06	G. C. 12946/34090	07/01/16
Bealer, Kelsey	01/03/07	01/23/07	G. C. 12946/34090	07/01/16
Becker, Adria	03/16/04	04/26/05	G. C. 12946/34090	07/01/16

### DESTRUCTION AUTHORIZATION

<b>DEPARTMENT HEAD:</b>  Signature _____ Date <u>1/19/17</u>	<b>CITY ATTORNEY:</b>  Signature _____ Date <u>01/30/17</u>	<b>CITY CLERK:</b>  Signature _____ Date <u>1/31/17</u>
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Date Destruction of Records Approved by City Council: \_\_\_\_\_
Actual Destruction Date: \_\_\_\_\_



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Administration / Personnel	<b>Prepared by:</b> (Type Name/Initial Form) Amber Victoria <i>AV</i>	<b>Date:</b> 01/19/17	<b>Agoura Hills Box No.:</b> N/A	<b>Access Storage Box No.:</b> N/A
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<b>Page No.:</b> 7	<b>Item No.:</b> 6	<b>Record Series Title and Contents</b> (as listed in Records Retention Schedule): Personnel Files
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*By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/ Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.*

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Behm, Nikita	09/10/03	04/19/04	G. C. 12946/34090	07/01/16
Bell, Ellen	04/01/93	11/01/00	G. C. 12946/34090	07/01/16
Berger, Annette	11/19/97	05/11/00	G. C. 12946/34090	07/01/16
Berkman, Kenneth	06/21/04	03/01/07	G. C. 12946/34090	07/01/16
Bernath, Erika	12/13/99	12/10/04	G. C. 12946/34090	07/01/16
Bernstein, Jessica	05/05/04	08/26/04	G. C. 12946/34090	07/01/16
Bessard, Ralph Jr.	07/01/91	08/20/99	G. C. 12946/34090	07/01/16
Bianchini, Doris L.	08/07/95	11/23/05	G. C. 12946/34090	07/01/16
Birnbaum, Amy Sung	06/16/06	03/18/08	G. C. 12946/34090	07/01/16
Blackwell, Clovis	08/09/04	11/23/05	G. C. 12946/34090	07/01/16
Blake, David	10/31/01	06/30/06	G. C. 12946/34090	07/01/16
Blatt, Coleen	01/22/96	09/25/98	G. C. 12946/34090	07/01/16
Blewett, Barbara	02/28/94	08/28/97	G. C. 12946/34090	07/01/16
Blewett, Barbara	10/05/05	10/31/08	G. C. 12946/34090	07/01/16
Boespflug, Audrey	04/18/95	09/25/98	G. C. 12946/34090	07/01/16
Boyd, Christine	01/19/99	05/27/99	G. C. 12946/34090	07/01/16
Brammer, Barbara L.	04/25/96	10/15/96	G. C. 12946/34090	07/01/16
Brancato, Yani	10/10/00	01/21/03	G. C. 12946/34090	07/01/16
Brassfield, Norrie	09/26/91	09/26/91	G. C. 12946/34090	07/01/16
Braslavsky, Roman B.	04/20/94	09/25/98	G. C. 12946/34090	07/01/16
Brennan, Ryan	04/30/98	05/04/98	G. C. 12946/34090	07/01/16
Bridge, Clinton	08/07/95	06/26/98	G. C. 12946/34090	07/01/16
Broderick, Donna	09/20/93	10/29/96	G. C. 12946/34090	07/01/16
Brooks, Barbara	02/21/07	11/20/08	G. C. 12946/34090	07/01/16
Brown, Audrey J.	07/01/91	09/21/00	G. C. 12946/34090	07/01/16
Brown, Tiffany	10/16/97	09/25/98	G. C. 12946/34090	07/01/16
Brueck, Robert	01/15/92	10/29/96	G. C. 12946/34090	07/01/16
Burch, Aaron	11/03/05	03/18/08	G. C. 12946/34090	07/01/16

### DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
  
 Signature \_\_\_\_\_  
 Date 1/19/17

**CITY ATTORNEY:**  
  
 Signature \_\_\_\_\_  
 Date 01/30/17

**CITY CLERK:**  
  
 Signature \_\_\_\_\_  
 Date 1/31/17

Date Destruction of Records Approved by City Council: \_\_\_\_\_

Actual Destruction Date: \_\_\_\_\_



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Administration / Personnel	<b>Prepared by:</b> (Type Name/Initial Form) Amber Victoria <i>AV</i>	<b>Date:</b> 01/19/17	<b>Agoura Hills Box No.:</b> N/A	<b>Access Storage Box No.:</b> N/A
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	From:	To:		
Burch, Stephen W.	04/21/97	01/21/03	G. C. 12946/34090	07/01/16
Burciaga, David	10/11/98	10/14/98	G. C. 12946/34090	07/01/16
Burstein, David	09/28/05	05/05/06	G. C. 12946/34090	07/01/16
Byer, Zachary	06/22/05	07/19/05	G. C. 12946/34090	07/01/16
Cadruvi, Kathy	04/12/04	06/30/06	G. C. 12946/34090	07/01/16
Cambalik, Michael	11/12/04	12/09/06	G. C. 12946/34090	07/01/16
Campbell, Justin	06/15/98	06/26/98	G. C. 12946/34090	07/01/16
Carr, Bruce L.	07/22/96	09/25/98	G. C. 12946/34090	07/01/16
Carroll, Christopher	05/19/98	12/09/98	G. C. 12946/34090	07/01/16
Carroll, Michael	10/12/05	05/16/06	G. C. 12946/34090	07/01/16
Carroll, Jennifer	07/02/98	11/23/05	G. C. 12946/34090	07/01/16
Castle, Ron	07/16/91	12/27/91	G. C. 12946/34090	07/01/16
Chai, Alex	06/30/05	07/05/05	G. C. 12946/34090	07/01/16
Chambers, Cynthia	10/05/02	12/07/05	G. C. 12946/34090	07/01/16
Chater, Mary Ann	08/10/05	06/30/06	G. C. 12946/34090	07/01/16
Chau, Jacqueline S.	07/31/96	05/04/98	G. C. 12946/34090	07/01/16
Chen, Donald Y	01/18/96	07/17/96	G. C. 12946/34090	07/01/16
Chisolm, Jammie	04/14/04	05/31/05	G. C. 12946/34090	07/01/16
Choi, Jenny	10/08/01	01/15/03	G. C. 12946/34090	07/01/16
Cirilo, Marisa	05/26/09	08/27/09	G. C. 12946/34090	07/01/16
Cirilo, Marisa	09/28/01	09/26/02	G. C. 12946/34090	07/01/16
Clarke, Lise	07/01/91	11/13/95	G. C. 12946/34090	07/01/16
Cohen, Andrew	04/18/95	11/11/96	G. C. 12946/34090	07/01/16
Cohen, Anthony J.	03/03/92	09/28/98	G. C. 12946/34090	07/01/16
Cohen, Charles	09/26/02	05/06/03	G. C. 12946/34090	07/01/16
Cohn, Deborah S.R.	01/22/96	06/07/97	G. C. 12946/34090	07/01/16
Cohn, Marty	04/25/00	12/07/00	G. C. 12946/34090	07/01/16
Cohn, Marty	05/11/00	01/21/03	G. C. 12946/34090	07/01/16

### DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
*[Signature]*  
 Signature \_\_\_\_\_  
 Date 1/19/17

**CITY ATTORNEY:**  
*[Signature]*  
 Signature \_\_\_\_\_  
 Date 01/30/17

**CITY CLERK:**  
*[Signature]*  
 Signature \_\_\_\_\_  
 Date 1/31/17

Date Destruction of Records Approved by City Council: \_\_\_\_\_

Actual Destruction Date: \_\_\_\_\_



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Administration / Personnel	<b>Prepared by:</b> (Type Name/Initial Form) Amber Victoria <i>AV</i>	<b>Date:</b> 01/19/17	<b>Agoura Hills Box No.:</b> N/A	<b>Access Storage Box No.:</b> N/A
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*By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.*

<b>List of Records Recommended for Destruction:</b> (Description or title of records as listed on file label)	<b>Date of Records</b>		<b>Citation Number:</b>	<b>Destruction Date:</b>
	<b>From:</b>	<b>To:</b>		
Colandro, Maryann E.	08/01/96	09/21/97	G. C. 12946/34090	07/01/16
Colandro, Maryann E.	08/18/96	03/29/97	G. C. 12946/34090	07/01/16
Colt-Mette, Hope J.	07/26/96	09/25/98	G. C. 12946/34090	07/01/16
Condello, John	06/01/07	01/29/08	G. C. 12946/34090	07/01/16
Conger, Michael T.	06/11/02	08/01/03	G. C. 12946/34090	07/01/16
Conley, Vanessa	05/05/97	05/29/97	G. C. 12946/34090	07/01/16
Conlin, Donna	08/01/99	10/09/99	G. C. 12946/34090	07/01/16
Corrales, J.I.	11/17/08	06/19/09	G. C. 12946/34090	07/01/16
Cox, David	04/03/00	06/30/06	G. C. 12946/34090	07/01/16
Cox, Megan	05/15/03	06/30/06	G. C. 12946/34090	07/01/16
Cox, Susan	05/31/05	11/15/05	G. C. 12946/34090	07/01/16
Coushay, John	04/15/91	03/02/00	G. C. 12946/34090	07/01/16
Cuizon, Manuel	10/30/00	08/27/09	G. C. 12946/34090	07/01/16
Cutler, Hilda A.	05/19/94	07/02/96	G. C. 12946/34090	07/01/16
Dailey-Smith, Sara	03/16/98	08/23/04	G. C. 12946/34090	07/01/16
Daley, Kyle	05/13/02	04/14/04	G. C. 12946/34090	07/01/16
Daniels, Jeremy	09/07/06	10/04/06	G. C. 12946/34090	07/01/16
D'Ambrosio, Steve	01/08/91	10/29/96	G. C. 12946/34090	07/01/16
Davis, Jeremy	04/09/04	03/07/05	G. C. 12946/34090	07/01/16
Davis, Kelly	06/20/01	01/04/02	G. C. 12946/34090	07/01/16
Dayton, Ken W.	03/09/93	09/25/98	G. C. 12946/34090	07/01/16
Dayton, Rhondda	04/01/93	09/15/94	G. C. 12946/34090	07/01/16
Deitsch, Karen	01/22/96	10/31/96	G. C. 12946/34090	07/01/16
Deavenport, James C.	10/23/00	05/23/06	G. C. 12946/34090	07/01/16
DePasquale, Sylvia	07/01/91	07/05/98	G. C. 12946/34090	07/01/16
Dobler, Michelle	07/07/06	09/01/06	G. C. 12946/34090	07/01/16
Dobrowski, Richard	01/30/97	02/11/97	G. C. 12946/34090	07/01/16
Dokken, Jeff	02/26/09	05/26/09	G. C. 12946/34090	07/01/16

### DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
*[Signature]*  
 Signature \_\_\_\_\_  
 Date 1/19/17

**CITY ATTORNEY:**  
*[Signature]*  
 Signature \_\_\_\_\_  
 Date 01/30/17

**CITY CLERK:**  
*[Signature]*  
 Signature \_\_\_\_\_  
 Date 1/31/17

Date Destruction of Records Approved by City Council: \_\_\_\_\_

Actual Destruction Date: \_\_\_\_\_





## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Administration / Personnel	<b>Prepared by:</b> (Type Name/Initial Form) Amber Victoria <i>(Signature)</i>	<b>Date:</b> 01/19/17	<b>Agoura Hills Box No.:</b> N/A	<b>Access Storage Box No.:</b> N/A
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List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Dokken, Jeffrey	05/13/02	01/21/03	G. C. 12946/34090	07/01/16
Dritz, Tyler	06/17/96	06/01/99	G. C. 12946/34090	07/01/16
Duffant, John	03/02/92	04/04/94	G. C. 12946/34090	07/01/16
Dworman, Kelsey M.	06/06/07	10/31/08	G. C. 12946/34090	07/01/16
Ecker, Sandra	09/23/91	10/24/94	G. C. 12946/34090	07/01/16
Eckstein, Benjamin	06/20/06	08/27/09	G. C. 12946/34090	07/01/16
Edwards, Jane	07/10/91	08/31/96	G. C. 12946/34090	07/01/16
Elder, Jennifer	01/22/96	05/06/03	G. C. 12946/34090	07/01/16
Ellis, Kimberly	06/15/99	02/06/04	G. C. 12946/34090	07/01/16
Elstein, Chandra	01/28/03	11/23/05	G. C. 12946/34090	07/01/16
Endo, Pamela	09/02/08	08/27/09	G. C. 12946/34090	07/01/16
Erman, Dmitry	09/24/92	03/29/99	G. C. 12946/34090	07/01/16
Ex Arguelles, Patricia	08/09/88	10/01/97	G. C. 12946/34090	07/01/16
Epper, Danielle	10/01/95	07/24/97	G. C. 12946/34090	07/01/16
Falcone, Tony J.	09/15/97	07/27/07	G. C. 12946/34090	07/01/16
Falkin, Jason	09/22/03	11/23/05	G. C. 12946/34090	07/01/16
Feinberg, Joshua A.	09/02/08	08/10/09	G. C. 12946/34090	07/01/16
Ferguson, Brandon Allyn	10/05/98	06/30/06	G. C. 12946/34090	07/01/16
Fogle, Malinda J	06/01/94	06/30/99	G. C. 12946/34090	07/01/16
Foley, Catherine M.	07/10/00	01/21/03	G. C. 12946/34090	07/01/16
Fowler, Dennis	11/21/02	01/16/08	G. C. 12946/34090	07/01/16

### DESTRUCTION AUTHORIZATION

<b>DEPARTMENT HEAD:</b> <i>(Signature)</i> Signature 1/19/17 Date	<b>CITY ATTORNEY:</b> <i>(Signature)</i> Signature 01/30/17 Date	<b>CITY CLERK:</b> <i>(Signature)</i> Signature 1/31/17 Date
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**Date Destruction of Records Approved by City Council:** \_\_\_\_\_ **Actual Destruction Date:** \_\_\_\_\_



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Administration / Personnel	<b>Prepared by:</b> (Type Name/Initial Form) Amber Victoria <i>AV</i>	<b>Date:</b> 01/19/17	<b>Agoura Hills Box No.:</b> N/A	<b>Access Storage Box No.:</b> N/A
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<b>Page No.:</b> 7	<b>Item No.:</b> 6	<b>Record Series Title and Contents</b> (as listed in Records Retention Schedule): Personnel Files
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*By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.*

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Fruehling, Anne	01/31/01	11/23/05	G. C. 12946/34090	07/01/16
Gibson, Jane V.	11/12/99	06/20/00	G. C. 12946/34090	07/01/16
Gillett, Karol Sherr	02/09/05	08/23/05	G. C. 12946/34090	07/01/16
Ginell, Cary	12/01/00	07/30/07	G. C. 12946/34090	07/01/16
Golod, Helen	03/24/08	10/12/09	G. C. 12946/34090	07/01/16
Goldman, Bart	10/04/04	11/23/05	G. C. 12946/34090	07/01/16
Grant, Brian	06/30/00	11/23/05	G. C. 12946/34090	07/01/16
Greeley, Donna L.	08/28/95	05/13/96	G. C. 12946/34090	07/01/16
Greeley, Donna L.	11/13/95	04/04/97	G. C. 12946/34090	07/01/16
Grossbart, Jordan	06/01/02	11/03/05	G. C. 12946/34090	07/01/16
Guzzo-Reese, Julia	06/16/92	04/06/94	G. C. 12946/34090	07/01/16
Graves, Elaine	05/11/89	07/01/92	G. C. 12946/34090	07/01/16
Gonzalez, Michael H.	10/24/96	07/31/97	G. C. 12946/34090	07/01/16
Gonzalez-Mendez, Deborah	06/01/94	12/08/97	G. C. 12946/34090	07/01/16
Greene, Elaine	10/23/00	12/07/05	G. C. 12946/34090	07/01/16
Greene, Trisha	10/13/00	01/21/03	G. C. 12946/34090	07/01/16
Fritz, Michele C	10/05/94	09/22/97	G. C. 12946/34090	07/01/16
Garrison, Nancy W	02/01/93	09/25/98	G. C. 12946/34090	07/01/16
Haas, William	05/25/05	03/18/08	G. C. 12946/34090	07/01/16
Hadari, Galit	04/18/95	09/25/98	G. C. 12946/34090	07/01/16
Hamilton, Bruce P.	07/12/04	11/18/05	G. C. 12946/34090	07/01/16
Hardison, Brett	06/24/91	08/22/96	G. C. 12946/34090	07/01/16
Hall, Thomas	05/17/99	08/31/00	G. C. 12946/34090	07/01/16
Harada, Roger	08/02/99	11/09/04	G. C. 12946/34090	07/01/16
Harwood, Hayley	01/12/08	08/27/09	G. C. 12946/34090	07/01/16
Hashemi, Kimia	09/09/08	08/27/09	G. C. 12946/34090	07/01/16
Hasson, Jessica	10/02/01	01/21/03	G. C. 12946/34090	07/01/16
Hatharasinghe, Sri	05/13/02	01/21/03	G. C. 12946/34090	07/01/16

### DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
*[Signature]*  
 Signature \_\_\_\_\_  
 Date 1/19/17

**CITY ATTORNEY:**  
*[Signature]*  
 Signature \_\_\_\_\_  
 Date 01/30/17

**CITY CLERK:**  
*[Signature]*  
 Signature \_\_\_\_\_  
 Date 1/31/17

Date Destruction of Records Approved by City Council: \_\_\_\_\_

Actual Destruction Date: \_\_\_\_\_



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Administration / Personnel	<b>Prepared by:</b> (Type Name/Initial/Form) Amber Victoria <i>AV</i>	<b>Date:</b> 01/19/17	<b>Agoura Hills Box No.:</b> N/A	<b>Access Storage Box No.:</b> N/A
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<b>Page No.:</b> 7	<b>Item No.:</b> 6	<b>Record Series Title and Contents</b> (as listed in Records Retention Schedule): Personnel Files
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*By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.*

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Hexon, Paris	05/19/06	05/21/08	G. C. 12946/34090	07/01/16
Hodak, John	10/31/01	03/18/08	G. C. 12946/34090	07/01/16
Hofflund, Charles A.	10/07/96	06/30/99	G. C. 12946/34090	07/01/16
Hofius, James	12/04/02	03/31/03	G. C. 12946/34090	07/01/16
Hollinger, Mary Kay	07/12/95	10/29/96	G. C. 12946/34090	07/01/16
Holl, Matthew	08/22/05	03/20/07	G. C. 12946/34090	07/01/16
Holman, Erin M.	03/30/04	11/18/05	G. C. 12946/34090	07/01/16
Holt, Georgette M.	02/10/97	07/01/07	G. C. 12946/34090	07/01/16
Hong, Patrick W.	08/25/97	09/17/98	G. C. 12946/34090	07/01/16
Hood, Helen	01/26/98	06/30/99	G. C. 12946/34090	07/01/16
Hsu, William	08/29/99	10/18/06	G. C. 12946/34090	07/01/16
Ingalls, Frances V.	04/04/95	11/25/03	G. C. 12946/34090	07/01/16
Ireland, Jedediah D.	08/23/99	09/22/04	G. C. 12946/34090	07/01/16
Israelson, Julie R.	06/17/97	07/29/99	G. C. 12946/34090	07/01/16
Jacobellis, Lynne	10/10/06	10/31/08	G. C. 12946/34090	07/01/16
Jeffrey, Thomas D.	04/26/94	09/25/98	G. C. 12946/34090	07/01/16
Jensen, Stacey H.	11/01/98	01/21/03	G. C. 12946/34090	07/01/16
Johnson, Kim	09/30/96	08/27/09	G. C. 12946/34090	07/01/16
Johnson, Michael	01/25/99	01/21/03	G. C. 12946/34090	07/01/16
Johnson, Ricardo	04/18/95	08/22/96	G. C. 12946/34090	07/01/16
Jones, Robert	05/21/98	06/27/03	G. C. 12946/34090	07/01/16
Joshi, Anuradha V.	06/17/00	01/21/03	G. C. 12946/34090	07/01/16
Kamin, Joyce	04/01/96	10/29/96	G. C. 12946/34090	07/01/16
Kane, Douglas	06/23/00	06/27/00	G. C. 12946/34090	07/01/16
Kasal, Christine	06/17/00	08/21/00	G. C. 12946/34090	07/01/16
Kemper, Stacey L.	07/05/96	06/21/97	G. C. 12946/34090	07/01/16
King, Todd W.	01/29/01	01/21/03	G. C. 12946/34090	07/01/16
Klee, Gregory	03/02/02	06/30/06	G. C. 12946/34090	07/01/16

### DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
*[Signature]*  
 Signature  
 1/19/17  
 Date

**CITY ATTORNEY:**  
*[Signature]*  
 Signature  
 01/30/17  
 Date

**CITY CLERK:**  
*[Signature]*  
 Signature  
 1/31/17  
 Date

Date Destruction of Records Approved by City Council:

Actual Destruction Date:



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Administration / Personnel	<b>Prepared by:</b> (Type Name/Initial Form) Amber Victoria <span style="float: right;">AV</span>	<b>Date:</b> 01/19/17	<b>Agoura Hills Box No.:</b> N/A	<b>Access Storage Box No.:</b> N/A
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<b>Page No.:</b> 7	<b>Item No.:</b> 6	<b>Record Series Title and Contents</b> (as listed in Records Retention Schedule): Personnel Files
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*By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Deletion Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.*

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Klein, Lisa	11/01/96	06/30/99	G. C. 12946/34090	07/01/16
Klodt, Matthew	06/13/06	07/10/07	G. C. 12946/34090	07/01/16
Ko, Grace	06/13/05	06/12/06	G. C. 12946/34090	07/01/16
Koch, Brenda	06/29/05	10/26/05	G. C. 12946/34090	07/01/16
Kohan, Bobby	06/15/98	06/26/98	G. C. 12946/34090	07/01/16
Kohan, Danny	11/05/02	04/02/04	G. C. 12946/34090	07/01/16
Kohan, Kevin	09/27/05	10/31/08	G. C. 12946/34090	07/01/16
Koscielski, Dale	04/26/03	12/07/05	G. C. 12946/34090	07/01/16
Kovac, Austin	11/13/00	05/29/01	G. C. 12946/34090	07/01/16
Krofta, Yitka	06/28/00	10/31/08	G. C. 12946/34090	07/01/16
Kuo, Anson	10/10/94	03/01/96	G. C. 12946/34090	07/01/16
Lal, Perin	05/30/06	10/31/08	G. C. 12946/34090	07/01/16
Lang, Marci J.	06/01/93	10/29/96	G. C. 12946/34090	07/01/16
Larraide, Christine	01/03/01	01/15/03	G. C. 12946/34090	07/01/16
Laskin, Kenneth	02/20/93	03/03/94	G. C. 12946/34090	07/01/16
Lazo, Mardonio	12/13/04	09/30/05	G. C. 12946/34090	07/01/16
Lea, Marvin	05/14/07	07/31/07	G. C. 12946/34090	07/01/16
Lechner, Paul A.	07/01/97	09/25/98	G. C. 12946/34090	07/01/16
Leiken, Sheri	05/28/96	09/25/98	G. C. 12946/34090	07/01/16
Lee, Dok	04/01/96	04/01/96	G. C. 12946/34090	07/01/16
Le Vine, Linda	04/01/96	04/10/96	G. C. 12946/34090	07/01/16
Levin, Samantha	05/27/04	11/23/05	G. C. 12946/34090	07/01/16
Kamino, Michael	07/01/91	03/14/94	G. C. 12946/34090	07/01/16
Lewis, James	10/03/03	05/26/06	G. C. 12946/34090	07/01/16
Lewis, Kathleen	09/22/03	12/07/05	G. C. 12946/34090	07/01/16
Lasken, Susan	11/24/97	06/30/98	G. C. 12946/34090	07/01/16
Lieberman, Jason	04/20/04	08/30/04	G. C. 12946/34090	07/01/16
Limbirt, Dustin	01/16/95	09/22/97	G. C. 12946/34090	07/01/16

### DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
  
 Signature \_\_\_\_\_  
 Date 1/19/17

**CITY ATTORNEY:**  
  
 Signature \_\_\_\_\_  
 Date 01/30/17

**CITY CLERK:**  
  
 Signature \_\_\_\_\_  
 Date 1/31/17

Date Destruction of Records Approved by City Council:

Actual Destruction Date:



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Administration / Personnel	<b>Prepared by:</b> (Type Name/Initial Form) Amber Victoria <i>AV</i>	<b>Date:</b> 01/19/17	<b>Agoura Hills Box No.:</b> N/A	<b>Access Storage Box No.:</b> N/A
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<b>Page No.:</b> 7	<b>Item No.:</b> 6	<b>Record Series Title and Contents</b> (as listed in Records Retention Schedule): Personnel Files
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List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Lindley, Jamie	10/07/02	07/30/07	G. C. 12946/34090	07/01/16
Litvak, Dustin	08/24/98	11/23/05	G. C. 12946/34090	07/01/16
Loeb, Evelyn	03/06/97	09/25/98	G. C. 12946/34090	07/01/16
Lohan, Ryan	02/22/05	05/01/08	G. C. 12946/34090	07/01/16
Lopes, Eric	06/18/09	08/14/09	G. C. 12946/34090	07/01/16
Love, Elissa	09/30/96	09/25/98	G. C. 12946/34090	07/01/16
Love, Susan	05/12/97	06/05/97	G. C. 12946/34090	07/01/16
Lustig, Marni	06/30/98	08/28/98	G. C. 12946/34090	07/01/16
McCredie, Jeffrey	01/19/03	06/09/04	G. C. 12946/34090	07/01/16
McCreary, Scott	06/12/00	06/30/06	G. C. 12946/34090	07/01/16
McDaniel, Brian	06/16/92	05/17/93	G. C. 12946/34090	07/01/16
Ma, David	06/24/02	08/21/07	G. C. 12946/34090	07/01/16
Malik-Shabooti, Nadia	01/19/06	03/18/08	G. C. 12946/34090	07/01/16
Maltese, Chris	11/07/00	06/24/02	G. C. 12946/34090	07/01/16
Mandel, Carolyn	04/07/04	10/31/08	G. C. 12946/34090	07/01/16
Manolatu, Vanessa	09/20/99	07/27/06	G. C. 12946/34090	07/01/16
Mabashov, Elana B.	04/26/96	09/25/98	G. C. 12946/34090	07/01/16
Mahknecht, Cheri	08/16/94	09/25/98	G. C. 12946/34090	07/01/16
Mainster, Sydney	01/21/97	07/17/07	G. C. 12946/34090	07/01/16
Maiti, Sutapa	06/26/00	01/15/03	G. C. 12946/34090	07/01/16
Mandel, Colin D.	02/28/94	10/29/96	G. C. 12946/34090	07/01/16
Manning, Patricia	01/01/92	06/04/98	G. C. 12946/34090	07/01/16
Maseda, Leonardo	09/30/02	04/03/04	G. C. 12946/34090	07/01/16
Mastrosimone, Vincent	10/16/87	10/06/94	G. C. 12946/34090	07/01/16
Mathew, Gaye S.	07/31/00	08/04/06	G. C. 12946/34090	07/01/16
Matz, Terry S.	05/10/93	03/02/95	G. C. 12946/34090	07/01/16
McCombe, William	05/10/04	11/23/05	G. C. 12946/34090	07/01/16
McCreary, Scott	06/26/00	04/01/03	G. C. 12946/34090	07/01/16

### DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
*[Signature]*  
 Signature  
 1/19/17  
 Date

**CITY ATTORNEY:**  
*[Signature]*  
 Signature  
 01/30/17  
 Date

**CITY CLERK:**  
*[Signature]*  
 Signature  
 1/31/17  
 Date

Date Destruction of Records Approved by City Council: \_\_\_\_\_

Actual Destruction Date: \_\_\_\_\_



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Administration / Personnel	<b>Prepared by:</b> (Type Name/Initial Form) Amber Victoria <i>AV</i>	<b>Date:</b> 01/19/17	<b>Agoura Hills Box No.:</b> N/A	<b>Access Storage Box No.:</b> N/A
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<b>Page No.:</b> 7	<b>Item No.:</b> 6	<b>Record Series Title and Contents</b> (as listed in Records Retention Schedule): Personnel Files
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List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
McKagen, Matthew, R.	03/24/98	01/21/03	G. C. 12946/34090	07/01/16
McKagen, Rachel	06/10/99	12/01/00	G. C. 12946/34090	07/01/16
McShan, Calvin	07/01/91	03/29/94	G. C. 12946/34090	07/01/16
McWilliams, Lori	02/01/99	04/11/00	G. C. 12946/34090	07/01/16
Mead, John	12/12/00	12/13/02	G. C. 12946/34090	07/01/16
Melo, Marie Emily	09/02/03	03/02/06	G. C. 12946/34090	07/01/16
Meinhardt, Jeffrey A.	10/01/95	08/22/98	G. C. 12946/34090	07/01/16
Merriman, Richard	08/09/00	09/12/00	G. C. 12946/34090	07/01/16
Miller, Jill A.	11/07/96	09/25/98	G. C. 12946/34090	07/01/16
Mills, Brittany	10/06/05	06/30/06	G. C. 12946/34090	07/01/16
Mirabella, Robert	03/07/99	10/09/99	G. C. 12946/34090	07/01/16
Monaco, Matt	10/19/01	01/21/03	G. C. 12946/34090	07/01/16
Moody, Linda T.	03/01/96	11/13/97	G. C. 12946/34090	07/01/16
Morelli, Erma	09/29/06	03/18/08	G. C. 12946/34090	07/01/16
Moretski, Jason	06/01/02	11/23/05	G. C. 12946/34090	07/01/16
Moss, Ralph	01/22/96	06/30/99	G. C. 12946/34090	07/01/16
Mills, William E. JR.	09/02/97	01/21/03	G. C. 12946/34090	07/01/16
Mulder, Michael	06/22/99	09/09/99	G. C. 12946/34090	07/01/16
Mulick, David J.	09/12/00	12/11/02	G. C. 12946/34090	07/01/16
Musikawong, Panida	12/18/00	08/23/02	G. C. 12946/34090	07/01/16
Nakasue, Cody	04/13/98	01/14/99	G. C. 12946/34090	07/01/16
Nava, Diana	05/20/08	08/27/09	G. C. 12946/34090	07/01/16
Nelson, Alicea	07/02/09	08/27/09	G. C. 12946/34090	07/01/16
Nesbitt, Melissa	11/29/04	11/23/05	G. C. 12946/34090	07/01/16
Newman, Shannon K.	10/01/96	12/14/99	G. C. 12946/34090	07/01/16
Newman, Shannon K.	10/07/96	01/21/03	G. C. 12946/34090	07/01/16
Nichol, Claudia	10/07/96	01/21/03	G. C. 12946/34090	07/01/16
Nicholas, Garret	06/08/00	08/21/03	G. C. 12946/34090	07/01/16

### DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
*[Signature]*  
 Signature  
 1/19/17  
 Date

**CITY ATTORNEY:**  
*[Signature]*  
 Signature  
 01/30/17  
 Date

**CITY CLERK:**  
*[Signature]*  
 Signature  
 1/31/17  
 Date

Date Destruction of Records Approved by City Council: \_\_\_\_\_

Actual Destruction Date: \_\_\_\_\_





## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Administration / Personnel	<b>Prepared by:</b> (Type Name/Initial Form) Amber Victoria <i>AV</i>	<b>Date:</b> 01/19/17	<b>Agoura Hills Box No.:</b> N/A	<b>Access Storage Box No.:</b> N/A
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<b>Page No.:</b> 7	<b>Item No.:</b> 6	<b>Record Series Title and Contents</b> (as listed in Records Retention Schedule): Personnel Files
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*By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.*

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Ojeda, Cassandra	10/01/02	01/21/03	G. C. 12946/34090	07/01/16
Okowitz, Rita	06/12/91	09/25/98	G. C. 12946/34090	07/01/16
Olson, Scott W.	08/12/90	07/01/91	G. C. 12946/34090	07/01/16
Otis, Ollie	03/07/98	06/30/99	G. C. 12946/34090	07/01/16
Pabon, Neal	10/14/01	09/24/02	G. C. 12946/34090	07/01/16
Parisi, Ann Marie	02/10/03	03/15/04	G. C. 12946/34090	07/01/16
Pasky, Kevin	06/24/91	09/25/98	G. C. 12946/34090	07/01/16
Pasky, Kevin	07/11/94	08/16/95	G. C. 12946/34090	07/01/16
Pantelas, Stefanie	06/10/96	11/07/97	G. C. 12946/34090	07/01/16
Pavley, Frances J.	08/05/96	08/05/96	G. C. 12946/34090	07/01/16
Pavley, Jenny	01/27/98	01/21/03	G. C. 12946/34090	07/01/16
Peters, Helen	07/21/03	10/31/08	G. C. 12946/34090	07/01/16
Phelan, Mark	01/23/05	11/23/05	G. C. 12946/34090	07/01/16
Philpott, Aaron	07/06/94	07/18/94	G. C. 12946/34090	07/01/16
Phelan, Sara	05/13/02	06/30/06	G. C. 12946/34090	07/01/16
Pimes, Linda	10/04/02	01/03/06	G. C. 12946/34090	07/01/16
Pietrolungo, Angela	12/18/00	01/16/03	G. C. 12946/34090	07/01/16
Pillai, Vidya	05/16/06	03/18/08	G. C. 12946/34090	07/01/16
Pintel, Rose	06/12/91	09/25/98	G. C. 12946/34090	07/01/16
Polk, Kelly L.	09/22/04	12/14/07	G. C. 12946/34090	07/01/16
Portnoy, Joshua	07/06/94	07/18/94	G. C. 12946/34090	07/01/16
Povah, Kristin L.	09/26/94	10/13/94	G. C. 12946/34090	07/01/16
Povah, Kristin L.	09/26/94	05/06/99	G. C. 12946/34090	07/01/16
Ramuno, Phil	06/28/98	12/12/98	G. C. 12946/34090	07/01/16
Randazzo, Theresa	04/16/02	04/01/03	G. C. 12946/34090	07/01/16
Ray, Melissa	04/29/04	07/14/06	G. C. 12946/34090	07/01/16
Reiss, Michael	06/01/03	06/22/05	G. C. 12946/34090	07/01/16
Reyna, Sandi	09/22/03	10/18/05	G. C. 12946/34090	07/01/16

### DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
*[Signature]*  
 Signature  
 1/19/17  
 Date

**CITY ATTORNEY:**  
*[Signature]*  
 Signature  
 01/30/17  
 Date

**CITY CLERK:**  
*[Signature]*  
 Signature  
 1/31/17  
 Date

Date Destruction of Records Approved by City Council: \_\_\_\_\_

Actual Destruction Date: \_\_\_\_\_





## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Administration / Personnel	<b>Prepared by:</b> (Type Name/Initial Form) Amber Victoria	<b>Date:</b> 01/19/17	<b>Agoura Hills Box No.:</b> N/A	<b>Access Storage Box No.:</b> N/A
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<b>Page No.:</b> 7	<b>Item No.:</b> 6	<b>Record Series Title and Contents</b> (as listed in Records Retention Schedule) : Personnel Files
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*By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.*

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Richardson, Benjamin	07/06/94	08/07/95	G. C. 12946/34090	07/01/16
Rippee, Amy	04/30/96	06/30/06	G. C. 12946/34090	07/01/16
Rishoff, Louise	11/03/87	03/01/01	G. C. 12946/34090	07/01/16
Rishoff, Louise	12/31/88	03/23/01	G. C. 12946/34090	07/01/16
Rodriguez, William R.	01/14/03	05/08/03	G. C. 12946/34090	07/01/16
Roller, Gary (no file content)			G. C. 12946/34090	07/01/16
Ron, Sandra L.	09/20/93	09/25/98	G. C. 12946/34090	07/01/16
Roodsari, Kristina	05/04/04	11/23/05	G. C. 12946/34090	07/01/16
Rosenheim, Brad M.	08/28/96	10/06/96	G. C. 12946/34090	07/01/16
Ross, Kathy	05/01/93	10/29/96	G. C. 12946/34090	07/01/16
Sabados, Catherine	10/01/07	08/27/09	G. C. 12946/34090	07/01/16
Sanchez, Patricia	05/10/93	01/21/03	G. C. 12946/34090	07/01/16
Sander, Judith	08/16/99	01/31/00	G. C. 12946/34090	07/01/16
Sarnblad, Edith	11/30/92	06/11/96	G. C. 12946/34090	07/01/16
Satt, Leeann	04/16/02	01/21/03	G. C. 12946/34090	07/01/16
Saxey, Vicki L.	10/31/94	10/29/96	G. C. 12946/34090	07/01/16
Schiffer, Bernard	04/01/96	06/30/99	G. C. 12946/34090	07/01/16
Schneider, Sara (Sally)	07/01/91	07/01/09	G. C. 12946/34090	07/01/16
Schwartz, Howard S	06/29/05	09/25/98	G. C. 12946/34090	07/01/16
Scott, Larry	01/26/98	12/07/05	G. C. 12946/34090	07/01/16
Sears, Jonathan	08/07/95	09/12/95	G. C. 12946/34090	07/01/16
Shackelford, Raymond B.	07/12/04	07/26/04	G. C. 12946/34090	07/01/16
Shagrin, Justin	05/13/02	01/21/03	G. C. 12946/34090	07/01/16
Shagrin, Justin	06/15/03	11/23/05	G. C. 12946/34090	07/01/16
Sherman, Douglas	01/16/97	06/30/99	G. C. 12946/34090	07/01/16
Siggard, Vanessa	06/15/95	10/29/96	G. C. 12946/34090	07/01/16
Silberberg, Barrie	04/07/04	11/23/05	G. C. 12946/34090	07/01/16
Siribootr, Crystal	09/15/03	03/22/04	G. C. 12946/34090	07/01/16

### DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
  
 Signature \_\_\_\_\_  
 Date 1/19/17

**CITY ATTORNEY:**  
  
 Signature \_\_\_\_\_  
 Date 01/30/17

**CITY CLERK:**  
  
 Signature \_\_\_\_\_  
 Date 1/31/17

Date Destruction of Records Approved by City Council: \_\_\_\_\_

Actual Destruction Date: \_\_\_\_\_



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Administration / Personnel	<b>Prepared by:</b> <i>(Type Name/Initial Form)</i> Amber Victoria <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px;">AV</span>	<b>Date:</b> 01/19/17	<b>Agoura Hills Box No.:</b> N/A	<b>Access Storage Box No.:</b> N/A
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<b>Page No.:</b> 7	<b>Item No.:</b> 6	<b>Record Series Title and Contents</b> <i>(as listed in Records Retention Schedule)</i> : Personnel Files
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*By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.*

List of Records Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Skeen, Megan	09/26/02	05/06/03	G. C. 12946/34090	07/01/16
Snyder, Janet	10/01/07	09/01/09	G. C. 12946/34090	07/01/16
Smith, Jordan	11/01/04	09/01/05	G. C. 12946/34090	07/01/16
Song, James	02/05/93	04/01/93	G. C. 12946/34090	07/01/16
Spicer, Pamela	04/23/08	04/30/08	G. C. 12946/34090	07/01/16
Spitz, Miriam	06/12/91	09/24/99	G. C. 12946/34090	07/01/16
Sobotka, Donald J.	01/22/96	09/18/97	G. C. 12946/34090	07/01/16
Spalinger, Mark	02/27/98	03/05/98	G. C. 12946/34090	07/01/16
Sporn, Torsten J.	07/17/96	07/22/97	G. C. 12946/34090	07/01/16
Steiner, Matthew	06/17/96	03/10/98	G. C. 12946/34090	07/01/16
Steinhart, David	03/07/96	09/25/98	G. C. 12946/34090	07/01/16
Stemmann, Elke	04/29/97	05/06/97	G. C. 12946/34090	07/01/16
Stieglitz, Gavin	08/05/91	04/12/96	G. C. 12946/34090	07/01/16
Storm, Ryan	03/08/99	05/25/99	G. C. 12946/34090	07/01/16
Sumersille, Mary	05/19/97	06/02/06	G. C. 12946/34090	07/01/16
Sutherland, Donald	11/11/00	11/08/00	G. C. 12946/34090	07/01/16
Sutherland, Mary	06/12/91	09/23/91	G. C. 12946/34090	07/01/16
Swanson, George	12/06/05	12/17/08	G. C. 12946/34090	07/01/16
Swor, Michael	04/14/98	07/15/98	G. C. 12946/34090	07/01/16
Taday, Kristin	05/13/98	08/04/98	G. C. 12946/34090	07/01/16
Taira, Yukio	01/27/00	11/23/05	G. C. 12946/34090	07/01/16
Tarrer, Julienne	05/04/99	06/01/99	G. C. 12946/34090	07/01/16
Tarrer, Julienne	06/10/98	08/17/98	G. C. 12946/34090	07/01/16
Thackrey, Timothy M.	02/08/99	09/30/99	G. C. 12946/34090	07/01/16
Usell, Maleea	05/21/01	06/13/02	G. C. 12946/34090	07/01/16
Tang, Yixing (Brittney)	08/29/06	03/01/09	G. C. 12946/34090	07/01/16
Thomas, Michael	07/02/02	05/06/03	G. C. 12946/34090	07/01/16
Thompson, Tamara	03/01/93	09/25/98	G. C. 12946/34090	07/01/16

### DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
  
 Signature \_\_\_\_\_  
 Date 1/19/17

**CITY ATTORNEY:**  
  
 Signature \_\_\_\_\_  
 Date 01/30/17

**CITY CLERK:**  
  
 Signature \_\_\_\_\_  
 Date 1/31/17

Date Destruction of Records Approved by City Council: \_\_\_\_\_

Actual Destruction Date: \_\_\_\_\_



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Administration / Personnel	<b>Prepared by:</b> (Type Name/Initial Form) Amber Victoria <i>(Signature)</i>	<b>Date:</b> 01/19/17	<b>Agoura Hills Box No.:</b> N/A	<b>Access Storage Box No.:</b> N/A
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<b>Page No.:</b> 7	<b>Item No.:</b> 6	<b>Record Series Title and Contents</b> (as listed in Records Retention Schedule): Personnel Files
--------------------	--------------------	---

By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/ Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Thorsen, James E.	08/04/97	04/28/06	G. C. 12946/34090	07/01/16
Tom, Casey	04/08/02	07/27/02	G. C. 12946/34090	07/01/16
Torsney, Sr., Biran B.	11/19/90	12/29/97	G. C. 12946/34090	07/01/16
Tsang, Kathylin	10/01/07	08/27/09	G. C. 12946/34090	07/01/16
Tubelis, Carol	01/26/06	11/24/08	G. C. 12946/34090	07/01/16
Twarowski, Robin	06/12/91	07/09/91	G. C. 12946/34090	07/01/16
Vest, Kirsten	09/13/99	01/10/00	G. C. 12946/34090	07/01/16
Warren, Doris	06/12/91	09/25/98	G. C. 12946/34090	07/01/16
Waisbren, Bennett	08/13/07	02/20/08	G. C. 12946/34090	07/01/16
Walker, Diane	03/31/00	12/31/00	G. C. 12946/34090	07/01/16
Walters, Kyle	09/10/03	09/30/03	G. C. 12946/34090	07/01/16
Welter, Frances	04/01/96	07/31/00	G. C. 12946/34090	07/01/16
Warfield, Chester B.	05/12/94	10/22/97	G. C. 12946/34090	07/01/16
Weafer, Catherine	04/20/04	11/23/05	G. C. 12946/34090	07/01/16
Weaver, Timothy	02/25/08	10/31/08	G. C. 12946/34090	07/01/16
Weireter, Cody	03/10/04	10/31/08	G. C. 12946/34090	07/01/16
Westheimer, Michael	09/10/04	11/23/05	G. C. 12946/34090	07/01/16
Weston, Sandra	10/30/01	11/23/05	G. C. 12946/34090	07/01/16
Whitney, Samantha	06/10/97	08/15/97	G. C. 12946/34090	07/01/16
Wilson, James F.	09/26/93	03/26/94	G. C. 12946/34090	07/01/16
Williams, Mike	09/08/97	06/30/99	G. C. 12946/34090	07/01/16
Wood, Sandra	10/01/95	09/25/98	G. C. 12946/34090	07/01/16
Woodert, Andre	06/26/96	06/15/98	G. C. 12946/34090	07/01/16
Yeager, Ryan	06/15/98	06/26/98	G. C. 12946/34090	07/01/16
Yeoh, Sepideh	01/07/08	08/27/09	G. C. 12946/34090	07/01/16
Yerevanian, Odile	01/22/96	01/26/96	G. C. 12946/34090	07/01/16
You, Wesley	11/07/07	05/22/08	G. C. 12946/34090	07/01/16
Wong, James	03/28/01	01/21/03	G. C. 12946/34090	07/01/16

### DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
*(Signature)*  
 Signature \_\_\_\_\_  
 Date 1/19/17 \_\_\_\_\_

**CITY ATTORNEY:**  
*(Signature)*  
 Signature \_\_\_\_\_  
 Date 01/30/17 \_\_\_\_\_

**CITY CLERK:**  
*(Signature)*  
 Signature \_\_\_\_\_  
 Date 1/31/17 \_\_\_\_\_

Date Destruction of Records Approved by City Council: \_\_\_\_\_

Actual Destruction Date: \_\_\_\_\_



# CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Administration / Personnel	<b>Prepared by:</b> (Type Name/Initial Form) Amber Victoria <span style="float: right;">(AV)</span>	<b>Date:</b> 01/19/17	<b>Agoura Hills Box No.:</b> N/A	<b>Access Storage Box No.:</b> N/A
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<b>Page No.:</b> 7	<b>Item No.:</b> 6	<b>Record Series Title and Contents</b> (as listed in Records Retention Schedule) : <del>Personnel Files - Payroll Employee Folders</del>
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*By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise-directed by the City Clerk, the method of destruction shall be by shredding.*

<b>List of Records Recommended for Destruction:</b> (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Yerevanian, Odile	01/22/96	01/21/03	G. C. 12946/34090	07/01/16
Yamano, Staci	06/16/92	09/25/98	G. C. 12946/34090	07/01/16
Zarrabian, Tucson	08/01/05	08/21/07	G. C. 12946/34090	07/01/16
Zarrabian, Vala	06/23/03	08/21/07	G. C. 12946/34090	07/01/16

DESTRUCTION AUTHORIZATION		
<b>DEPARTMENT HEAD:</b>  Signature Date 1/19/17	<b>CITY ATTORNEY:</b>  Signature Date 01/20/17	<b>CITY CLERK:</b>  Signature Date 1/31/17

**Date Destruction of Records Approved by City Council:** \_\_\_\_\_ **Actual Destruction Date:** \_\_\_\_\_

Exhibit A-2

*Building & Safety*



### CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Building and Safety	<b>Prepared by: (Type Name/Initial Form)</b> Karen Sanders	<b>Date:</b> 01/19/17	<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> 8	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Correspondence Chronological Files
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*By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Deletion Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; (d) records less than two years old; (e) the minutes, ordinances or resolutions of the legislative body or of a City Board or Commission, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.*

List of Records 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	7/1/09	4/30/10	G. C. 34090	07/01/17
Sign-In Sheets	1/1/13	12/31/13	G. C. 34090	07/01/17
Sign-In Sheets	1/1/14	12/31/14	G. C. 34090	07/01/17

#### DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
  
 Signature \_\_\_\_\_  
 Date 1-19-17

**CITY ATTORNEY:**  
  
 Signature \_\_\_\_\_  
 Date 1/20/17

**CITY CLERK:**  
  
 Signature \_\_\_\_\_  
 Date 1/31/17

**Date Destruction of Records Approved by City Council:** \_\_\_\_\_

**Actual Destruction Date:** \_\_\_\_\_



### CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Building and Safety	<b>Prepared by: (Type Name/Initial Form)</b> Karen Sanders <i>KS</i>	<b>Date:</b> 01/19/17	<b>Agoura Hills Box No.:</b> N/A	<b>Access Storage Box No.:</b> N/A
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<b>Page No.:</b> 17	<b>Item No.:</b> 10	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Organizations Files - Civic, Government, Professional
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; (d) records less than two years old; (e) the minutes, ordinances or resolutions of the legislative body or of a City Board or Commission, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Transmittal Sheets	1/1/01	12/31/01	G. C. 34090	07/01/17
Transmittal Sheets	1/1/03	4/15/04	G. C. 34090	07/01/17
Transmittal Sheets	1/1/03	12/31/03	G. C. 34090	07/01/17
Transmittal Sheets	1/1/04	12/31/04	G. C. 34090	07/01/17
Transmittal Sheets	1/1/05	12/31/05	G. C. 34090	07/01/17
Transmittal Sheets	1/1/06	12/31/06	G. C. 34090	07/01/17
Transmittal Sheets	1/1/07	12/31/12	G. C. 34090	07/01/17

#### DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
*[Signature]*  
Signature  
1-19-17  
Date

**CITY ATTORNEY:**  
*[Signature]*  
Signature  
01/30/17  
Date

**CITY CLERK:**  
*[Signature]*  
Signature  
1/31/17  
Date

Date Destruction of Records Approved by City Council:

Actual Destruction Date:

Exhibit A-3

*City Clerk*





CITY OF AGOURA HILLS
RECORDS DESTRUCTION REQUEST FORM

Department: City Clerk
Prepared by: Kimberly Rodrigues
Date: 09/29/16
Agoura Hills Box No.: N/A
Access Storage Box No.: N/A

Page No.: 21
Item No.: 13
Record Series Title and Contents: City Council DVD Recordings of Meetings

By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period...

Table with columns: List of Records Recommended for Destruction, Date of Records (From/To), Citation Number, Destruction Date. Contains two rows of record information.

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: [Signature]
Signature
Date 9/29/16

CITY ATTORNEY: [Signature]
Signature
Date 9/30/17

CITY CLERK: [Signature]
Signature
Date 1/31/17

Date Destruction of Records Approved by City Council:

Actual Destruction Date:



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> City Clerk	<b>Prepared by:</b> (Type Name/Initial Form) Kimberly M. Rodrigues <i>KMR</i>	<b>Date:</b> 07/22/15	<b>Agoura Hills Box No.:</b> N/A	<b>Access Storage Box No.:</b> N/A
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<b>Page No.:</b> 21	<b>Item No.:</b> 13	<b>Record Series Title and Contents</b> (as listed in Records Retention Schedule): City Council Meetings - DVD
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*By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.*

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
City Council Meeting DVD - 1 of 1 (Master)	01/08/14	01/08/14	G. C. 34090.7	07/01/16
City Council Meeting DVD - 1 of 1 (Master plus Backup)	01/22/14	01/22/14	G. C. 34090.7	07/01/16
City Council Meeting DVD - 1 of 1 (Master plus Backup)	02/12/14	02/12/14	G. C. 34090.7	07/01/16
City Council Meeting DVD - 1 of 1 (Master plus Backup)	02/26/14	02/26/14	G. C. 34090.7	07/01/16
City Council Meeting DVD - 1 of 1 (Master plus Backup)	03/26/14	03/26/14	G. C. 34090.7	07/01/16
City Council Meeting DVD - 1 of 1 (Backup)	04/09/14	04/09/14	G. C. 34090.7	07/01/16
City Council Meeting DVD - 1 of 1 (Master plus Backup)	04/23/14	04/23/14	G. C. 34090.7	07/01/16
City Council Meeting DVD - 1 of 1 (Master plus Backup)	05/14/14	05/14/14	G. C. 34090.7	07/01/16
City Council Meeting DVD - 1 of 1 (Master plus Backup)	05/28/14	05/28/14	G. C. 34090.7	07/01/16
City Council Meeting DVD - 1 of 1 (Master plus Backup)	06/11/14	06/11/14	G. C. 34090.7	07/01/16
City Council Meeting DVD - 1 of 1 (Master)	06/25/14	06/25/14	G. C. 34090.7	07/01/16
City Council Meeting DVD - 1 of 1 (Master plus Backup)	07/09/14	07/09/14	G. C. 34090.7	07/01/16
City Council Meeting DVD - 1 of 1 (Master plus Backup)	08/13/14	08/13/14	G. C. 34090.7	07/01/16
City Council Meeting DVD - 1 of 1 (Master plus Backup)	08/27/14	08/27/14	G. C. 34090.7	07/01/16
City Council Meeting DVD - 1 of 1 (Master plus Backup)	09/10/14	09/10/14	G. C. 34090.7	07/01/16
City Council Meeting DVD - 1 of 1 (Master plus Backup)	09/23/14	09/23/14	G. C. 34090.7	07/01/16
City Council Meeting DVD - 1 of 1 (Master plus Backup)	10/08/14	10/08/14	G. C. 34090.7	07/01/16
City Council Meeting DVD - 1 of 1 (Master plus Backup)	10/22/14	10/22/14	G. C. 34090.7	07/01/16
City Council Meeting DVD - 1 of 1 (Master plus Backup)	11/12/14	11/12/14	G. C. 34090.7	07/01/16
City Council Meeting DVD - 1 of 1 (Master plus Backup)	12/02/14	12/02/14	G. C. 34090.7	07/01/16
City Council Meeting DVD - 1 of 1 (Master plus Backup)	12/10/14	12/10/14	G. C. 34090.7	07/01/16

### DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
*[Signature]*  
 Signature \_\_\_\_\_  
 Date 9/29/16

**CITY ATTORNEY:**  
*[Signature]*  
 Signature \_\_\_\_\_  
 Date 9/30/17

**CITY CLERK:**  
*[Signature]*  
 Signature \_\_\_\_\_  
 Date 1/31/17

Date Destruction of Records Approved by City Council:

Actual Destruction Date:



CITY OF AGOURA HILLS  
RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> City Clerk	<b>Prepared by:</b> (Type Name/Initial Form) Kimberly Rodrigues <i>KR</i>	<b>Date:</b> 09/29/16	<b>Agoura Hills Box No.:</b> N/A	<b>Access Storage Box No.:</b> N/A
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<b>Page No.:</b> 23	<b>Item No.:</b> 21	<b>Record Series Title and Contents</b> (as listed in Records Retention Schedule): Correspondence Chronological Files
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; (d) records less than two years old; (e) the minutes, ordinances or resolutions of the legislative body or of a City Board or Commission, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Art in Public Places - Agoura Hills	2013	2013	G. C. 34090	07/01/16
City Council Committees - Appointment Process (Drafts)	2005	2013	G. C. 34090	07/01/16
City Council Meeting Schedule - Drafts	2005	2013	G. C. 34090	07/01/16
City Council Norms - Proposed Amendments	2010	2010	G. C. 34090	07/01/16
Community Room Reservation Requests	2009	2013	G. C. 34090	07/01/16
Correspondence General Files - City Clerk's Office	2004	2013	G. C. 34090	07/01/16
Lost Hills Sheriff's ID File - City Council	2004	2013	G. C. 34090	07/01/16
Phone Message Books (6)	11/06/04	06/30/14	G. C. 34091	07/01/16
Reyes Adobe Proclamation Application	03/08/06	03/08/06	G. C. 34091	07/01/16
Santa Monica Mountains Conservancy Working File (Drafts)	2007	2007	G. C. 34091	07/01/16

**DESTRUCTION AUTHORIZATION**

<b>DEPARTMENT HEAD:</b> <i>[Signature]</i> Signature _____ Date 9/29/16	<b>CITY ATTORNEY:</b> <i>[Signature]</i> Signature _____ Date 01/30/17	<b>CITY CLERK:</b> <i>[Signature]</i> Signature _____ Date 1/31/17
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Date Destruction of Records Approved by City Council: \_\_\_\_\_ Actual Destruction Date: \_\_\_\_\_



# CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> City Clerk	<b>Prepared by:</b> (Type Name/Initial Form) Kimberly Rodrigues <i>KR</i>	<b>Date:</b> 09/28/16	<b>Agoura Hills Box</b> No.: N/A	<b>Access Storage Box</b> No.: N/A
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<b>Page</b> No.: 24	<b>Item</b> No.: 26	<b>Record Series Title and Contents</b> (as listed in Records Retention Schedule): Election Records - Election Administration Files
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; (d) records less than two years old; (e) the minutes, ordinances or resolutions of the legislative body or of a City Board or Commission, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
LAC Registrar-Recorder/County Clerk - Correspondence	2000	2000	G. C. 34090	07/01/16
Touchscreen Voting Information	2000	2000	G. C. 34090	07/01/16
News Releases - Elections and Touchscreen Voting	2000	2000	G. C. 34090	07/01/16
News Releases - Elections	2001	2001	G. C. 34090	07/01/16
The Poll Cat Newsletter	Oct-00	Oct-00	G. C. 34090	07/01/16
2000 Election Information - March Primary/November General	2000	2000	G. C. 34090	07/01/16
County of Los Angeles Election Information - November	2000	2000	G. C. 34090	07/01/16
Precinct Officer Election Workshop Information	2000	2000	G. C. 34090	07/01/16
Inspectors Guide and Checklist	1999	1999	G. C. 34090	07/01/16
Primary 2000 - Special Instructions	2000	2000	G. C. 34090	07/01/16
Facility Use Application - LAC Registrar-Recorder's Office	2000	2000	G. C. 34090	07/01/16
Voter Information Management System (VIMS) Information	2000	2000	G. C. 34090	07/01/16
The Seiler Report - A Newsletter of California Elections	12/31/97	12/31/97	G. C. 34090	07/01/16
The Seiler Report - A Newsletter of California Elections	05/07/98	05/07/98	G. C. 34090	07/01/16
The Seiler Report - A Newsletter of California Elections	05/31/98	05/31/98	G. C. 34090	07/01/16

## DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
*[Signature]*  
\_\_\_\_\_  
Signature  
9/28/16  
\_\_\_\_\_  
Date

**CITY ATTORNEY:**  
*[Signature]*  
\_\_\_\_\_  
Signature  
01/30/17  
\_\_\_\_\_  
Date

**CITY CLERK:**  
*[Signature]*  
\_\_\_\_\_  
Signature  
1/31/17  
\_\_\_\_\_  
Date

Date Destruction of Records Approved by City Council: \_\_\_\_\_

Actual Destruction Date: \_\_\_\_\_



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> City Clerk	<b>Prepared by:</b> (Type Name/Initial Form) Kimberly Rodrigues <i>KR</i>	<b>Date:</b> 09/28/16	<b>Agoura Hills Box No.:</b>	<b>Access Storage Box No.:</b>
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<b>Page No.:</b> 24	<b>Item No.:</b> 26	<b>Record Series Title and Contents</b> (as listed in Records Retention Schedule): Election Records - Election Administration Files
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*By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; (d) records less than two years old; (e) the minutes, ordinances or resolutions of the legislative body or of a City Board or Commission, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.*

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Agoura Hills Election Communications and Correspondence	2009	2009	G. C. 34090	07/01/16
Agoura Hills Reorganization Files	2012	2012	G. C. 34090	07/01/16
2009 California Municipal Election Handbook - Martin & Chapman	2009	2009	G. C. 34090	07/01/16
2013 California Elections Code	2013	2013	G. C. 34090	07/01/16
County of Los Angeles - Calendar of Events, November 4, 2014 Election	2014	2014	G. C. 34090	07/01/16
County of Los Angeles - Candidate Handbook	2009	2009	G. C. 34090	07/01/16
County of Los Angeles - InkaVote Plus Informational Pamphlet	2006	2006	G. C. 34090	07/01/16
County of Los Angeles - Information Booklet (General Election)	2011	2011	G. C. 34090	07/01/16
County of Los Angeles - Media Kit (General Election)	2011	2011	G. C. 34090	07/01/16
LAC Registrar-Recorder/County Clerk - Correspondence	2000	2000	G. C. 34090	07/01/16
Touchscreen Voting Information	2000	2000	G. C. 34090	07/01/16
News Releases - Elections and Touchscreen Voting	2000	2000	G. C. 34090	07/01/16
News Releases - Elections	2001	2001	G. C. 34090	07/01/16
The Poll Cat Newsletter	Oct-00	Oct-00	G. C. 34090	07/01/16
2000 Election Information - March Primary/November General	2000	2000	G. C. 34090	07/01/16
County of Los Angeles Election Information - November	2000	2000	G. C. 34090	07/01/16
Precinct Officer Election Workshop Information	2000	2000	G. C. 34090	07/01/16
Inspectors Guide and Checklist	1999	1999	G. C. 34090	07/01/16
Primary 2000 - Special Instructions	2000	2000	G. C. 34090	07/01/16
Facility Use Application - LAC Registrar-Recorder's Office	2000	2000	G. C. 34090	07/01/16
Voter Information Management System (VIMS) Information	2000	2000	G. C. 34090	07/01/16
The Seiler Report - A Newsletter of California Elections	12/31/97	12/31/97	G. C. 34090	07/01/16
The Seiler Report - A Newsletter of California Elections	05/07/98	05/07/98	G. C. 34090	07/01/16
The Seiler Report - A Newsletter of California Elections	05/31/98	05/31/98	G. C. 34090	07/01/16

### DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
*[Signature]*  
 Signature \_\_\_\_\_  
 Date 9/28/16

**CITY ATTORNEY:**  
*[Signature]*  
 Signature \_\_\_\_\_  
 Date 01/30/17

**CITY CLERK:**  
*[Signature]*  
 Signature \_\_\_\_\_  
 Date 1/31/17

Date Destruction of Records Approved by City Council: \_\_\_\_\_

Actual Destruction Date: \_\_\_\_\_



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

<b>Department:</b> City Clerk	<b>Prepared by:</b> (Type Name/Initial Form) Kimberly Rodrigues <i>KR</i>	<b>Date:</b> 09/28/16	<b>Agoura Hills Box No.:</b> N/A	<b>Access Storage Box No.:</b> N/A
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<b>Page No.:</b> 25	<b>Item No.:</b> 30	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Equipment Files
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*By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/ Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; (d) records less than two years old; (e) the minutes, ordinances or resolutions of the legislative body or of a City Board or Commission, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.*

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Laserfiche Scanning Documents in v7.x (2 copies)	2006	2006	G. C. 34090	07/01/16
Laserfiche - Finding Documents in v7.x (2 copies)	2006	2006	G. C. 34090	07/01/16
Laserfiche 8 - Administration: Getting Started	2008	2008	G. C. 34090	07/01/16
Laserfiche 8 - Administration: Reference	2008	2008	G. C. 34090	07/01/16
Laserfiche 8 - User Quick Start	2008	2008	G. C. 34090	07/01/16
Laserfiche Plus	2008	2008	G. C. 34090	07/01/16
Laserfiche 8 Software	2008	2008	G. C. 34090	07/01/16
Laserfiche 8 Product Registration Card	2008	2008	G. C. 34090	07/01/16

**DESTRUCTION AUTHORIZATION**

<b>DEPARTMENT HEAD:</b>  Signature 09/28/16 Date	<b>CITY ATTORNEY:</b>  Signature 09/30/16 Date	<b>CITY CLERK:</b>  Signature 11/31/17 Date
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**Date Destruction of Records Approved by City Council:** \_\_\_\_\_      **Actual Destruction Date:** \_\_\_\_\_





## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> City Clerk	<b>Prepared by:</b> (Type Name/Initial Form) Kimberly Rodrigues <i>KR</i>	<b>Date:</b> 09/28/16	<b>Agoura Hills Box No.:</b> N/A	<b>Access Storage Box No.:</b> N/A
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<b>Page No.:</b> 28	<b>Item No.:</b> 37	<b>Record Series Title and Contents</b> (as listed in Records Retention Schedule): Organizations Files - Government Agencies
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*By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; (d) records less than two years old; (e) the minutes, ordinances or resolutions of the legislative body or of a City Board or Commission, and; to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.*

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
California JPIA - Contractual Risk Transfer	2005	2005	G. C. 34090	07/01/16
California JPIA - Correspondence	01/01/06	12/31/06	G. C. 34090	07/01/16
California Notary Public Practices and Procedures Workbook	2010	2010	G. C. 34090	07/01/16
California State Assembly - Legislative Procedure	2007	2007	G. C. 34090	07/01/16
City of Sacramento - Records Retention Schedule	2011	2011	G. C. 34090	07/01/16
City of San Buenaventura - City Directory & Information Guide	2005	2005	G. C. 34090	07/01/16
City of San Buenaventura - City Council Protocols	2008	2008	G. C. 34090	07/01/16
City of San Buenaventura - Deputy City Clerk Manual (2)	1998	1998	G. C. 34090	07/01/16
City of San Buenaventura - Records Retention Guidelines	2001	2001	G. C. 34090	07/01/16
City of Santa Barbara - Guidelines for Advisory Groups	2003	2003	G. C. 34090	07/01/16
City of Santa Barbara - Records Management Manual	2003	2003	G. C. 34090	07/01/16
City of Westlake Village - Candidate's Election Guide	2011	2011	G. C. 34090	07/01/16
City Selection Committee Correspondence	01/01/06	12/31/06	G. C. 34090	07/01/16
County of Los Angeles - 2013 City Clerk Elections Seminar	07/09/13	07/09/13	G. C. 34090	07/01/16
County of Los Angeles - Calendar of Events, November 4, 2014	2014	2014	G. C. 34090	07/01/16
County of Los Angeles - Progress Report	2004	2004	G. C. 34090	07/01/16
FPPC Conflict of Interest Correspondence Files	2007	2010	G. C. 34090	07/01/16
FPPC Statement of Economic Interest Filing Officer Seminar	2011	2011	G. C. 34090	07/01/16
FPPC Conflict of Interest Update Correspondence Files	2007	2007	G. C. 34090	07/01/16
Institute for Local Government - Of Cookie Jars and Fishbowls: A Public Official's Guide to Use of Public Resources	2004	2004	G. C. 34090	07/01/16
Open & Public III - User's Guide to the Ralph M. Brown Act	2001	2001	G. C. 34090	07/01/16
Las Virgenes Municipal Water District Annual Report to the Community	2010-11	2010-11	G. C. 34090	07/01/16
Malibu Creek Watershed Advisory Council - Living Lightly in Our Watersheds	2005	2005	G. C. 34090	07/01/16
Santa Monica Mountains Conservancy - Correspondence	2007	2007	G. C. 34090	07/01/16
Secretary of State Local Government Records Management Guidelines	2002	2002	G. C. 34090	07/01/16
Secretary of State Local Government Records Management Guidelines	2006	2006	G. C. 34090	07/01/16
United States Postal Service Official USPS Abbreviations	2009	2009	G. C. 34090	07/01/16

### DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
*[Signature]*  
 Signature  
 9/28/16  
 Date

**CITY ATTORNEY:**  
*[Signature]*  
 Signature  
 01/30/17  
 Date

**CITY CLERK:**  
*[Signature]*  
 Signature  
 11/31/17  
 Date

Date Destruction of Records Approved by City Council: \_\_\_\_\_

Actual Destruction Date: \_\_\_\_\_





CITY OF AGOURA HILLS
RECORDS DESTRUCTION REQUEST FORM

Department: City Clerk
Prepared by: (Type Name/Initial Form) Kimberly Rodrigues
Date: 09/28/16
Agoura Hills Box No.: N/A
Access Storage Box No.: N/A

Page No.: 28
Item No.: 38
Record Series Title and Contents (as listed in Records Retention Schedule): Organizations Files - Professional Organizations

By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; (d) records less than two years old; (e) the minutes, ordinances or resolutions of the legislative body or of a City Board or Commission, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

Table with 5 columns: List of Records Recommended for Destruction, Date of Records (From/To), Citation Number, and Destruction Date. Rows include items like 'Access Information Management Invoices (Copies)', 'York Records Management Courier Request Logs', and 'York File Requests - New Order'.

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: [Signature]
Signature: [Signature]
Date: 9/28/16

CITY ATTORNEY: [Signature]
Signature: [Signature]
Date: 01/30/17

CITY CLERK: [Signature]
Signature: [Signature]
Date: 1/31/17

Date Destruction of Records Approved by City Council: \_\_\_\_\_

Actual Destruction Date: \_\_\_\_\_



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> City Clerk	<b>Prepared by:</b> (Type Name/Initial Form) Kimberly Rodrigues <i>KR</i>	<b>Date:</b> 09/28/16	<b>Agoura Hills Box No.:</b> N/A	<b>Access Storage Box No.:</b> N/A
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<b>Page No.:</b> 28	<b>Item No.:</b> 38	<b>Record Series Title and Contents</b> (as listed in Records Retention Schedule): Organizations Files - Professional Organizations
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; (d) records less than two years old; (e) the minutes, ordinances or resolutions of the legislative body or of a City Board or Commission, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
*CCAC - Board Policies	2012	2012	G. C. 34090	07/01/16
*CCAC - Bylaws	2012	2012	G. C. 34090	07/01/16
*CCAC - City Clerk Certifications (Miscellaneous)	2010	2010	G. C. 34090	07/01/16
*CCAC - City Clerk Handbook	2004	2004	G. C. 34090	07/01/16
*CCAC - Directory of California Clerks	2010	2010	G. C. 34090	07/01/16
*CCAC - Executive Board Meeting Agenda Packet, Emeryville	10/28/11	10/28/11	G. C. 34090	07/01/16
*CCAC - Executive Board Meeting Agenda Packet, Sacramento	08/20/12	08/20/12	G. C. 34090	07/01/16
*CCAC - Project CMC Certification	2010	2012	G. C. 34090	07/01/16
*CCAC - Annual Conference/Academy Conference Materials	2010	2010	G. C. 34090	07/01/16
*CCAC - Annual Conference/Academy Conference Materials	2012	2012	G. C. 34090	07/01/16
*CCAC - Legislative Guide to California Election Laws	2012	2012	G. C. 34090	07/01/16
*CCAC - Southern Division Nuts & Bolts Training Materials	2012	2012	G. C. 34090	07/01/16
*CCAC - Southern Division Trustee Files	2010	2012	G. C. 34090	07/01/16
*CCAC - Southern Division Meeting Materials	2012	2012	G. C. 34090	07/01/16
*CCAC - Board Website Design Information	2013	2013	G. C. 34090	07/01/16
*CCAC - SCCCA General Membership Meeting, Los Angeles	03/16/12	03/16/12	G. C. 34090	07/01/16
*CCAC Website Information	2012	2012	G. C. 34090	07/01/16
*CCAC City Clerk Certifications	2010	2012	G. C. 34090	07/01/16
*City Clerks Association of California				

### DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
*[Signature]*  
 Signature \_\_\_\_\_  
 Date 9/28/16

**CITY ATTORNEY:**  
*[Signature]*  
 Signature \_\_\_\_\_  
 Date 01/30/17

**CITY CLERK:**  
*[Signature]*  
 Signature \_\_\_\_\_  
 Date 1/31/17

Date Destruction of Records Approved by City Council: \_\_\_\_\_

Actual Destruction Date: \_\_\_\_\_



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> City Clerk	<b>Prepared by: (Type Name/Initial Form)</b> Kimberly Rodrigues <i>KR</i>	<b>Date:</b> 09/28/16	<b>Agoura Hills Box No.:</b> N/A	<b>Access Storage Box No.:</b> N/A
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<b>Page No.:</b> 28	<b>Item No.:</b> 38	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Organizations Files - Professional Organizations
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*By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; (d) records less than two years old; (e) the minutes, ordinances or resolutions of the legislative body or of a City Board or Commission, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.*

<b>List of Records Recommended for Destruction:</b> <i>(Description or title of records as listed on file label)</i>	<b>Date of Records</b>		<b>Citation Number:</b>	<b>Destruction Date:</b>
	<b>From:</b>	<b>To:</b>		
Best Best & Krieger - Guidelines for Public Notice (2 Copies)	2007	2007	G. C. 34090	07/01/16
Colantuono & Levin, PC - C&L Newsletter (Fall)	2007	2007	G. C. 34090	07/01/16
Colantuono & Levin, PC - C&L Newsletter (Fall)	2009	2009	G. C. 34090	07/01/16
Colantuono & Levin, PC - C&L Newsletter (Winter, Summer)	2010	2010	G. C. 34090	07/01/16
Colantuono & Levin, PC - C&L Newsletter (Winter, Spring, Fall)	2011	2011	G. C. 34090	07/01/16
Colantuono & Levin, PC - C&L Newsletter (Fall)	2012	2012	G. C. 34090	07/01/16
Colantuono & Levin, PC - C&L Newsletter (Winter, Summer, Fall)	2013	2013	G. C. 34090	07/01/16
Los Angeles County Prosecutors - Brown Act Educational Forum	07/11/12	07/11/12	G. C. 34090	07/01/16
National Association of Parliamentarians - Membership Manual	2011	2011	G. C. 34090	07/01/16
National Association of Parliamentarians - Membership Manual	2013	2013	G. C. 34090	07/01/16
National Parliamentarian - Volume 67 Third Quarter	2006	2006	G. C. 34090	07/01/16
National Parliamentarian - Volume 73, No. 4, Fourth Quarter	2012	2012	G. C. 34090	07/01/16
National Parliamentarian - Volume 74, No. 2, Second Quarter	2013	2013	G. C. 34090	07/01/16
National Parliamentarian - Volume 74, No. 3, Third Quarter	2013	2013	G. C. 34090	07/01/16

### DESTRUCTION AUTHORIZATION

<b>DEPARTMENT HEAD:</b> <i>[Signature]</i> Signature _____ Date 9/28/16	<b>CITY ATTORNEY:</b> <i>[Signature]</i> Signature _____ Date 01/30/17	<b>CITY CLERK:</b> <i>[Signature]</i> Signature _____ Date 1/31/17
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**Date Destruction of Records Approved by City Council:** \_\_\_\_\_ **Actual Destruction Date:** \_\_\_\_\_



# CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Building & Safety	<b>Prepared by: (Type Name/Initial Form)</b> Kimberly Rodrigues <i>KR</i>	<b>Date:</b> 09/29/16	<b>Agoura Hills Box No.:</b> N/A	<b>Access Storage Box No.:</b> N/A
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<b>Page No.:</b> 28	<b>Item No.:</b> 38	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Organization Files - Professional Organizations
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*By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Deconstruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; (d) records less than two years old; (e) the minutes, ordinances or resolutions of the legislative body or of a City Board or Commission, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.*

<b>List of Records Recommended for Destruction:</b> <i>(Description or title of records as listed on file label)</i>	<b>Date of Records</b>		<b>Citation Number:</b>	<b>Destruction Date:</b>
	From:	To:		
League of California Cities - 2011 New Law & Election Seminar	2011	2011	G. C. 34090	07/01/16
League of California Cities - 2013 City Hall Directory	2013	2013	G. C. 34090	07/01/16
League of California Cities - 2014 City Hall Directory	2014	2014	G. C. 34090	07/01/16
League of California Cities - New Law & Election Seminar Materials	2008	2008	G. C. 34090	07/01/16
League of California Cities - New Law & Election Seminar Materials	2010	2010	G. C. 34090	07/01/16
Western City - League of California Cities - 2012	Dec 12	Dec 12	G. C. 34090	07/01/16
Western City - League of California Cities - 2013	Jan 13	Jan 13	G. C. 34090	07/01/16
Western City - League of California Cities	May 13	May 13	G. C. 34090	07/01/16
Western City - League of California Cities	Jun 13	Jun 13	G. C. 34090	07/01/16
Western City - League of California Cities	Jul 13	Jul 13	G. C. 34090	07/01/16
Western City - League of California Cities	Aug 13	Aug 13	G. C. 34090	07/01/16
Western City - League of California Cities	Sep 13	Sep 13	G. C. 34090	07/01/16
Western City - League of California Cities	Oct 13	Oct 13	G. C. 34090	07/01/16
Western City - League of California Cities - 2014	Jan 14	Jan 14	G. C. 34090	07/01/16
Western City - League of California Cities	Feb 14	Feb 14	G. C. 34090	07/01/16
Western City - League of California Cities	Mar 14	Mar 14	G. C. 34090	07/01/16
Western City - League of California Cities	Apr 14	Apr 14	G. C. 34090	07/01/16
Western City - League of California Cities	Jun 14	Jun 14	G. C. 34090	07/01/16

### DESTRUCTION AUTHORIZATION

<b>DEPARTMENT HEAD:</b> <i>K. Blum</i> Signature _____ 9/28/16 Date _____	<b>CITY ATTORNEY:</b> <i>[Signature]</i> Signature _____ 01/30/17 Date _____	<b>CITY CLERK:</b> <i>[Signature]</i> Signature _____ 11/31/17 Date _____
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**Date Destruction of Records Approved by City Council:** \_\_\_\_\_ **Actual Destruction Date:** \_\_\_\_\_



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> City Clerk	<b>Prepared by:</b> (Type Name/Initial Form) Kimberly Rodrigues <i>KR</i>	<b>Date:</b> 09/28/16	<b>Agoura Hills Box No.:</b> N/A	<b>Access Storage Box No.:</b> N/A
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<b>Page No.:</b> 28	<b>Item No.:</b> 38	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Organizations Files - Professional Organizations
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; (d) records less than two years old; (e) the minutes, ordinances or resolutions of the legislative body or of a City Board or Commission, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Richards, Watson & Gershon - Advisor - (Winter, Spring)	2008	2008	G. C. 34090	07/01/16
Richards, Watson & Gershon - City Council Handbook (Orientation) (2)	2003	2003	G. C. 34090	07/01/16
Richards, Watson & Gershon - City Council Handbook (Orientation) (3)	2005	2005	G. C. 34090	07/01/16
Richards, Watson, Gershon - Conflicts of Interest Handbook	2008	2008	G. C. 34090	07/01/16
Richards, Watson & Gershon - Conflicts of Interest Handbook	2014	2014	G. C. 34090	07/01/16
Richards, Watson, Gershon - Public Records Act Handbook	2008	2008	G. C. 34090	07/01/16
Richards, Watson & Gershon - Public Records Act Handbook	2014	2014	G. C. 34090	07/01/16
Richards, Watson & Gershon - Ralph M. Brown Act Handbook	2014	2014	G. C. 34090	07/01/16
Sheraton Hotel - State of the City/Reorganization Proposal	2011	2011	G. C. 34090	07/01/16
Philadelphia Indemnity Insurance Company - Commercial Lines Policy <i>(Enwidelines)</i>	2007	2007	G. C. 34090	07/01/16

### DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
*[Signature]*  
\_\_\_\_\_  
Signature  
9/28/16  
\_\_\_\_\_  
Date

**CITY ATTORNEY:**  
*[Signature]*  
\_\_\_\_\_  
Signature  
01/30/17  
\_\_\_\_\_  
Date

**CITY CLERK:**  
*[Signature]*  
\_\_\_\_\_  
Signature  
1/31/17  
\_\_\_\_\_  
Date

Date Destruction of Records Approved by City Council: \_\_\_\_\_

Actual Destruction Date: \_\_\_\_\_



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> City Clerk	<b>Prepared by:</b> Kimberly M. Rodrigues <i>KL</i>	<b>Date:</b> 09/25/16	<b>Agoura Hills Box No.:</b> N/A	<b>Access Storage Box No.:</b> N/A
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<b>Page No.:</b> 28	<b>Item No.:</b> 38	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Organization Files - Professional Organizations
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*By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Deconstruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.*

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:		
<b>Publications:</b>				
The National Notary - November 2012	Nov 12	Nov 12	G. C. 34090	07/01/16
The National Notary	Jan 13	Jan 13	G. C. 34090	07/01/16
The National Notary	May 13	May 13	G. C. 34090	07/01/16
The National Notary	Jul 13	Jul 13	G. C. 34090	07/01/16
The National Notary	Sep 13	Sep 13	G. C. 34090	07/01/16
The National Notary - November 2013	Nov 13	Nov 13	G. C. 34090	07/01/16
The National Notary - February 2014	Feb 14	Feb 14	G. C. 34090	07/01/16
The National Notary	Apr 14	Apr 14	G. C. 34090	07/01/16
The National Notary	Jun 14	Jun 14	G. C. 34090	07/01/16
National Notary Association - Testing Materials	2006	2006	G. C. 34090	07/01/16
National Notary Association - Testing Materials	2013	2013	G. C. 34090	07/01/16

DESTRUCTION AUTHORIZATION		
<b>DEPARTMENT HEAD:</b> <u><i>B. ...</i></u> Signature <u>9/25/16</u> Date	<b>CITY ATTORNEY:</b> <u><i>[Signature]</i></u> Signature <u>01/30/17</u> Date	<b>CITY CLERK:</b> <u><i>[Signature]</i></u> Signature <u>11/31/17</u> Date

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



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> City Clerk	<b>Prepared by:</b> Kimberly M. Rodrigues <i>(Signature)</i>	<b>Date:</b> 09/28/16	<b>Agoura Hills Box No.:</b> N/A	<b>Access Storage Box No.:</b> N/A
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<b>Page No.:</b> 29	<b>Item No.:</b> 42	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Public Records Requests (Not Related to Litigation)
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*By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Deletion Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.*

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:		
1996 Public Records Requests	01/01/96	12/31/96	G. C. 34090	07/01/16
1997 Public Records Requests	01/01/97	12/31/97	G. C. 34090	07/01/16
1998 Public Records Requests	01/01/98	12/31/98	G. C. 34090	07/01/16
1999 Public Records Requests	01/01/99	12/31/99	G. C. 34090	07/01/16
2000 Public Records Requests	01/01/00	12/31/00	G. C. 34090	07/01/16
2001 Public Records Requests	01/01/01	12/31/01	G. C. 34090	07/01/16
2002 Public Records Requests	01/01/02	12/31/02	G. C. 34090	07/01/16
2005 Public Records Requests	01/01/05	12/31/05	G. C. 34090	07/01/16
2006 Public Records Requests	01/01/06	12/31/06	G. C. 34090	07/01/16
2009 Public Records Requests	01/01/09	12/31/09	G. C. 34090	07/01/16
2010 Public Records Requests	01/01/10	12/31/10	G. C. 34090	07/01/16
2011 Public Records Requests	01/01/11	12/31/11	G. C. 34090	07/01/16
2012 Public Records Requests	01/01/12	12/31/12	G. C. 34090	07/01/16
2013 Public Records Requests	01/01/13	12/31/13	G. C. 34090	07/01/16

### DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
*(Signature)*  
 Signature \_\_\_\_\_  
 Date 9/28/16

**CITY ATTORNEY:**  
*(Signature)*  
 Signature \_\_\_\_\_  
 Date 01/30/17

**CITY CLERK:**  
*(Signature)*  
 Signature \_\_\_\_\_  
 Date 1/31/17

Date City Council Approved Records for Destruction:

Actual Date Records Destroyed:



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> City Clerk	<b>Prepared by:</b> Kimberly M. Rodrigues <i>KMR</i>	<b>Date:</b> 09/30/16	<b>Agoura Hills Box No.:</b> N/A	<b>Access Storage Box No.:</b> N/A
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<b>Page No.:</b> 30	<b>Item No.:</b> 48	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Subject Files
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*By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.*

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:		
Agenda Samples from other Agencies	2006	2006	G. C. 34090	07/01/16
Agoura Hills Agreement Templates (Update)	2013	2013	G. C. 34090	07/01/16
Board, Commission, Committee Research	2006	2006	G. C. 34090	07/01/16
Minute Samples from other Agencies	2006	2006	G. C. 34090	07/01/16
Speaker Card Samples from other Agencies	2006	2006	G. C. 34090	07/01/16
Web Page Samples from other Agencies	2006	2006	G. C. 34090	07/01/16

### DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
*Blank*  
Signature \_\_\_\_\_  
9/30/16  
Date \_\_\_\_\_

**CITY ATTORNEY:**  
*Blank*  
Signature \_\_\_\_\_  
01/30/17  
Date \_\_\_\_\_

**CITY CLERK:**  
*Blank*  
Signature \_\_\_\_\_  
1/31/17  
Date \_\_\_\_\_



**Exhibit A-4**

*Community Services*



# CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Community Services	Prepared by: (Type Name/Initial Form) Cynthia Polich <i>CP</i>	Date: 10/11/16	Agoura Hills Box No.: P-203	Access Storage Box No.: C00115176
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Page No.: 33	Item No.: 6	Record Series Title and Contents (as listed in Records Retention Schedule): Facilities Reservation Forms
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*By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/ Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.*

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Field Reservations 2010	01/01/10	12/31/10	G. C. 34090	07/01/16
Reservations 2010	01/01/01	12/31/10	G. C. 34090	07/01/16
Robert Breen Insurance 2001-2010	01/01/10	12/31/10	G. C. 34090	07/01/16

## DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:  
*Ann Bz*  
Signature  
1.5.17  
Date

CITY ATTORNEY:  
*CP*  
Signature  
01/30/17  
Date

CITY CLERK:  
*Alana*  
Signature  
1/31/17  
Date

Date Destruction of Records Approved by City Council: \_\_\_\_\_

Actual Destruction Date: \_\_\_\_\_



### CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Community Services	Prepared by: (Type Name/Initial Form) Cynthia Polich <i>CP</i>	Date: 10/11/16	Agoura Hills Box No.: P-189	Access Storage Box No.: C00115179
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Page No.: 33	Item No.: 6	Record Series Title and Contents (as listed in Records Retention Schedule): Facilities Reservation Forms
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Deletion Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are **not**: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
<b>Reservations 2011-2012</b>				
AHS Tennis Courts 2011-12	01/01/11	12/31/12	G. C. 34090	07/01/16
Ballfield Reservations 2011-12	01/01/11	12/31/12	G. C. 34090	07/01/16
Building Reservations 2011-12	01/01/11	12/31/12	G. C. 34090	07/01/16
Driver Alliant Insurance 2011-12	01/01/11	12/31/12	G. C. 34090	07/01/16
Equestrian Arenas 2011-12	01/01/11	12/31/12	G. C. 34090	07/01/16
Field Reservations 2011-12	01/01/11	12/31/12	G. C. 34090	07/01/16
Filming Reservations 2011-12	01/01/11	12/31/12	G. C. 34090	07/01/16
Picnic Shelter 2011-12	01/01/11	12/31/12	G. C. 34090	07/01/16

#### DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
*Amy R.*  
 \_\_\_\_\_  
 Signature  
 1.5.17  
 \_\_\_\_\_  
 Date

**CITY ATTORNEY:**  
*CP*  
 \_\_\_\_\_  
 Signature  
 01/30/17  
 \_\_\_\_\_  
 Date

**CITY CLERK:**  
*Blair*  
 \_\_\_\_\_  
 Signature  
 11/31/17  
 \_\_\_\_\_  
 Date

Date Destruction of Records Approved by City Council: \_\_\_\_\_

Actual Destruction Date: \_\_\_\_\_



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

<b>Department:</b> Community Services	<b>Prepared by: (Type Name/Initial Form)</b> Cynthia Polich <i>cep</i>	<b>Date:</b> 10/11/16	<b>Agoura Hills Box No.:</b> P-195	<b>Access Storage Box No.:</b> C00115177
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<b>Page No.:</b> 33	<b>Item No.:</b> 6	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Facilities Reservation Forms
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*By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.*

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
<b>Reservations 2012-2013</b>				
AHS Tennis Courts 2012-2013	01/01/12	12/31/13	G. C. 34090	07/01/16
Ballfield Reservations 2012-2013	01/01/12	12/31/13	G. C. 34090	07/01/16
Building/Facility Reservations 2012-2013	01/01/12	12/31/13	G. C. 34090	07/01/16
Picnic Shelter Reservations 2012-2013	01/01/12	12/31/13	G. C. 34090	07/01/16
Turf/Grass Reservations 2012-2013	01/01/12	12/31/13	G. C. 34090	07/01/16

**DESTRUCTION AUTHORIZATION**

<b>DEPARTMENT HEAD:</b> <u><i>Amy R.</i></u> Signature <u>1.5.17</u> Date	<b>CITY ATTORNEY:</b> <u><i>[Signature]</i></u> Signature <u>01/30/17</u> Date	<b>CITY CLERK:</b> <u><i>[Signature]</i></u> Signature <u>1/31/17</u> Date
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Date Destruction of Records Approved by City Council: \_\_\_\_\_ Actual Destruction Date: \_\_\_\_\_



CITY OF AGOURA HILLS
RECORDS DESTRUCTION REQUEST FORM

Department: Community Services
Prepared by: Cynthia Polich
Date: 10/11/16
Agoura Hills Box No.: P-198
Access Storage Box No.: C00115146

Page No.: 33
Item No.: 6
Record Series Title and Contents: Facilities Reservation Forms

By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period...

Table with 5 columns: List of Records Recommended for Destruction, Date of Records (From/To), Citation Number, and Destruction Date. Includes entries for Reservations 2012-2013, Ballfields, Building/Facility, Picnic Shelter, and Turf/Grass.

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:
Signature: [Signature]
Date: 1.5.17

CITY ATTORNEY:
Signature: [Signature]
Date: 01/30/17

CITY CLERK:
Signature: [Signature]
Date: 1/31/17

Date Destruction of Records Approved by City Council:

Actual Destruction Date:



# CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Community Services	<b>Prepared by: (Type Name/Initial Form)</b> Cynthia Polich <i>CP</i>	<b>Date:</b> 10/11/16	<b>Agoura Hills Box No.:</b> P-178	<b>Access Storage Box No.:</b> C00115155
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<b>Page No.:</b> 34	<b>Item No.:</b> 12	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Program Registrations/Waivers of Liability
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/ Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Basketball Summer 2009	04/01/09	08/30/09	G. C. 34090	07/01/16
Registrations Summer 2009 A-Z	04/01/09	08/30/09	G. C. 34090	07/01/16
Summer Camp 2009 A-Z	04/01/09	08/30/09	G. C. 34090	07/01/16

### DESTRUCTION AUTHORIZATION

<b>DEPARTMENT HEAD:</b> <i>Amey B</i> Signature 1.5.17 Date	<b>CITY ATTORNEY:</b> <i>[Signature]</i> Signature 01/30/17 Date	<b>CITY CLERK:</b> <i>[Signature]</i> Signature 1/31/17 Date
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Date Destruction of Records Approved by City Council: \_\_\_\_\_ Actual Destruction Date: \_\_\_\_\_



# CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Community Services	<b>Prepared by:</b> (Type Name/Initial Form) Cynthia Polich <i>CP</i>	<b>Date:</b> 10/11/16	<b>Agoura Hills Box No.:</b> P-168	<b>Access Storage Box No.:</b> C00115165
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<b>Page No.:</b> 34	<b>Item No.:</b> 12	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Program Registrations/Waivers of Liability
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*By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/ Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.*

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
<b>2009</b>				
Adventure Club Waivers 2009	05/20/09	08/30/09	G. C. 34090	07/01/16
Rec Club On The Go Rosters/Sign-ins 2009	05/20/09	08/30/09	G. C. 34090	07/01/16
Teen VIP Summer 2009	05/20/09	08/30/09	G. C. 34090	07/01/16
<b>2010</b>				
2010 Basketball League Scores	04/01/10	08/30/10	G. C. 34090	07/01/16
2010 Summer Camp Waivers	04/01/10	08/30/10	G. C. 34090	07/01/16
Community Expo 2010	04/01/10	08/30/10	G. C. 34090	07/01/16
Ski Trip Waivers 2010	01/31/10	03/31/10	G. C. 34090	07/01/16
Summer Camp 2010 A-Z	04/01/10	08/30/10	G. C. 34090	07/01/16

### DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
*Ann Re*  
 Signature  
 1.5.17  
 Date

**CITY ATTORNEY:**  
*CP*  
 Signature  
 01/30/17  
 Date

**CITY CLERK:**  
*Blair*  
 Signature  
 1/31/17  
 Date

Date Destruction of Records Approved by City Council: \_\_\_\_\_

Actual Destruction Date: \_\_\_\_\_



# CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Community Services	Prepared by: (Type Name/Initial Form) Cynthia Polich <i>CPB</i>	Date: 10/11/16	Agoura Hills Box No.: P-167	Access Storage Box No.: C00115147
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Page No.: 34	Item No.: 12	Record Series Title and Contents (as listed in Records Retention Schedule): Program Files (City-Participation)
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Winter 2010 Registrations A-Z	01/01/10	03/30/10	G. C. 34090	07/01/16
Winter 2010 Waiver Rosters for all classes	01/01/10	03/30/10	G. C. 34090	07/01/16

## DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
*Amey*  
 Signature  
1.5.17  
 Date

**CITY ATTORNEY:**  
*[Signature]*  
 Signature  
01/30/17  
 Date

**CITY CLERK:**  
*[Signature]*  
 Signature  
1/31/17  
 Date

**Date Destruction of Records Approved by City Council:** \_\_\_\_\_ **Actual Destruction Date:** \_\_\_\_\_





# CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Community Services	<b>Prepared by:</b> <i>(Type Name/Initial Form)</i> Cynthia Polich <i>CP</i>	<b>Date:</b> 10/11/16	<b>Agoura Hills Box No.:</b> P-164	<b>Access Storage Box No.:</b> C00115164
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<b>Page No.:</b> 34	<b>Item No.:</b> 12	<b>Record Series Title and Contents</b> <i>(as listed in Records Retention Schedule)</i> : Program Registrations/Waivers of Liability
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*By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/ Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.*

<b>List of Records Recommended for Destruction:</b> <i>(Description or title of records as listed on file label)</i>	<b>Date of Records</b>		<b>Citation Number:</b>	<b>Destruction Date:</b>
	From:	To:		
Spring Registration 2010 A-Z	04/01/10	06/30/10	G. C. 34090	07/01/16
Spring Waivers/Sign In Sheets	04/01/10	06/30/10	G. C. 34090	07/01/16

<b>DEPARTMENT HEAD:</b> <u><i>[Signature]</i></u> Signature <u>1.5.17</u> Date	<b>CITY ATTORNEY:</b> <u><i>[Signature]</i></u> Signature <u>01/30/17</u> Date	<b>CITY CLERK:</b> <u><i>[Signature]</i></u> Signature <u>1/31/17</u> Date
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**Date Destruction of Records Approved by City Council:** \_\_\_\_\_ **Actual Destruction Date:** \_\_\_\_\_



# CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Community Services	<b>Prepared by: (Type Name/Initial Form)</b> Cynthia Polich <i>CP</i>	<b>Date:</b> 10/11/16	<b>Agoura Hills Box No.:</b> P-175	<b>Access Storage Box No.:</b> N/A
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<b>Page No.:</b> 34	<b>Item No.:</b> 12	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Program Registrations/Waivers of Liability
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Summer Registrations 2010 A-Z	04/01/10	08/31/10	G. C. 34090	07/01/16

## DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
*Amy R*  
Signature  
1.5.17  
Date

**CITY ATTORNEY:**  
*CP*  
Signature  
01/30/17  
Date

**CITY CLERK:**  
*Blanca*  
Signature  
1/31/17  
Date

Date Destruction of Records Approved by City Council: \_\_\_\_\_

Actual Destruction Date: \_\_\_\_\_



# CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Community Services	<b>Prepared by:</b> (Type Name/Initial Form) Cynthia Polich <i>cep</i>	<b>Date:</b> 10/11/16	<b>Agoura Hills Box No.:</b> P-165	<b>Access Storage Box No.:</b> C00115148
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<b>Page No.:</b> 34	<b>Item No.:</b> 12	<b>Record Series Title and Contents</b> (as listed in Records Retention Schedule): Program Registrations/Waivers of Liability
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*By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.*

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Fall Registrations	08/01/10	12/31/10	G. C. 34090	07/01/16
Waivers/Sign-In Sheets 2010	01/01/10	12/31/10	G. C. 34090	07/01/16

## DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
*Amy*  
 Signature \_\_\_\_\_  
 1.5.17  
 Date \_\_\_\_\_

**CITY ATTORNEY:**  
*[Signature]*  
 Signature \_\_\_\_\_  
 01/30/17  
 Date \_\_\_\_\_

**CITY CLERK:**  
*[Signature]*  
 Signature \_\_\_\_\_  
 1/31/17  
 Date \_\_\_\_\_

Date Destruction of Records Approved by City Council: \_\_\_\_\_

Actual Destruction Date: \_\_\_\_\_



CITY OF AGOURA HILLS
RECORDS DESTRUCTION REQUEST FORM

Department: Community Services
Prepared by: Cynthia Polich
Date: 10/11/16
Agoura Hills Box No.: P-173
Access Storage Box No.: C00115157

Page No.: 34
Item No.: 12
Record Series Title and Contents: Program Registrations/Waivers of Liability

By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/ Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.

Table with columns: List of Records Recommended for Destruction (Description or title of records as listed on file label), Date of Records (From: To:), Citation Number, Destruction Date. Contains entries for 'Waivers 2011' and 'Winter Registrations 2011 A-Z'.

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:
Signature: [Signature]
Date: 1.5.17

CITY ATTORNEY:
Signature: [Signature]
Date: 01/30/17

CITY CLERK:
Signature: [Signature]
Date: 1/31/17

Date Destruction of Records Approved by City Council: \_\_\_\_\_

Actual Destruction Date: \_\_\_\_\_



CITY OF AGOURA HILLS
RECORDS DESTRUCTION REQUEST FORM

Department: Community Services
Prepared by: Cynthia Polich
Date: 10/11/16
Agoura Hills Box No.: P-179
Access Storage Box No.: C00115162

Page No.: 34
Item No.: 12
Record Series Title and Contents: Program Registrations/Waivers of Liability

By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/ Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.

Table with columns: List of Records Recommended for Destruction, Date of Records (From/To), Citation Number, Destruction Date. Includes entries for Spring 2011 A-Z and Spring Soccer Waivers 2011.

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:
Signature: [Signature]
Date: 1.5.17

CITY ATTORNEY:
Signature: [Signature]
Date: 01/20/17

CITY CLERK:
Signature: [Signature]
Date: 1/31/17

Date Destruction of Records Approved by City Council:

Actual Destruction Date:



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

<b>Department:</b> Community Services	<b>Prepared by: (Type Name/Initial Form)</b> Cynthia Polich <i>CP</i>	<b>Date:</b> 10/11/16	<b>Agoura Hills Box No.:</b> P-170	<b>Access Storage Box No.:</b> C00115137
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<b>Page No.:</b> 34	<b>Item No.:</b> 13	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Program Files (City-Participation)
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Deletion Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are **not**: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
<b>Insurance Certificates</b>				
Amy Lockman	01/01/09	01/01/10	G. C. 34090	07/01/16
Denise Selogie	01/01/09	01/01/10	G. C. 34090	07/01/16
Driver Alliant Insurance Services	01/01/09	01/01/10	G. C. 34090	07/01/16
Leonilla Garcia	01/01/09	01/01/10	G. C. 34090	07/01/16
Mindy Varid	01/01/09	01/01/10	G. C. 34090	07/01/16
Reyes Adobe Historical Site	01/01/09	01/01/10	G. C. 34090	07/01/16
Robert Breene - Young Rembrandts	01/01/09	01/01/10	G. C. 34090	07/01/16

**DESTRUCTION AUTHORIZATION**

<b>DEPARTMENT HEAD:</b> <i>Amie</i> Signature 1.5.17 Date	<b>CITY ATTORNEY:</b> <i>[Signature]</i> Signature 01/30/17 Date	<b>CITY CLERK:</b> <i>[Signature]</i> Signature 1/31/17 Date
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## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Community Services	<b>Prepared by:</b> (Type Name/Initial Form) Cynthia Polich <i>CP</i>	<b>Date:</b> 10/11/16	<b>Agoura Hills Box</b> No.: P-171	<b>Access Storage Box</b> No.: N/A
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<b>Page</b>	<b>Item</b>	<b>Record Series Title and Contents</b> (as listed in Records Retention Schedule):		
No.: 34	No.: 13	Program Files (City-Participation)		

*By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are **not**: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.*

<b>List of Records Recommended for Destruction:</b> (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
<b>Cynthia Polich's Work Files</b>				
Check Requests 2010	01/01/10	12/31/10	G. C. 34090	07/01/16
Invoices 2010	01/01/10	12/31/10	G. C. 34090	07/01/16
Petty Cash Receipts 2010	01/01/10	12/31/10	G. C. 34090	07/01/16
Postage 2010	01/01/10	12/31/10	G. C. 34090	07/01/16
Renewals 2010	01/01/10	12/31/10	G. C. 34090	07/01/16
Rents & Leases 2010	01/01/10	12/31/10	G. C. 34090	07/01/16
	01/01/10	12/31/10	G. C. 34090	07/01/16

### DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
*Anita*  
Signature  
1.5.17  
Date

**CITY ATTORNEY:**  
*[Signature]*  
Signature  
01/30/17  
Date

**CITY CLERK:**  
*[Signature]*  
Signature  
1/31/17  
Date

Date Destruction of Records Approved by City Council: \_\_\_\_\_

Actual Destruction Date: \_\_\_\_\_



# CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Community Services	<b>Prepared by:</b> (Type Name/Initial Form) Cynthia Polich <i>CP</i>	<b>Date:</b> 10/11/16	<b>Agoura Hills Box No.:</b> P-204	<b>Access Storage Box No.:</b> C00115166
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<b>Page No.:</b> 34	<b>Item No.:</b> 13	<b>Record Series Title and Contents</b> (as listed in Records Retention Schedule): Program Files (City-Participation)
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/ Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
<b>Nick Newkirk's Working Files 2006-2013</b>				
Playground Audit 2010	01/01/10	12/13/10	G. C. 34090	07/01/16
Reyes Adobe Days 2006	01/01/06	12/31/06	G. C. 34090	07/01/16
Reyes Adobe Historical Site Information 2013	01/01/13	12/31/13	G. C. 34090	07/01/16
Filming/Rental Information 2013	01/01/13	12/31/13	G. C. 34090	07/01/16
Alliant Insurance 2013	01/01/13	12/31/13	G. C. 34090	07/01/16

## DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
*Amy R*  
Signature \_\_\_\_\_  
Date 1.5.17

**CITY ATTORNEY:**  
*[Signature]*  
Signature \_\_\_\_\_  
Date 01/30/17

**CITY CLERK:**  
*[Signature]*  
Signature \_\_\_\_\_  
Date 1/31/17

Date Destruction of Records Approved by City Council: \_\_\_\_\_

Actual Destruction Date: \_\_\_\_\_





AGOURA HILLS

CITY OF AGOURA HILLS  
RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Community Services	<b>Prepared by:</b> (Type Name/Initial Form) Cynthia Polich <i>CP</i>	<b>Date:</b> 10/11/16	<b>Agoura Hills Box No.:</b> P-255	<b>Access Storage Box No.:</b> N/A
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<b>Page No.:</b> 35	<b>Item No.:</b> 14	<b>Record Series Title and Contents</b> (as listed in Records Retention Schedule): Program Files (City-Sponsored)
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Dial-A-Ride Trip Fare Reconciliation Sheets 2006: JAN-MAY	01/01/06	05/31/06	G. C. 34090	07/01/16

**DESTRUCTION AUTHORIZATION**

**DEPARTMENT HEAD:**  
 \_\_\_\_\_  
*Amy [Signature]*  
 Signature  
 \_\_\_\_\_  
 1.5.17  
 Date

**CITY ATTORNEY:**  
 \_\_\_\_\_  
*[Signature]*  
 Signature  
 \_\_\_\_\_  
 01/30/17  
 Date

**CITY CLERK:**  
 \_\_\_\_\_  
*[Signature]*  
 Signature  
 \_\_\_\_\_  
 1/31/17  
 Date

Date Destruction of Records Approved by City Council: \_\_\_\_\_

Actual Destruction Date: \_\_\_\_\_



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

<b>Department:</b> Community Services	<b>Prepared by:</b> (Type Name/Initial Form) Cynthia Polich <i>CP</i>	<b>Date:</b> 10/11/16	<b>Agoura Hills Box No.:</b> P-262	<b>Access Storage Box No.:</b> N/A
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<b>Page No.:</b> 35	<b>Item No.:</b> 14	<b>Record Series Title and Contents</b> (as listed in Records Retention Schedule): Program Files (City-Sponsored)
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Dial-A-Ride Trip Fare Reconciliation Sheets 2006: JUL-DEC	07/01/06	12/31/06	G. C. 34090	07/01/16

**DESTRUCTION AUTHORIZATION**

**DEPARTMENT HEAD:**  
*Amy R*  
 \_\_\_\_\_  
 Signature  
 1.5.17  
 \_\_\_\_\_  
 Date

**CITY ATTORNEY:**  
*CP*  
 \_\_\_\_\_  
 Signature  
 01/30/17  
 \_\_\_\_\_  
 Date

**CITY CLERK:**  
*Blair*  
 \_\_\_\_\_  
 Signature  
 1/31/17  
 \_\_\_\_\_  
 Date

Date Destruction of Records Approved by City Council: \_\_\_\_\_

Actual Destruction Date: \_\_\_\_\_



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Community Services	<b>Prepared by: (Type Name/Initial Form)</b> Cynthia Polich <i>CP</i>	<b>Date:</b> 10/11/16	<b>Agoura Hills Box No.:</b> P-267	<b>Access Storage Box No.:</b> N/A
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<b>Page No.:</b> 35	<b>Item No.:</b> 14	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Program Files (City-Sponsored)
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*By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.*

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Dial-A-Ride Trip Fare Reconciliation Sheets 2006: JUL-DEC	07/01/06	12/31/06	G. C. 34090	07/01/16

### DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
*Amey R*  
 Signature \_\_\_\_\_  
 1.5.17  
 Date \_\_\_\_\_

**CITY ATTORNEY:**  
*CP*  
 Signature \_\_\_\_\_  
 01/30/17  
 Date \_\_\_\_\_

**CITY CLERK:**  
*B...*  
 Signature \_\_\_\_\_  
 1/31/17  
 Date \_\_\_\_\_

Date Destruction of Records Approved by City Council: \_\_\_\_\_

Actual Destruction Date: \_\_\_\_\_



### CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Community Services	<b>Prepared by:</b> (Type Name/Initial Form) Cynthia Polich <i>CP</i>	<b>Date:</b> 10/11/16	<b>Agoura Hills Box No.:</b> P-269	<b>Access Storage Box No.:</b> N/A
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<b>Page No.:</b> 35	<b>Item No.:</b> 14	<b>Record Series Title and Contents</b> (as listed in Records Retention Schedule): Program Files (City-Sponsored)
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Dial-A-Ride Trip Fare Reconciliation Sheets 2007: JAN-JUN	01/01/07	06/30/07	G. C. 34090	07/01/16

### DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
*[Signature]*  
 Signature  
 Date 1.5.17

**CITY ATTORNEY:**  
*[Signature]*  
 Signature  
 Date 01/30/17

**CITY CLERK:**  
*[Signature]*  
 Signature  
 Date 1/31/17

Date Destruction of Records Approved by City Council: \_\_\_\_\_ Actual Destruction Date: \_\_\_\_\_



CITY OF AGOURA HILLS
RECORDS DESTRUCTION REQUEST FORM

Department: Community Services
Prepared by: Cynthia Polich
Date: 10/11/16
Agoura Hills Box No.: P-264
Access Storage Box No.: N/A

Page No.: 35
Item No.: 14
Record Series Title and Contents (as listed in Records Retention Schedule): Program Files (City-Sponsored)

By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Deconstruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.

Table with 5 columns: List of Records Recommended for Destruction (Description or title of records as listed on file label), Date of Records (From, To), Citation Number, Destruction Date. Row 1: Dial-A-Ride Trip Fare Reconciliation Sheets 2007: JUL-DEC, 07/01/07, 12/31/07, G. C. 34090, 07/01/16.

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:
Signature: [Signature]
Date: 1.5.17

CITY ATTORNEY:
Signature: [Signature]
Date: 01/30/17

CITY CLERK:
Signature: [Signature]
Date: 1/31/17

Date Destruction of Records Approved by City Council:

Actual Destruction Date:



# CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Community Services	<b>Prepared by:</b> (Type Name/Initial Form) Cynthia Polich <i>cep</i>	<b>Date:</b> 10/11/16	<b>Agoura Hills Box No.:</b> P-266	<b>Access Storage Box No.:</b> N/A
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<b>Page No.:</b> 35	<b>Item No.:</b> 14	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Program Files (City-Sponsored)
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Dial-A-Ride Trip Fare Reconciliation Sheets 2008: JAN-JUN	01/01/08	06/30/08	G. C. 34090	07/01/16

### DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
*[Signature]*  
Signature  
Date: 1.5.17

**CITY ATTORNEY:**  
*[Signature]*  
Signature  
Date: 01/30/17

**CITY CLERK:**  
*[Signature]*  
Signature  
Date: 1/31/17

Date Destruction of Records Approved by City Council: \_\_\_\_\_

Actual Destruction Date: \_\_\_\_\_



# CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Community Services	<b>Prepared by: (Type Name/Initial Form)</b> Cynthia Polich <i>cep</i>	<b>Date:</b> 10/11/16	<b>Agoura Hills Box No.:</b> P-271	<b>Access Storage Box No.:</b> N/A
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<b>Page No.:</b> 35	<b>Item No.:</b> 14	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Program Files (City-Sponsored)
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Dial-A-Ride Trip Fare Reconciliation Sheets 2009: JAN-JUN	01/01/09	06/30/09	G. C. 34090	07/01/16

### DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
*Amy R*  
\_\_\_\_\_  
Signature  
*1.5.17*  
\_\_\_\_\_  
Date

**CITY ATTORNEY:**  
*[Signature]*  
\_\_\_\_\_  
Signature  
*01/30/17*  
\_\_\_\_\_  
Date

**CITY CLERK:**  
*[Signature]*  
\_\_\_\_\_  
Signature  
*1/31/17*  
\_\_\_\_\_  
Date

Date Destruction of Records Approved by City Council: \_\_\_\_\_

Actual Destruction Date: \_\_\_\_\_



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

<b>Department:</b> Community Services	<b>Prepared by: (Type Name/Initial Form)</b> Cynthia Polich <i>CP</i>	<b>Date:</b> 10/11/16	<b>Agoura Hills Box No.:</b> P-265	<b>Access Storage Box No.:</b> N/A
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<b>Page No.:</b> 35	<b>Item No.:</b> 14	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Program Files (City-Sponsored)
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*By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.*

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Dial-A-Ride Trip Fare Reconciliation Sheets 2009: JUL-DEC	07/01/09	12/31/09	G. C. 34090	07/01/16

**DESTRUCTION AUTHORIZATION**

**DEPARTMENT HEAD:**  
*[Signature]*  
Signature  
1.5.17  
Date

**CITY ATTORNEY:**  
*[Signature]*  
Signature  
01/30/17  
Date

**CITY CLERK:**  
*[Signature]*  
Signature  
1/31/17  
Date





## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Community Services	<b>Prepared by:</b> (Type Name/Initial Form) Cynthia Polich <i>CEB</i>	<b>Date:</b> 10/11/16	<b>Agoura Hills Box No.:</b> P-256	<b>Access Storage Box No.:</b> N/A
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<b>Page No.:</b> 35	<b>Item No.:</b> 14	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Program Files (City-Sponsored)
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.

<b>List of Records Recommended for Destruction:</b> (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Dial-A-Ride Trip Fare Reconciliation Sheets 2010: JAN-MAY	01/01/10	05/31/10	G. C. 34090	07/01/16

### DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
 Signature: *Amy*  
 Date: 1.5.17

**CITY ATTORNEY:**  
 Signature: *[Signature]*  
 Date: 01/30/17

**CITY CLERK:**  
 Signature: *[Signature]*  
 Date: 1/31/17

Date Destruction of Records Approved by City Council: \_\_\_\_\_ Actual Destruction Date: \_\_\_\_\_

**Exhibit A-5**

*Finance*



# CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Finance	<b>Prepared by:</b> (Type Name/Initial Form) Monica Hanson <i>MH</i>	<b>Date:</b> 01/09/17	<b>Agoura Hills Box No.:</b> F415	<b>Access Storage Box No.:</b> 30238058
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<b>Page No.:</b> 37	<b>Item No.:</b> 3	<b>Record Series Title and Contents</b> (as listed in Records Retention Schedule): Accounts Payables Files
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.

<b>List of Records Recommended for Destruction:</b> (Description or title of records as listed on file label)	<b>Date of Records</b>		<b>Citation Number:</b>	<b>Destruction Date:</b>
	From:	To:		
Accounts Payable Invoices	09/04/08	10/16/08	G. C. 34090	07/01/16

### DESTRUCTION AUTHORIZATION

<b>DEPARTMENT HEAD:</b>  Signature 1/17/19 Date	<b>CITY ATTORNEY:</b>  Signature 01/30/17 Date	<b>CITY CLERK:</b>  Signature 1/31/17 Date
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## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Finance	<b>Prepared by:</b> <i>(Type Name/Initial Form)</i> Monica Hanson <i>MHS</i>	<b>Date:</b> 01/09/17	<b>Agoura Hills Box No.:</b> F416	<b>Access Storage Box No.:</b> 30238057
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<b>Page No.:</b> 37	<b>Item No.:</b> 3	<b>Record Series Title and Contents</b> <i>(as listed in Records Retention Schedule):</i> Accounts Payables Files
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Deletion Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.

List of Records 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 Invoices	10/23/08	12/11/08	G. C. 34090	07/01/16

### DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
  
 Signature \_\_\_\_\_  
 1/17/19  
 Date \_\_\_\_\_

**CITY ATTORNEY:**  
  
 Signature \_\_\_\_\_  
 01/30/17  
 Date \_\_\_\_\_

**CITY CLERK:**  
  
 Signature \_\_\_\_\_  
 1/31/17  
 Date \_\_\_\_\_

Date Destruction of Records Approved by City Council: \_\_\_\_\_

Actual Destruction Date: \_\_\_\_\_



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

<b>Department:</b> Finance	<b>Prepared by: (Type Name/Initial Form)</b> Monica Hanson <i>mh</i>	<b>Date:</b> 01/09/17	<b>Agoura Hills Box No.:</b> F421	<b>Access Storage Box No.:</b> 30238061
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<b>Page No.:</b> 37	<b>Item No.:</b> 3	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Accounts Payable Files
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*By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Deletion Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.*

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Cancelled Checks & Voided Checks	2008	2009	G. C. 34090	07/01/16

**DESTRUCTION AUTHORIZATION**

**DEPARTMENT HEAD:**  
*[Signature]*  
 Signature \_\_\_\_\_  
 Date 1/17/19

**CITY ATTORNEY:**  
*[Signature]*  
 Signature \_\_\_\_\_  
 Date 01/30/17

**CITY CLERK:**  
*[Signature]*  
 Signature \_\_\_\_\_  
 Date 1/31/17

Date Destruction of Records Approved by City Council: \_\_\_\_\_

Actual Destruction Date: \_\_\_\_\_



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Finance	<b>Prepared by: (Type Name/Initial Form)</b> Monica Hanson <i>MS</i>	<b>Date:</b> 01/10/17	<b>Agoura Hills Box No.:</b> F418	<b>Access Storage Box No.:</b> 30238062
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<b>Page No.:</b> 37	<b>Item No.:</b> 3	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Accounts Payable Files
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*By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/ Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.*

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Accounts Payable Invoices	02/19/09	04/09/09	G. C. 34090	07/01/16

### DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
*[Signature]*  
\_\_\_\_\_  
Signature  
1/17/17  
\_\_\_\_\_  
Date

**CITY ATTORNEY:**  
*[Signature]*  
\_\_\_\_\_  
Signature  
01/30/17  
\_\_\_\_\_  
Date

**CITY CLERK:**  
*[Signature]*  
\_\_\_\_\_  
Signature  
1/31/17  
\_\_\_\_\_  
Date

Date Destruction of Records Approved by City Council: \_\_\_\_\_ Actual Destruction Date: \_\_\_\_\_



CITY OF AGOURA HILLS
RECORDS DESTRUCTION REQUEST FORM

Department: Finance
Prepared by: (Type Name/Initial Form) Monica Hanson
Date: 01/09/17
Agoura Hills Box No.: F422
Access Storage Box No.: 30238067

Page No.: 37
Item No.: 3
Record Series Title and Contents (as listed in Records Retention Schedule): Accounts Payable Files

By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.

Table with 4 columns: List of Records Recommended for Destruction (Description or title of records as listed on file label), Date of Records (From, To), Citation Number, and Destruction Date. Includes entries for 'Cancelled Checks & Voided Checks' with dates 2007-2008 and 2009-2010, and citation G. C. 34090.

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:
Signature
Date 1/17/19

CITY ATTORNEY:
Signature
Date 01/30/17

CITY CLERK:
Signature
Date 1/31/17

Date Destruction of Records Approved by City Council:
Actual Destruction Date:



# CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Finance	<b>Prepared by:</b> (Type Name/Initial Form) Monica Hanson <i>MH</i>	<b>Date:</b> 01/10/17	<b>Agoura Hills Box No.:</b> F434	<b>Access Storage Box No.:</b> 30334682
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<b>Page No.:</b> 37	<b>Item No.:</b> 3	<b>Record Series Title and Contents</b> (as listed in Records Retention Schedule): Accounts Payable Files
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Accounts Payable Invoices	07/02/09	08/13/09	G. C. 34090	07/01/16

### DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
*[Signature]*  
Signature  
Date 1/17/17

**CITY ATTORNEY:**  
*[Signature]*  
Signature  
Date 01/30/17

**CITY CLERK:**  
*[Signature]*  
Signature  
Date 1/31/17

Date Destruction of Records Approved by City Council: \_\_\_\_\_ Actual Destruction Date: \_\_\_\_\_





CITY OF AGOURA HILLS
RECORDS DESTRUCTION REQUEST FORM

Department: Finance; Prepared by: Monica Hanson; Date: 01/10/17; Agoura Hills Box No.: F426; Access Storage Box No.: 30334680

Page No.: 37; Item No.: 3; Record Series Title and Contents: Accounts Payable Files

By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period...

List of Records Recommended for Destruction: Table with columns for Description, Date of Records (From/To), Citation Number, and Destruction Date. Includes entry for Accounts Payable Invoices.

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: [Signature] Signature; Date: 1/17/19

CITY ATTORNEY: [Signature] Signature; Date: 01/30/17

CITY CLERK: [Signature] Signature; Date: 1/31/17

Date Destruction of Records Approved by City Council:

Actual Destruction Date:



# CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Finance	<b>Prepared by:</b> (Type Name/Initial Form) Monica Hanson <i>MH</i>	<b>Date:</b> 01/10/17	<b>Agoura Hills Box No.:</b> F435	<b>Access Storage Box No.:</b> 30334686
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<b>Page No.:</b> 37	<b>Item No.:</b> 3	<b>Record Series Title and Contents</b> (as listed in Records Retention Schedule): Accounts Payable Files
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Accounts Payable Invoices	11/24/09	01/21/10	G. C. 34090	07/01/16

## DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
*[Signature]*  
 Signature \_\_\_\_\_  
 Date 1/17/19

**CITY ATTORNEY:**  
*[Signature]*  
 Signature \_\_\_\_\_  
 Date 01/30/17

**CITY CLERK:**  
*[Signature]*  
 Signature \_\_\_\_\_  
 Date 1/31/17

Date Destruction of Records Approved by City Council: \_\_\_\_\_

Actual Destruction Date: \_\_\_\_\_



# CITY OF AGOURA HILLS

## RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Finance	<b>Prepared by:</b> (Type Name/Initial Form) Monica Hanson <i>[Signature]</i>	<b>Date:</b> 01/10/17	<b>Agoura Hills Box No.:</b> N/A	<b>Access Storage Box No.:</b> N/A
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<b>Page No.:</b> 37	<b>Item No.:</b> 3	<b>Record Series Title and Contents</b> (as listed in Records Retention Schedule) : Accounts Payable Files
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*By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.*

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Cancelled Checks & Voided Checks	07/01/10	06/01/11	G. C. 34090	07/01/16

### DESTRUCTION AUTHORIZATION

<b>DEPARTMENT HEAD:</b> <i>[Signature]</i> _____ Signature 1/7/17 _____ Date	<b>CITY ATTORNEY:</b> <i>[Signature]</i> _____ Signature 01/30/17 _____ Date	<b>CITY CLERK:</b> <i>[Signature]</i> _____ Signature 1/31/17 _____ Date
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**Date Destruction of Records Approved by City Council:** \_\_\_\_\_ **Actual Destruction Date:** \_\_\_\_\_



CITY OF AGOURA HILLS
RECORDS DESTRUCTION REQUEST FORM

Department: Finance
Prepared by: (Type Name/Initial Form) Monica Hanson
Date: 01/09/17
Agoura Hills Box No.: F398
Access Storage Box No.: 30206535

Page No.: 39
Item No.: 13
Record Series Title and Contents (as listed in Records Retention Schedule): Daily Cash Receipts

By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.

Table with 5 columns: List of Records 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, 05/01/08 to 06/30/08, G. C. 34090, 07/01/16.

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: [Signature]
Signature
Date 1/19/2017

CITY ATTORNEY: [Signature]
Signature
Date 01/30/17

CITY CLERK: [Signature]
Signature
Date 1/31/17

Date Destruction of Records Approved by City Council:

Actual Destruction Date:



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Finance	<b>Prepared by: (Type Name/Initial Form)</b> Monica Hanson <i>WHS</i>	<b>Date:</b> 01/09/17	<b>Agoura Hills Box No.:</b> F429	<b>Access Storage Box No.:</b> 30334685
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<b>Page No.:</b> 39	<b>Item No.:</b> 13	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Daily Cash Receipts
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*By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Deletion Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.*

List of Records 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	12/04/09	01/28/10	G. C. 34090	07/01/16

### DESTRUCTION AUTHORIZATION

<b>DEPARTMENT HEAD:</b> <i>[Signature]</i> _____ Signature 1/17/19 _____ Date	<b>CITY ATTORNEY:</b> <i>[Signature]</i> _____ Signature 01/30/17 _____ Date	<b>CITY CLERK:</b> <i>[Signature]</i> _____ Signature 1/31/17 _____ Date
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**Date Destruction of Records Approved by City Council:** \_\_\_\_\_ **Actual Destruction Date:** \_\_\_\_\_

Exhibit A-6

*Planning*



CITY OF AGOURA HILLS
RECORDS DESTRUCTION REQUEST FORM

Department: Planning
Prepared by: (Type Name/Initial Form) Kimberly Rodrigues
Date: 09/29/16
Agoura Hills Box No.: N/A
Access Storage Box No.: N/A

Page No.: 48
Item No.: 18
Record Series Title and Contents (as listed in Records Retention Schedule): Planning Commission Meetings - DVD

By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period...

Table with 5 columns: List of Records Recommended for Destruction (Description or title of records as listed on file label), Date of Records (From: To:), Citation Number, Destruction Date. Contains 3 rows of data for cassette tapes.

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: [Signature]
Signature
Date 9/29/15

CITY ATTORNEY: [Signature]
Signature
Date 10/30/17

CITY CLERK: [Signature]
Signature
Date 11/31/17

Date Destruction of Records Approved by City Council:

Actual Destruction Date:



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Planning	<b>Prepared by:</b> (Type Name/Initial Form) Amber Victoria <i>(AV)</i>	<b>Date:</b> 01/17/17	<b>Agoura Hills Box No.:</b> N/A	<b>Access Storage Box No.:</b> N/A
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<b>Page No.:</b> 48	<b>Item No.:</b> 18	<b>Record Series Title and Contents</b> (as listed in Records Retention Schedule): Planning Commission Meetings - DVD
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.

List of Records 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 DVD - 1 of 1 (Master plus Backup)	12/16/10	12/16/10	G. C. 34090.7	07/01/16

### DESTRUCTION AUTHORIZATION

<b>DEPARTMENT HEAD:</b> <i>Amber Victoria</i> Signature 1/17/17 Date	<b>CITY ATTORNEY:</b> <i>(Signature)</i> Signature 01/30/17 Date	<b>CITY CLERK:</b> <i>(Signature)</i> Signature 1/31/17 Date
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Date Destruction of Records Approved by City Council: \_\_\_\_\_ Actual Destruction Date: \_\_\_\_\_





### CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Planning	<b>Prepared by:</b> (Type Name/Initial Form) Amber Victoria <i>(AV)</i>	<b>Date:</b> 01/17/17	<b>Agoura Hills Box No.:</b> N/A	<b>Access Storage Box No.:</b> N/A
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<b>Page No.:</b> 48	<b>Item No.:</b> 18	<b>Record Series Title and Contents</b> (as listed in Records Retention Schedule): Planning Commission Meetings - DVD
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. 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. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be by shredding.

List of Records 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 DVD - 1 of 1 (Master plus Backup)	01/16/14	01/16/14	G. C. 34090.7	07/01/16
Planning Commission Meeting DVD - 1 of 1 (Master plus Backup)	03/06/14	03/06/14	G. C. 34090.7	07/01/16
Planning Commission Meeting DVD - 1 of 1 (Master plus Backup)	03/20/14	03/20/14	G. C. 34090.7	07/01/16
Planning Commission Meeting DVD - 1 of 1 (Master plus Backup)	06/05/14	06/05/14	G. C. 34090.7	07/01/16
Planning Commission Meeting DVD - 1 of 1 (Master plus Backup)	06/19/14	06/19/14	G. C. 34090.7	07/01/16
Planning Commission Meeting DVD - 1 of 1 (Master plus Backup)	07/17/14	07/17/14	G. C. 34090.7	07/01/16
Planning Commission Meeting DVD - 1 of 1 (Master plus Backup)	08/07/14	08/07/14	G. C. 34090.7	07/01/16
Planning Commission Meeting DVD - 1 of 1 (Master plus Backup)	08/21/14	08/21/14	G. C. 34090.7	07/01/16
Planning Commission Meeting DVD - 1 of 1 (Master plus Backup)	10/16/14	10/16/14	G. C. 34090.7	07/01/16
Planning Commission Meeting DVD - 1 of 1 (Master plus Backup)	11/20/14	11/20/14	G. C. 34090.7	07/01/16
Planning Commission Meeting DVD - 1 of 1 (Master plus Backup)	12/04/14	12/04/14	G. C. 34090.7	07/01/16

**DESTRUCTION AUTHORIZATION**

**DEPARTMENT HEAD:**  
*[Signature]*  
 Signature \_\_\_\_\_  
 1/17/17  
 Date \_\_\_\_\_

**CITY ATTORNEY:**  
*[Signature]*  
 Signature \_\_\_\_\_  
 01/30/17  
 Date \_\_\_\_\_

**CITY CLERK:**  
*[Signature]*  
 Signature \_\_\_\_\_  
 1/31/17  
 Date \_\_\_\_\_

Date Destruction of Records Approved by City Council: \_\_\_\_\_

Actual Destruction Date: \_\_\_\_\_