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

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**

Building & Safety Exhibit A-2

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.

Page Two	
PASSED, A following vote, to v	APPROVED, and ADOPTED this 8 th day of February 2017, by the vit:
AYES: NOES: ABSENT: ABSTAIN:	(0) (0) (0) (0)
ATTEST:	Denis Weber, Mayor
Kimberly M. Rodrig	gues, MPPA, MMC

Resolution No. 17-1835

Exhibit A-1

Administration / Personnel



Depart	ment:		Prepared by: (Type Name/Initial Ferm)	Date:	Agoura H	ills Box	Access	Storage Box
Adminis	stration / F	Personnel	Amber Victoria	01/19/17	No.: N/A		No.: N/A	
Page No.: 7	Item No.: 6	Record Series Personnel File	s Title and Contents (as listed in Res	ecords Rete	ntion Sche	dule):		
By my ini	tials above,	I hereby certify tha	t the records prepared for destruction (as lis	ted below) are	more than tw	o years old an	d/or have	been retained for
the minin	num retentio	on period, as speci	iffed in the Agoura Hills Records Retention	/Destruction S	chedule adop	ted by Resolu	ution No.	16-1825. The list
retention	a descriptioi reauirement	ts. and destruction (ifficient for identification, including the retent date. I further certify that the records listed i	ion schedule p no longer have	age no., reco anv administi	ra senes title e rative legal ev	and contei vidential fi	its, record dates,
historic ve	alue and are	not: (a) records a	affecting the title of real property or liens the	reon; (b) coun	records on a	ny subject who	ere litigation	on is pending: (c)
records re	equired to be	e kept by statute; o	r (d) records less than two years old, and, to	my knowledge	e, are no long	er required by	the City. I	request authority
	y same purs ny shredding		1090 of the California Government Code. U	niess otherwis	e directed by	the City Clerk,	, the meth	od of destruction
- 000 to 200 to 1	C 100 100 100 100 100 100 100 100 100 10		for Destruction:	Date of	Records	Citati	on	Destruction
Samuel of the same			listed on file label)	From:	То:	Numb	Date:	
Adams,	Ann			10/15/96	07/01/97	G. C. 1294		07/01/16
THE PERSON NAMED IN	David E.			06/19/95	12/26/03	G. C. 1294	CONCUENT TO	07/01/16
Adams,	Vincent			10/31/99		G. C. 1294		07/01/16
Adler, D	avid	nico i reg val		10/15/99		G. C. 1294		07/01/16
Allegro,	Adam			06/15/98	06/26/98	G. C. 1294	6/34090	07/01/16
Allen, B	rian			10/22/01	10/22/06	G. C. 1294	6/34090	07/01/16
Ames, N	Melissa			08/01/94	08/27/09	G. C. 1294	6/34090	07/01/16
Amini, C	Darya			01/12/00	02/15/08	G. C. 1294	6/34090	07/01/16
Anderso	on, David	Н		03/03/95	05/03/01	G. C. 1294	6/34090	07/01/16
Anderso	on, Jessic	а		09/10/04	11/23/05	G. C. 1294	6/34090	07/01/16
Anderso	on, Kim			02/03/98	06/30/06	G. C. 1294	6/34090	07/01/16
Antonse	en, Joanna	a J		09/28/00	02/15/01	G. C. 1294	6/34090	07/01/16
Armstro	ng, Roge			05/01/00	05/01/00	G. C. 1294	6/34090	07/01/16
Arons, N	Veal			04/28/98	08/24/98	G. C. 1294	6/34090	07/01/16
Ashby,	John			01/14/03	06/30/06	G. C. 1294	6/34090	07/01/16
Aune, C	hristophe			03/07/05	06/29/06	G. C. 1294	6/34090	07/01/16
Bailey, I	Kathleen			06/23/04	11/23/05	G. C. 1294	6/34090	07/01/16
Ballman	i, Darlene			10/05/01	04/01/03	G. C. 1294	6/34090	07/01/16
Ballman	, Troy			11/01/94	09/25/98	G. C. 1294	6/34090	07/01/16
Barari, M	Mana			07/07/00	08/18/00	G. C. 1294	6/34090	07/01/16
Barari, M	Mana			10/11/97	08/13/99	G. C. 1294	6/34090	07/01/16
Barari, N	Neama			10/13/04	03/09/05	G. C. 1294	6/34090	07/01/16
Barari, (Omead			03/04/05	08/14/07	G. C. 1294	6/34090	07/01/16
Bardwill	, Jessica			05/15/03	06/30/06	G. C. 1294	6/34090	07/01/16
Barros,	Erika Lind	lquist		10/19/98	02/23/01	G. C. 1294	6/34090	07/01/16
Bauer, C	Connie Ma	arie		05/07/04	06/30/06	G. C. 1294	6/34090	07/01/16
Bealer, l	Kelsey			01/03/07	01/23/07	G. C. 1294	6/34090	07/01/16
Becker,	Adria			03/16/04	04/26/05	G. C. 1294	6/34090	07/01/16
			DESTRUCTION AUT	HORIZAT	ION			
	TMENT	JEAD:	CITY ATTORNEY:	7		CITY GLER	K: WILL	,
Signatu	191	7	Signature 01/3 - (17			Signature	7	
Date			Date			Date		
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Depart			Prepared by: (Type Name/Initia	al Porm)	Date:	Agoura H		Storage Box
	The same of the same of	Personnel	Amber Victoria	STI CIRC	01/19/17	ACCUPATION OF THE PARTY.	No.: N//	A
Page No.: 7	Item No.: 6	Record Sei	ries Title and Contents (as lis Files	ted in Re	cords Rete	ntion Sche	dule):	
By my in	itials above	, I hereby certify	that the records prepared for destruct	tion (as liste	d below) are	more than tw	o years old and/or have	been retained for
the minii	num retenti	ion period, as sp	pecified in the Agoura Hills Records	Retention/L	Destruction S	chedule adop	ted by Resolution No.	16-1825. The lie
INCludes retention	a descriptioner	on of each record	sufficient for identification, including	the retention	n schedule p	age no., reco	ord series title and conte	nts, record dates,
historic v	alue and a	re <u>not</u> : (a) record	on date. I further certify that the reco ds affecting the title of real property o	or liens then	on; (b) court	records on a	rative, iegai, evidentiai, ti Inv subiect where liticati	SCAI, research, Oi On is nending: (o)
records r	equired to t	oe kept by statute	e; or (d) records less than two years o	old, and, to r	ny knowledge	e, are no long	er required by the City, I	request authority
to destro	y same pui	rsuant to Section	34090 of the California Government	t Code. Uni	ess otherwise	e directed by	the City Clerk, the meth	od of destruction
THE RESERVE AND ADDRESS OF THE PERSON NAMED IN	y shredding Records	AND DESCRIPTION OF THE PERSON NAMED IN COLUMN 2 IS NOT THE PERSON	led for Destruction:		Date of	Records	Citation	Destruction
			as listed on file label)		From:	To:	Number:	Destruction Date:
Behm,					09/10/03	04/19/04	G. C. 12946/34090	07/01/16
Bell, El	en				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
Berkma	n, Kenne	eth			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
Bernste	in, Jessic	ca			05/05/04	08/26/04	G. C. 12946/34090	07/01/16
Bessar	d, Ralph	Jr.			07/01/91	08/20/99	G. C. 12946/34090	07/01/16
Bianchi	ni, Doris	L. L.			08/07/95	11/23/05	G. C. 12946/34090	- 07/01/16
Birnbau	m, Amy	Sung			06/16/06	03/18/08	G. C. 12946/34090	07/01/16
Blackw	ell, Clovis				08/09/04	11/23/05	G. C. 12946/34090	07/01/16
Blake, I	David				10/31/01	06/30/06	G. C. 12946/34090	07/01/16
Blatt, C	oleen				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
	ug, Audre	ЭУ			04/18/95	09/25/98	G. C. 12946/34090	07/01/16
-DELECTRIBUTE AND ES	hristine				01/19/99	05/27/99	G. C. 12946/34090	07/01/16
-1215-23	er, Barba	ra L.			04/25/96	10/15/96	G. C. 12946/34090	07/01/16
Branca					10/10/00	01/21/03	G. C. 12946/34090	07/01/16
encurred at the con-	eld, Norrie	NAME OF THE PARTY			09/26/91	09/26/91	G. C. 12946/34090	07/01/16
	sky, Rom	an B.			04/20/94	09/25/98	G. C. 12946/34090	07/01/16
	n, Ryan				04/30/98	05/04/98	G. C. 12946/34090	07/01/16
Bridge,					08/07/95	06/26/98	G. C. 12946/34090	07/01/16
	ck, Donna	3			09/20/93	10/29/96	G. C. 12946/34090	07/01/16
STATE OF THE RESERVE	Barbara				02/21/07	11/20/08	G. C. 12946/34090	07/01/16
	Audrey J.				07/01/91	09/21/00	G. C. 12946/34090	07/01/16
Brown,	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1				10/16/97	09/25/98	G. C. 12946/34090	07/01/16
	Robert				01/15/92	10/29/96	G. C. 12946/34090	07/01/16
Burch, A	Aaron				11/03/05	03/18/08	G. C. 12946/34090	07/01/16
			DESTRUCTIO	N AUTH	IORIZAT	ION		
DERAR	KWENT I	JEAD:	CITY AFFORM	NEY:		16.11	CITY CLERK:	
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Signatu	9/17		Signature 01/30	1.			Signature	ECT WHILE

Date

Date Destruction of Records Approved by City Council:

Date

Actual Destruction Date:



Departi	ment:		Prepared by: (Type Name/Initial/Fprm) Date:		Agoura Hills Box		Access Storage Box	
Adminis	stration / F	Personnel	Amber Victoria 🔍 👭	nber Victoria (17) 01/19/17			No.: N/A	
Page No.: 7	Item No.: 6	Record Series Personnel Files	s Title and Contents (as listed in R	ecords Rete	ention Sche	dule):		
By my init	tials above,	I hereby certify tha	t the records prepared for destruction (as lis	sted below) are	more than tw	o years old ar	d/or have	been retained fo
tne minim	num retentic	n penod, as speci	fied in the Agoura Hills Records Retention	√Destruction 5	Schedule adol	ted by Resolu	ution No .	16-1825 The #
retention i	requirement	s, and destruction o	fficient for identification, including the retendate. I further certify that the records listed	tion schedule no longer have	0age no., reco anv administ	ord series title retive legal e	and conter	its, record date:
nistone ve	aiue and are	<u>not</u> : (a) records a	inecting the title of real property or liens the	ereon; (b) cour	t records on a	nv subject wh	ere litigatio	on is pending: (
recoras re	equirea to be	e kept by statute; or	r (d) records less than two years old, and, to	my knowledg	e, are no long	er required by	the City. I	request authorit
shall be by	y shredding.	uant to Section 54	090 of the California Government Code. U	niess otnerwis	e airectea by	the City Clerk	, the meth	od of destructio
List of I	Records	Recommended	for Destruction:	Date of	Records	Citati	on	Destruction
(Descrip	otion or titl	e of records as	listed on file label)	From:	To:	Numb	er:	Date:
Burch, S	Stephen V	/.		04/21/97	01/21/03	G. C. 1294	6/34090	07/01/16
Burciaga	a, David			10/11/98	10/14/98	G. C. 1294	6/34090	07/01/16
Burstein	n, David			09/28/05	05/05/06	G. C. 1294	6/34090	07/01/16
Byer, Za	chary			06/22/05	07/19/05	G. C. 1294	6/34090	07/01/16
Cadruvi,	, Kathy			04/12/04	06/30/06	G. C. 1294	6/34090	07/01/16
	ik, Michae	l		11/12/04	12/09/06	G. C. 1294	6/34090	07/01/16
	ell, Justin			06/15/98	06/26/98	G. C. 1294	6/34090	07/01/16
Carr, Br	Parameter and the second			07/22/96	09/25/98	G. C. 1294	6/34090	07/01/16
and the state of the state of	Christoph	er		05/19/98	12/09/98	G. C. 1294	6/34090	07/01/16
Carroll, I	5.70		。	10/12/05	05/16/06	G. C. 1294	6/34090	07/01/16
Carroll,				07/02/98	11/23/05	G. C. 1294	6/34090	07/01/16
Castle, F				07/16/91	12/27/91	G. C. 1294	6/34090	07/01/16
Chai, Ale				06/30/05	07/05/05	G. C. 1294	6/34090	07/01/16
1175-1-012-01	ers, Cynthi	a		10/05/02	12/07/05	G. C. 1294	6/34090	07/01/16
/	Mary Ann			08/10/05	06/30/06	G. C. 1294	6/34090	07/01/16
	acqueline	S. 1011		07/31/96	05/04/98	G. C. 1294		07/01/16
Chen, Do	TATION OF THE PARTY OF THE PART			01/18/96	07/17/96	G. C. 1294		07/01/16
A CONTRACTOR OF THE PARTY OF TH	, Jammie			04/14/04	05/31/05	G. C. 1294		07/01/16
Choi, Je				10/08/01	01/15/03	G. C. 1294		07/01/16
Cirilo, Ma	The Paris of the Land of the L			05/26/09	08/27/09	G. C. 12946		07/01/16
Cirilo, Ma				09/28/01	09/26/02	G. C. 12946	And the latest terminal termin	07/01/16
Clarke, L	OCCUPATION AND ADDRESS OF THE PARTY.			07/01/91	11/13/95	G. C. 12946	0.000	07/01/16
Cohen, A				04/18/95	11/11/96	G. C. 12946		07/01/16
	Anthony J.			03/03/92	09/28/98	G. C. 12946		07/01/16
Cohen, C	MINISTER IN THE	В	4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	09/26/02	05/06/03	G. C. 12946		07/01/16
Christian and discount	eborah S.	X.		01/22/96	06/07/97	G. C. 12946		07/01/16
Cohn, Ma Cohn, Ma				04/25/00	12/07/00	G. C. 12946		07/01/16
JOHN, IVI	ai ty	Market San Grand Herbert Control		05/11/00	01/21/03	G. C. 12946	/34090	07/01/16
			DESTRUCTION AUT	HORIZAT	ION			
Chi	MENT H	AD:	CITY ATTORNEY:			CITY CLER	MIL	
Signatur	1117		Signature 13° (13			Signature	17	
Date			Date			Date		
Date Des	truction of	Records Appro	ved by City Council:			truction Dat		



Depart Adminis		Personnel	Prepared by: (Type Name/Initial Form) Amber Victoria	Date: 01/19/17	Agoura H No.: N/A	ills Box	Access No.: N/A	Storage Box
Page	Item		ies Title and Contents (as listed in F	Records Rete	ntion Sche	dule):		
No.: 7	No.: 6	Personnel F						
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	o, Maryai		as listed on life label)	From:	To:	Numl		Date:
				08/01/96	09/21/97	G. C. 1294		07/01/16
Colandro, Maryann E. Colt-Mette, Hope J.				08/18/96 07/26/96	03/29/97	G. C. 1294		07/01/16
Contello, John				06/01/07	09/25/98	G. C. 1294		07/01/16
REPORTED AND ADDRESS OF	Contract of the	T		06/11/02	08/01/03	G. C. 1294 G. C. 1294		07/01/16
Conger, Michael T. Conley, Vanessa				05/05/97	05/29/97	G. C. 1294		07/01/16
Conlin,	CHINADOS NAVEN			08/01/99	10/09/99	G. C. 1294		07/01/16
Corrales	Complete Com			11/17/08	06/19/09	G. C. 1294		07/01/16 07/01/16
Cox, Da	- 46/25- Alex- cr			04/03/00	06/30/06	G. C. 1294		07/01/16
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Cuizon,				10/30/00	08/27/09	G. C. 1294		07/01/16
Cutler, I	Hilda A.			05/19/94	07/02/96	G. C. 1294		07/01/16
Dailey-S	mith, Sar	a		03/16/98	08/23/04	G. C. 1294	A COLUMN TO SERVICE AND ADDRESS OF THE PARTY	07/01/16
Daley, K	(yle			05/13/02	04/14/04	G. C. 1294		07/01/16
Daniels,	Jeremy			09/07/06	10/04/06	G. C. 1294		07/01/16
D'Ambro	osio, Stev	е		01/08/91	10/29/96	G. C. 1294	6/34090	07/01/16
Davis, J	eremy			04/09/04	03/07/05	G. C. 1294	6/34090	07/01/16
Davis, K	Celly			06/20/01	01/04/02	G. C. 1294	6/34090	07/01/16
Dayton,	Ken W.	则 表示某种		03/09/93	09/25/98	G. C. 1294	6/34090	07/01/16
Dayton,	Rhondda			04/01/93	09/15/94	G. C. 1294	6/34090	07/01/16
Deitsch,	Karen			01/22/96	10/31/96	G. C. 1294	6/34090	07/01/16
Deaven	oort, Jam	es C.		10/23/00	05/23/06	G. C. 1294	6/34090	07/01/16
DePasq	uale, Sylv	ia		07/01/91	07/05/98	G. C. 1294	6/34090	07/01/16
Dobler, i	Michelle			07/07/06	09/01/06	G. C. 1294	6/34090	07/01/16
	ski, Richa	rd		01/30/97	02/11/97	G. C. 1294		07/01/16
Dokken,	Jeff			02/26/09	05/26/09	G. C. 1294	6/34090	07/01/16

Dokken, Jen	02/26/09	05/26/09 G. C. 12946/34090 07/01/16	
	DESTRUCTION AUTHORIZAT	TION	NO.
DEPARTMENT HEAD:	CITY ATTORNEY:	CITY CLERK:	ave.
Signature 1/13/17-	Signature 01/30/12	Signature //3//7	
Date	Date	Date	
Data Destruction of Pacords Appro	wed by City Council:	Actual Destruction Data:	



Department:			Prepared by: (Type Name/Initial Form) Date: Agour		Agoura Hi	oura Hills Box Acces		s Storage Box	
Adminis	stration / F	Personnel	Amber Victoria	01/19/17	No.: N/A		No.: N/A		
Page No.: 7	Item No.: 6	Record Series Personnel File	s Title and Contents (as listed in s	Records Rete	ntion Sched	dule):			
By my ind the mining includes retention historic v	itials above, num retention a description requirement alue and are	I hereby certify that on period, as speci n of each record su is, and destruction of not: (a) records a	t the records prepared for destruction (as fified in the Agoura Hills Records Retentification, including the retedate. I further certify that the records lister affecting the title of real property or liens to red) records less than two years old, and,	on/Destruction S ention schedule p d no longer have thereon; (b) court	chedule adop age no., reco any administr records on a	ted by Resolu rd series title a ative, legal, ev ny subject who	ition No. 1 and conten idential, fis are litigation	16-1825. The list ats, record dates, scal, research, or on is pending; (c)	
to destro	y same pur	suant to Section 34	1090 of the California Government Code.	Unless otherwise	directed by	the City Clerk,	the meth	od of destruction	
shall be b	y shredding								
THE RESIDENCE			for Destruction:	-	Records	Citatio	BELL PORT	Destruction	
Will be the state of the state of	The State St	ie of records as	listed on file label)	From:	To:	Numb		Date:	
	, Jeffrey			05/13/02	01/21/03	G. C. 12946		07/01/16	
Dritz, T	A SHOULD A SHARE OF			06/17/96	06/01/99	G. C. 1294		07/01/16	
Duffant				03/02/92	04/04/94	G. C. 1294	The state of the s	07/01/16	
	an, Kelsey	/ M.		06/06/07	10/31/08	G. C. 1294		07/01/16	
Ecker,	Sandra	W. 62		09/23/91	10/24/94	G. C. 12940	3/34090	07/01/16	
Eckstei	n, Benjam	nin		06/20/06	08/27/09	G. C. 12940	6/34090	07/01/16	
Edward	s, Jane			07/10/91	08/31/96	G. C. 12940	6/34090	07/01/16	
Elder, J	ennifer			01/22/96	05/06/03	G. C. 1294	3/34090	07/01/16	
Ellis, Ki	mberly			06/15/99	02/06/04	G. C. 1294	3/34090	07/01/16	
Elstein,	Chandra			01/28/03	11/23/05	G. C. 1294	3/34090	07/01/16	
Endo, F	Pamela			09/02/08	08/27/09	G. C. 1294	6/34090	07/01/16	
Erman,	Dmitry			09/24/92	03/29/99	G. C. 1294	6/34090	07/01/16	
Ex Argu	ielles, Pat	ricia		08/09/88	10/01/97	G. C. 1294	6/34090	07/01/16	
Epper,	Danielle			10/01/95	07/24/97	G. C. 1294	3/34090	07/01/16	
Falcone	, Tony J.			09/15/97	07/27/07	G. C. 1294	6/34090	07/01/16	
Falkin,	Jason			09/22/03	11/23/05	G. C. 1294	6/34090	07/01/16	
Feinber	g, Joshua	Α.		09/02/08	08/10/09	G. C. 1294	3/34090	07/01/16	
Fergus	on, Brande	on Allyn		10/05/98	06/30/06	G. C. 1294	6/34090	07/01/16	
Fogle, I	Malinda J			06/01/94	06/30/99	G. C. 1294	3/34090	07/01/16	
Foley, C	Catherine	M.		07/10/00	01/21/03	G. C. 12946	3/34090	07/01/16	
Fowler,				11/21/02	01/16/08	G. C. 1294		07/01/16	
			DESTRUCTION AU	THORIZAT	ION				
DERAR Signatu	TMENT	IEAD:	CITY ATTORNEY: Signature	5		CITY/CLER Signature	1. Men		
Date	119/1=	†				Date	11+		

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



Depart Admini		Personnel	Prepared by: (Type Name Amber Victoria	ne/Initial Form)	Date: 01/19/17	Agoura H No.: N/A	ills Box	Access No.: N/A	Storage Box
Page	Item	1 1 1 2 THE COLUMN TWO IS NOT THE OWNER.	es Title and Contents	as listed in R	ecords Rete	ntion Sche	dule):		
No.: 7	No.: 6	Personnel Fi	lles that the records prepared for d	lostruction (on lie	tod holaud am			mal/on house	
the minin includes retention historic v records r	num retenti a description requirement alue and al required to t	ion period, as spo on of each record nts, and destructio re <u>not</u> : (a) record be kept by statute;	secified in the Agoura Hills Results and secified in the Agoura Hills Results afficient for identification, including the Little of real programmer or (d) records less than two 34090 of the California Government	ecords Retention cluding the retent e records listed i perty or liens the rears old, and, to	Destruction Stion schedule polonger have preon; (b) country my knowledge	Schedule adop page no., reco any administr t records on a e, are no long	ted by Resc rd series title rative, legal, o ny subject w er required b	olution No. a and content evidential, filthere litigation y the City. I	16-1825. The lis nts, record dates, scal, research, oi on is pending; (c, request authority
	by shredding				77000 017077710	o anootoa by	ino only olor	r, ino mou	od or destruction
List of	Records	Recommend	ed for Destruction:		Date of	Records	Cita	tion	Destruction
(Descri	ption or ti	itle of records a	as listed on file label)		From:	To:	Num	ber:	Date:
Fruehli	ng, Anne				01/31/01	11/23/05	G. C. 129	46/34090	07/01/16
Gibson	Jane V.				11/12/99	06/20/00	G. C. 129	46/34090	07/01/16
Gillett,	Karol She	err			02/09/05	08/23/05	G. C. 129	46/34090	07/01/16
Ginell, Cary				12/01/00	07/30/07	G. C. 129	46/34090	07/01/16	
Golod, Helen				03/24/08	10/12/09	G. C. 129	46/34090	07/01/16	
Goldman, Bart				10/04/04	11/23/05	G. C. 129	46/34090	07/01/16	
Grant, Brian				06/30/00	11/23/05	G. C. 129	46/34090	07/01/16	
Greeley	, Donna	L			08/28/95	05/13/96	G. C. 129	46/34090	07/01/16
Greeley, Donna L.				11/13/95	04/04/97	G. C. 129	46/34090	07/01/16	
Grossb	art, Jorda	n			06/01/02	11/03/05	G. C. 129	46/34090	07/01/16
Guzzo-	Reese, J	ulia			06/16/92	04/06/94	G. C. 129	46/34090	07/01/16
Graves	, Elaine				05/11/89	07/01/92	G. C. 129	46/34090	07/01/16
Gonzal	ez, Micha	el H.			10/24/96	07/31/97	G. C. 129	46/34090	07/01/16
Gonzal	ez-Mende	ez, Deborah			06/01/94	12/08/97	G. C. 129	46/34090	07/01/16
Greene	, Elaine				10/23/00	12/07/05	G. C. 129	46/34090	07/01/16
Greene	, Trisha				10/13/00	01/21/03	G. C. 129	46/34090	07/01/16
Fritz, M	ichele C				10/05/94	09/22/97	G. C. 129	46/34090	07/01/16
Garriso	n, Nancy	W			02/01/93	09/25/98	G. C. 129	46/34090	07/01/16
Haas, V	Villiam				05/25/05	03/18/08	G. C. 129	46/34090	07/01/16
Hadari,	Galit				04/18/95	09/25/98	G. C. 129	46/34090	07/01/16
Hamilto	n, Bruce	P.		27	07/12/04	11/18/05	G. C. 129	46/34090	07/01/16
Hardisc	n, Brett				06/24/91	08/22/96	G. C. 129	46/34090	07/01/16
Hall, Th	omas				05/17/99	08/31/00	G. C. 129	46/34090	07/01/16
Harada	, Roger				08/02/99	11/09/04	G. C. 129	46/34090	07/01/16
Harwoo	d, Hayley				01/12/08	08/27/09	G. C. 129	46/34090	07/01/16
Hasher	ni, Kimia				09/09/08	08/27/09	G. C. 129	46/34090	07/01/16
Hasson, Jessica				10/02/01	01/21/03	G. C. 129	46/34090	07/01/16	
Hathara	singhe, S	Sri			05/13/02	01/21/03	G. C. 129	46/34090	07/01/16
			DESTRUC	TION AUT	HORIZAT	TION			
DEPAR	TMENT I	HEAD:		TORNEY:			CITY CLE	RK:	

Date Destruction of Records Approved by City Council: _

Actual Destruction Date:



Depart Adminis		Personnel	Prepared by: (Type Name/Initial(Fpm)) Amber Victoria	Date: 01/19/17	Agoura H No.: N/A	ills Box Access	Storage Box
Page No.: 7	Item No.: 6	Record Seri Personnel Fi	es Title and Contents (as listed in Re	ecords Rete	ntion Sche	dule) :	
the minin includes of retention historic vo records no to destroy shall be b	num retention a description requirement and	on period, as spond of each record ts, and destruction mot: (a) record ender the tender to Section of the control of the tender to Section of the control of	hat the records prepared for destruction (as lisecified in the Agoura Hills Records Retention sufficient for identification, including the retent in date. I further certify that the records listed it is affecting the title of real property or liens the for (d) records less than two years old, and, to 34090 of the California Government Code. Ur	Destruction S ion schedule p to longer have reon; (b) coun my knowledge	chedule adop page no., reco any administr t records on a e, are no long	nted by Resolution No. In series title and conte Tative, legal, evidential, the Iny subject where litigate In required by the City.	16-1825. The list ints, record dates iscal, research, o ion is pending; (c I request authorit
YTHERETO STREET,			ed for Destruction:	Date of	Records	Citation	Destruction
(Descri	otion or tit	tle of records a	as listed on file label)	From:	То:	Number:	Date:
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, Ge	eorgette N	Л.		02/10/97	07/01/07	G. C. 12946/34090	07/01/16
Hong, F	Patrick W.			08/25/97	09/17/98	G. C. 12946/34090	07/01/16
Hood, H	Helen			01/26/98	06/30/99	G. C. 12946/34090	07/01/16
Hsu, W	illiam			08/29/99	10/18/06	G. C. 12946/34090	07/01/16
Ingalis,	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
Israelso	n, Julie R			06/17/97	07/29/99	G. C. 12946/34090	07/01/16
Jacobel	llis, 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	1.		11/01/98	01/21/03	G. C. 12946/34090	07/01/16
Johnsoi	n, Kim			09/30/96	08/27/09	G. C. 12946/34090	07/01/16
Johnson	n, Michae			01/25/99	01/21/03	G. C. 12946/34090	07/01/16
Johnsoi	n, Ricardo			04/18/95	08/22/96	G. C. 12946/34090	07/01/16
Jones, I	Robert			05/21/98	06/27/03	G. C. 12946/34090	07/01/16
Joshi, A	nuradha	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, D	ouglas			06/23/00	06/27/00	G. C. 12946/34090	07/01/16
Kasal, C	Christine			06/17/00	08/21/00	G. C. 12946/34090	07/01/16
Kemper	, Stacey I			07/05/96	06/21/97	G. C. 12946/34090	07/01/16
King, To	The second second second			01/29/01	01/21/03	G. C. 12946/34090	
Klee, G				03/02/02	06/30/06	G. C. 12946/34090	

(lee, Gregory		03/02/02	06/30/06	G. C. 12946/34090	07/01/16
	DESTRUCTION AUT	HORIZAT	ION		
PEPARTMENT HEAD:	CITY ATTORNEY.			CITY CLERK:	
ignature	Signature 0			Signature	
Pate // T	Date			Date	
ate Destruction of Records Appro	ved by City Council:		Actual Des	struction Date:	



Depart Admini	ment: stration / F	Personnel	Prepared by: (Type Name Initial Fo	The state of the s	Agoura H No.: N/A	ills Box	Access No.: N/A	Storage Box
Page No.: 7	Item No.: 6	-	s Title and Contents las listed	THE RESERVE AND ADDRESS OF THE PERSON NAMED IN	the state of the s	dule):		
By my in the minin includes retention historic v records i to destro shall be	itials above, mum retention a description requirement and an equired to but same pure by same pure by shredding	I hereby certify the con period, as special of each record sts, and destruction end: (a) records ekept by statute; asuant to Section 3	at the records prepared for destruction cified in the Agoura Hills Records Retrufficient for identification, including the date. I further certify that the records largering the title of real property or lie or (d) records less than two years old, a 14090 of the California Government Cod	ention/Destruction S retention schedule sted no longer have ns thereon; (b) cour nd, to my knowledg	Schedule adop page no., reco any administr t records on a e, are no long	oted by Reso and series title rative, legal, any subject w er required b	olution No. of and content of and content of the co	16-1825. The list nts, record dates, scal, research, or on is pending; (c) request authority
PUBLISHED STATES			d for Destruction:	Date of	Records	Cita		Destruction
(Descri	ption or tit	tle of records as	s listed on file label)	From:	To:	Nun	ber:	Date:
Klein, L	.isa			11/01/96	06/30/99	G. C. 129	46/34090	07/01/16
Klodt, M	Matthew			06/13/06	07/10/07	G. C. 129	46/34090	07/01/16
Ko, Gra	ace			06/13/05	06/12/06	G. C. 129	46/34090	07/01/16
Koch, Brenda				06/29/05	10/26/05	G. C. 129	46/34090	07/01/16
Kohan, Bobby				06/15/98	06/26/98	G. C. 129	07/01/16	
Kohan, Danny				11/05/02	04/02/04	G. C. 129	46/34090	07/01/16
Kohan,	Kevin			09/27/05	10/31/08	G. C. 129	46/34090	07/01/16
Kosciel	ski, Dale			04/26/03	12/07/05	G. C. 129	46/34090	07/01/16
Kovac,	Austin			11/13/00	05/29/01	G. C. 129	46/34090	07/01/16
Krofta,	Yitka			06/28/00	10/31/08	G. C. 129	46/34090	07/01/16
Kuo, A	nson			10/10/94	03/01/96	G. C. 129	46/34090	07/01/16
Lal, Pe	rin			05/30/06	10/31/08	G. C. 129	46/34090	07/01/16
Lang, N	/larci J.			06/01/93	10/29/96	G. C. 129	46/34090	07/01/16
Larrald	e, Christin	e		01/03/01	01/15/03	G. C. 129	46/34090	07/01/16
Laskin,	Kenneth			02/20/93	03/03/94	G. C. 129	46/34090	07/01/16
Lazo, N	Mardonio			12/13/04	09/30/05	G. C. 129	46/34090	07/01/16
Lea, M	arvin			05/14/07	07/31/07	G. C. 129	46/34090	07/01/16
Lechne	r, Paul A.			07/01/97	09/25/98	G. C. 129	46/34090	07/01/16
Leiken,				05/28/96	09/25/98			07/01/16
Lee, Do				04/01/96	04/01/96	G. C. 129	46/34090	07/01/16
Le Vine	, Linda			04/01/96	04/10/96	G. C. 129	46/34090	07/01/16
In this draw a	Samantha			05/27/04		G. C. 129	46/34090	07/01/16
	, Michael			07/01/91		G. C. 129	46/34090	07/01/16
Lewis,	1100-00-00			10/03/03		G. C. 129	NATIONAL PROPERTY AND ADDRESS.	07/01/16
Car Transfer	Kathleen			09/22/03		DESCRIPTION OF THE PERSON NAMED IN COLUMN	46/34090	07/01/16
	, Susan			11/24/97		Sentitive Visitors	46/34090	07/01/16
	nan, Jaso	n		04/20/04		G. C. 129		07/01/16
				The second secon				

Liebernan, Jason		07/20/04	00/30/07	O. C. 12940/34090	07701710	
Limbert, Dustin		01/16/95	09/22/97	G. C. 12946/34090	07/01/16	
	DESTRUCTION AU	THORIZAT	ION			
DEPARTMENT HEAD:	CITY ATTORNEY:	CITY ATTORNEY:		CITY/CLERK:		
Signature V	Signature			Signature 1/31/17		
Date	Date			Date		
Date Destruction of Records Appro	ved bv Citv Council:		Actual De	struction Date:		



Date Destruction of Records Approved by City Council:

CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Depart Admini		Personnel	Prepared by: (Type Name/Initial Form) Amber Victoria	Date: 01/19/17	Agoura H No.: N/A	ills Box	Access No.: N/A	Storage Box
Page No.: 7	Item No.: 6	Record Serie Personnel Fil	es Title and Contents (as listed in F	ecords Rete	ntion Sche	dule):		
the minii includes retention historic v records r to destro	num retenti a descriptio requiremen alue and ar equired to b	on period, as spen on of each record s ts, and destruction on not: (a) records the kept by statute; suant to Section 3	that the records prepared for destruction (as list cified in the Agoura Hills Records Retention sufficient for identification, including the retent of date. I further certify that the records listed affecting the title of real property or liens the or (d) records less than two years old, and, to 34090 of the California Government Code. Less than two years old.	n/Destruction S tion schedule p no longer have ereon; (b) coun o my knowledg	Schedule adop page no., reco any administr t records on a e, are no long	ited by Reso rd series title rative, legal, e ny subject w er required b	olution No. and contential, find the series of the litigation of the city. It is a series of the city. It is a se	16-1825. The list nts, record dates, scal, research, or on is pending; (c) request authority
			ed for Destruction:	Date of	Records	Citat	tion	Destruction
(Descri	ption or ti	tle of records a	s listed on file label)	From:	То:	Num	ber:	Date:
Lindley	Jamie			10/07/02	07/30/07	G. C. 129	46/34090	07/01/16
Litvak,	Dustin			08/24/98	11/23/05	G. C. 129	46/34090	07/01/16
Loeb, E	velyn			03/06/97	09/25/98	G. C. 129	46/34090	07/01/16
Lohan,	ohan, Ryan			02/22/05	05/01/08	G. C. 129	46/34090	07/01/16
Lopes,	opes, Eric			06/18/09	08/14/09	G. C. 129	46/34090	07/01/16
Love, Elissa				09/30/96	09/25/98	G. C. 129	46/34090	07/01/16
Love, Susan				05/12/97	06/05/97	G. C. 129	46/34090	07/01/16
Lustig, Marni				06/30/98	08/28/98	G. C. 129	46/34090	07/01/16
McCredie, Jeffrey				01/19/03	06/09/04	G. C. 129	46/34090	07/01/16
McCrea	ary, Scott			06/12/00	06/30/06	G. C. 129	46/34090	07/01/16
McDan	el, Brian			06/16/92	05/17/93	G. C. 129	46/34090	07/01/16
Ma, Da	vid			06/24/02	08/21/07	G. C. 129	46/34090	07/01/16
Malik-S	habooti, M	Nadia		01/19/06	03/18/08	G. C. 129	46/34090	07/01/16
Maltese	e, Chris			11/07/00	06/24/02	G. C. 129	46/34090	07/01/16
Mandel	, Carolyn			04/07/04	10/31/08	G. C. 129	46/34090	07/01/16
Manola	tou, Vane	ssa		09/20/99	07/27/06	G. C. 129	46/34090	07/01/16
Mabasi	nov, Elana	a B.		04/26/96	09/25/98	G. C. 129	46/34090	07/01/16
Mahkne	echt, Cher	i		08/16/94	09/25/98	G. C. 129	46/34090	07/01/16
Mainste	er, Sydney	,		01/21/97	07/17/07	G. C. 129	46/34090	07/01/16
Maiti, S	utapa			06/26/00	01/15/03	G. C. 129	46/34090	07/01/16
Mandel	Colin D.			02/28/94	10/29/96	G. C. 129	46/34090	07/01/16
Mannin	g, Patricia			01/01/92	06/04/98	G. C. 129	46/34090	07/01/16
Maseda	a, Leonard	do		09/30/02	04/03/04	G. C. 129	46/34090	07/01/16
Mastros	simone, V	incent		10/16/87	10/06/94	G. C. 129	46/34090	07/01/16
Mathew	, Gaye S.			07/31/00	08/04/06	G. C. 129	46/34090	07/01/16
Matz, Terry S.			05/10/93	03/02/95	G. C. 129	46/34090	07/01/16	
McCombe, William				05/10/04	11/23/05	G. C. 129	46/34090	07/01/16
McCrea	ry, Scott			06/26/00	04/01/03	G. C. 129	46/34090	07/01/16
			DESTRUCTION AU	THORIZAT	TION			
DEPAR	TMENT I	HEAD:	CITY ATTORNEY:			CITY CLE	RK:	

Actual Destruction Date:



Depart Admini	t ment: stration / F	Personnel	Prepared by: (Type Name Initial Form) Amber Victoria	Date: 01/19/17	Agoura H No.: N/A	ills Box Access	Storage Box
Page	Item		ies Title and Contents (as listed in R	ecords Rete	ntion Sche	dule):	at Vision Till Control
No.: 7	No.: 6	Personnel F					
the minii includes retention historic v records i to destro	mum retention a description requirement ralue and are required to be	on period, as sp n of each record ts, and destruction e not: (a) record e kept by statute suant to Section	that the records prepared for destruction (as list becified in the Agoura Hills Records Retention I sufficient for identification, including the reten- tion date. I further certify that the records listed in its affecting the title of real property or liens the it; or (d) records less than two years old, and, to 34090 of the California Government Code. Un	/Destruction Stion schedule properties to longer have preon; (b) count my knowledge	chedule adopo page no., reco any administi t records on a e, are no long	oted by Resolution No. and series title and conte rative, legal, evidential, t any subject where litigati er required by the City.	16-1825. The lis nts, record dates iscal, research, of on is pending; (c, request authority
			led for Destruction:	Date of	Records	Citation	Destruction
			as listed on file label)	From:	To:	Number:	Date:
McKag	en, Matthe	ew, R.		03/24/98	01/21/03	G. C. 12946/34090	07/01/16
-	en, Rache			06/10/99	12/01/00	G. C. 12946/34090	07/01/16
McSha	n, Calvin			07/01/91	03/29/94	G. C. 12946/34090	07/01/16
McWilli	ams, 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
Meinha	rdt, Jeffre	y A.		10/01/95	08/22/98	G. C. 12946/34090	07/01/16
Merrim	an, Richar	d		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, B	rittany			10/06/05	06/30/06	G. C. 12946/34090	07/01/16
Mirabel	la, Robert			03/07/99	10/09/99	G. C. 12946/34090	07/01/16
Monaco	o, 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
Morets	ki, Jason			06/01/02	11/23/05	G. C. 12946/34090	07/01/16
Moss, F	Ralph			01/22/96	06/30/99	G. C. 12946/34090	07/01/16
Mills, W	/illiam E. J	IR.		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
Musika	wong, Par	nida		12/18/00	08/23/02	G. C. 12946/34090	07/01/16
Nakası	e, 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
lewman, 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
Nichola	s, Garret			06/08/00	08/21/03	G. C. 12946/34090	The same of the sa

	DESTRUCTION AUTHORIZAT	rion
DEPARTMENT HEAD:	CITY ATTORNEY:	CITY CLERK:
Signature	Signature 01/30/13	Signature
Date	Date	Date

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



			Prepared by: (Type Name/Initial	Farm)	Date:	Agoura Hills Box Access Storage Bo			Storage Box
Adminis	stration / F	Personnel	Amber Victoria	SAV	01/19/17	No.: N/A		No.: N/A	
Page No.: 7	Item No.: 6	Record Series Personnel File	Title and Contents (as liste	ed in Re	cords Rete	ntion Sched	dule):		
By my init	tials above,	I hereby certify tha	t the records prepared for destruction	on (as liste	d below) are	more than two	o years old an	d/or have	been retained for
the minim	num retentic	n period, as speci	fied in the Agoura Hills Records F	Retention/L	Destruction S	chedule adop	ted by Resolu	tion No.	16-1825. The list
includes a	a descriptior mauimment	n of each record su	fficient for identification, including to date. I further certify that the record	ne retentio Is listed no	on schedule p	age no., reco	rd series title e	and conter	nts, record dates,
historic va	alue and are	s, and destraction of not: (a) records a	affecting the title of real property or	liens then	nongernave eon: (b) court	records on a	auve, iegai, ev nv subiect whi	nueriuai, ii: ere liticatio	on is pending: (a)
records re	equired to be	kept by statute; or	(d) records less than two years old	d, and, to i	ny knowledge	, are no longe	er required by	the City. I	request authority
to destroy	same purs	suant to Section 34	090 of the California Government	Code. Unl	ess otherwise	directed by	the City Clerk,	the meth	od of destruction
The second section is not a second se	y shredding	NAME OF TAXABLE PARTY.	U D T						
STANDARD CONTRACTOR			I for Destruction:		1000	Records	Citatio		Destruction
			listed on file label)		From:	To:	Numb		Date:
320 kg	Pamela D				07/03/96	10/29/96	G. C. 1294	Activity is 1	07/01/16
	Deborah				09/22/03	03/18/08	G. C. 1294		07/01/16
STREET, COURT COME.	, Cyrena				01/16/08	01/16/08	G. C. 1294		07/01/16
Novak,	The state of the s				04/10/00	10/09/08	G. C. 1294		07/01/16
Fred Control of the	ludell, Noah				07/31/06	03/18/08	G. C. 1294		07/01/16
	Delson, Amy				06/01/02	08/28/02	G. C. 1294	Arrana and a second	07/01/16
The second second second second	Jennifer				01/01/91	01/25/02	G. C. 1294	-	07/01/16
McGove	ern, Sara				07/01/90	03/17/94	G. C. 1294	6/34090	07/01/16
	PERMIT N								
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1-50 0 00			Per la						
							Estimate S		
Balling and American									
				100					
illa illa ja					200, 180, 28	Maria Maria			
						E VIDE			
1,47,4									
			DESTRUCTION	I AUTI	HORIZAT	ION			
DEPAR	MENT	IEAD:	CITY ATTORN	EY.	7		CITY CLER	ak:	
Signatu	re ,		Signature	1	,		Signature	, 1.	
11	9117		01/30	113	OF THE PA		1/3	1/17	
Date Date					2 104	Date			
Date Des	te Destruction of Records Approved by City Council:					Actual Des	struction Da	te:	



Depart Admini		Personnel	Prepared by: (Type Name/Initial Amber Victoria	WAAT I	Date: 01/19/17	Agoura H No.: N/A	ills Box	Access No.: N/A	Storage Box
Page	Item	The same of the sa	ies Title and Contents (as liste	The second	Albert		dule):		
No.: 7	No.: 6	Personnel F	iles						
By my in	itials above	I hereby certify	that the records prepared for destruction	on (as listed	below) are	more than tw	o years old a	nd/or have	been retained fo
ıne minii includes	mum retenti a descriptio	on penoa, as sp on of each record	pecified in the Agoura Hills Records I I sufficient for identification, including t	tetention/De the retention	schedule r	cneaule aaop aae no reco	ited by Resol int series title	ution No.	16-1825. The lis
retention	requiremen	its, and destruction	on date. I further certify that the record	is listed no l	onger have	any administr	ative, legal, e	vidential, fi	scal, research. o
historic v	value and ar	re <u>not</u> : (a) record	ds affecting the title of real property or	liens thereo	on; (b) court	records on a	ny subject wl	nere litigation	on is pending; (d
records i to destro	required to t ov same nui	e kept by statute suant to Section	e; or (d) records less than two years old 34090 of the California Government	d, and, to my Code Unles	y Knowledge ss otherwisi	e, are no longe a directed by	er required by the City Cleri	the City. I	request authorit
	by shredding		Cross of the Committee Covernment	0000. 07/100	30 0010111130	directed by	are Only Clerr	, are mear	ou oi uestrucțio
			led for Destruction:		Date of	Records	Citat	ion	Destruction
(Descri	iption or ti	tle of records	as listed on file label)		From:	To:	Num	ber:	Date:
Ojeda,	Cassandi	ra		The Total Mark	10/01/02	01/21/03	G. C. 1294	46/34090	07/01/16
Okowit	z, Rita				06/12/91	09/25/98	G. C. 1294	46/34090	07/01/16
Olson,	Scott W.	The state of the s			08/12/90	07/01/91	G. C. 1294	46/34090	07/01/16
Otis, O	llie			191111	03/07/98	06/30/99	G. C. 1294	46/34090	07/01/16
Pabon,	Neal				10/14/01	09/24/02	G. C. 1294	16/34090	07/01/16
Parisi,	Ann Marie				02/10/03	03/15/04	G. C. 1294	46/34090	07/01/16
Pasky, Kevin					06/24/91	09/25/98	G. C. 1294	16/34090	07/01/16
Pasky, Kevin					07/11/94	08/16/95	G. C. 1294	46/34090	07/01/16
Pantelas, Stefanie					06/10/96	11/07/97	G. C. 1294	46/34090	07/01/16
Pavley, Frances J.					08/05/96	08/05/96	G. C. 1294	46/34090	07/01/16
Pavley, Jenny					01/27/98	01/21/03	G. C. 1294	46/34090	07/01/16
Peters,	Helen				07/21/03	10/31/08	G. C. 1294	46/34090	07/01/16
Phelan	, Mark				01/23/05	11/23/05	G. C. 1294	46/34090	07/01/16
Philpot	t, Aaron				07/06/94	07/18/94	G. C. 1294	46/34090	07/01/16
Phelan	, Sara				05/13/02	06/30/06	G. C. 1294	46/34090	07/01/16
Pimes,	Linda				10/04/02	01/03/06	G. C. 1294	16/34090	07/01/16
Pietrolu	ingo, Ang	ela			12/18/00	01/16/03	G. C. 1294	16/34090	07/01/16
Pillai, V	/idya				05/16/06	03/18/08	G. C. 1294	16/34090	07/01/16
Pintel, I	Rose				06/12/91	09/25/98	G. C. 1294	16/34090	07/01/16
Polk, K	elly L.				09/22/04	12/14/07	G. C. 1294	16/34090	07/01/16
Portnoy	, Joshua				07/06/94	07/18/94	G. C. 1294	16/34090	07/01/16
Povah,	Kristin L.				09/26/94	10/13/94	G. C. 1294	16/34090	07/01/16
Povah,	Kristin L.				09/26/94	05/06/99	G. C. 1294	16/34090	07/01/16
Ramun					06/28/98	12/12/98	G. C. 1294	16/34090	07/01/16
Randaz	zzo, There	sa			04/16/02	04/01/03	G. C. 1294	16/34090	07/01/16
Ray, M	elissa				04/29/04	07/14/06	G. C. 1294	6/34090	07/01/16
Reiss,	Michael				06/01/03	06/22/05	G. C. 1294	16/34090	07/01/16
Reyna,	Sandi				09/22/03	10/18/05	G. C. 1294	6/34090	07/01/16
			DESTRUCTION	AUTH	ORIZAT	ION			
DEPAR	RTMENT	HEAD:	CITY ATTORN	EY:	7		CITY CLE	RK:	
Signatu	Ire 191	17	Signature	112			Signature 3	1/17	
Date	101		Date				Date		
Date De	struction	of Records Ap	proved by City Council:			Actual Des	struction Da	ate:	



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 Shagrin, Justin 05/13/02 01/21/03 G. C. 12946/34090 07/01/16 Shagrin, Justin 05/13/02 01/21/03 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	Departr Adminis		Personnel	Prepared by: (Type Name/Initial Amber Victoria	(1)	Date: 01/19/17	Agoura Hi No.: N/A	ills Box Acces	s Storage Box /A
By my initials above, 1 hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been relationed in the Agoure Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. However, the minimum retention period, as specified in the Agoure Hills Records Retention/Destruction Schedule page no., record safetile and contents, record data retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, logal, evidential, fiscal, research, including the retention schedule page no., record sares title and contents, record a retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, logal, evidential, fiscal, research, including the retention schedule page no., record sares title and contents, records are required to be kept by statute; or (of records less than two years old, and, to my knowledge, are no longer required by the City. I request author to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction and the status of the status of the status of the status shall be by shredding. List of Records Recommended for Destruction: Date of Records Promise	Company of the last of the las	Zavenium (Library			ted in Re	cords Rete	ntion Sched	dule):	
Date of Records Recommended for Destruction: (Description or title of records as listed on file label) From: To: Number: To: Number: To: Number: To: Number: To: Number: To: Number: To: No. Number: To: Numbe	the minim includes a retention i historic va records re	num retention description requirement and and and are required to be	on period, as spe n of each record s ts, and destruction e <u>not</u> : (a) records e kept by statute; (cified in the Agoura Hills Records sufficient for identification, including date. I further certify that the record affecting the title of real property of or (d) records less than two years of the cords less than two years of the cords in the cor	Retention the retention of the retention	Destruction S on schedule p o longer have reon; (b) court my knowledge	chedule adop page no., reco any administr t records on a e, are no longe	ted by Resolution No. rd series title and cont rative, legal, evidential, ny subject where litiga er required by the City.	16-1825. The lisents, record dates fiscal, research, otion is pending; (c) I request authorit
Text	THE RESERVE AND DESCRIPTION OF THE PERSON NAMED IN COLUMN TWO IN COLUMN	THE RESERVE THE PERSON NAMED IN	Name of the Owner						
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 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 G. C. 12946/34090 07/01/16 Roos Sandra L. 09/20/93 09/25/98 G. C. 12946/34090 07/01/16 Roses, Kathy 05/04/04 11/23/05 G. C. 12946/34090 07/01/16 Roses, 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 Sander, Judith 08/16/99 01/21/03 G. C. 12946/34090 07/01/16 Sariblad, Edith </th <th></th> <th></th> <th></th> <th></th> <th></th> <th>-</th> <th>gramma and the same</th> <th></th> <th>The state of the s</th>						-	gramma and the same		The state of the s
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 G. C. 12946/34090 07/01/16 Ron, Sandra L. 09/20/93 09/25/98 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 Sanchez, Patricia 05/01/93 10/29/96 G. C. 12946/34090 07/01/16 Samblados, Catherine 10/01/07 08/27/09 G. C. 12946/34090 07/01/16 Sander, Judith 08/16/99 01/31/03 G. C. 12946/34090 07/01/16 Samblad, Edith 11/30/92 06/11/96 G. C. 12946/34090 07/01/16 Satt, Leeann </td <td>and the same of the same of</td> <td></td> <td>- Water State Control</td> <td>s listed off file label)</td> <td></td> <td>-</td> <td>-</td> <td></td> <td></td>	and the same of the same of		- Water State Control	s listed off file label)		-	-		
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 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 Sanchez, Patricia 05/10/93 01/21/03 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 Sart, Leeann 04/16/02 01/21/03 G. C. 12946/34090 07/01/16 Saxey, Vicki L. 11/30/92 06/11/96 G. C. 12946/34090 07/01/16 Saxey, Vicki L. 10/31/94 10/29/96 G. C. 12946/34090 07/01/16 Schneider, Sara (Sally) 07/01/19 06/30/99 G. C. 12946/34090 07/01/16 Schneider, Sara (Sally) 07/01/19 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 Sears, Jonathan 08/07/95 09/12/95 G. C. 12946/34090 07/01/16 Sears, Jonathan 08/07/95 09/12/96 G. C. 12946/34090 07/01/16 Sears, Jonathan 08/07/95 09/12/95 G. C. 12946/34090 07/01/16 Shagrin, Justin 06/15/03 11/23/05 G. C. 12946/34090 07/01/16 Siggard, Vanessa 06/15/95 10/29/96 G. C. 12946/34090 07/01/16	ALERS HE SERVICE	Decision of the	amin				The second second second		
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 Rosenheim, Brad M. 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 Sabados, Catherine 10/01/07 08/27/09 G. C. 12946/34090 07/01/16 Sanchez, Patricia 05/01/93 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 Saxey, Vicki L. 10/31/94 10/29/96 G. C. 12946/34090 07/01/16 Saxey, Vicki L. 10/31/94 10/29/96 G. C. 12946/34090 07/01/16 Schwartz, Howard S 06/29/05 09/25/98 G. C. 12946/34090 07/01/16 Sears, Jonathan 08/07/95 09/12/95 G. C. 12946/34090 07/01/16 Sears, Jonathan 08/07/95 09/12/95 G. C. 12946/34090 07/01/16 Shagrin, Justin 06/15/03 11/23/05 G. C. 12946/34090 07/01/16 Siggard, Vanessa 06/15/95 10/29/96 G. C. 12946/34090 07/01/16	PRINCIPLE TO SERVICE STREET								
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Page No.: 7	No.: 6	Personnel Fi	es Title and Contents (as liste	eu iii Recorus Rei	enuon scne	aule):	
			hat the records prepared for destruction	on (as listed below) an	e more than tw	o vears old and/or ha	eve been retained for
the minii	mum retentio	on period, as spe	ecified in the Agoura Hills Records I	Retention/Destruction	Schedule adop	ted by Resolution N	lo. 16-1825. The lis
includes	a description	n of each record	sufficient for identification, including to	he retention schedule	page no., reco	rd series title and co	ntents, record dates
retention historic v	requirement Value and an	ts, and destructio e not·(a) record	n date. I further certify that the records s affecting the title of real property or	is listed no longer have liens thereon: (h) cou	e any administi Proports on a	rative, legal, evidentis unv subject where liti	al, fiscal, research, o
records i	required to b	e kept by statute;	or (d) records less than two years old	i, and, to my knowledg	ge, are no long	er required by the Cit	yauon is penung, (c ly. I request authorit
to destro	y same pun	suant to Section	34090 of the California Government	Code. Unless otherwi	se directed by	the City Clerk, the n	nethod of destruction
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			ed for Destruction:	Extraction of the second	Records	Citation	Destruction
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PERSONAL SPRING	Megan			09/26/02		G. C. 12946/340	
	, Janet			10/01/07		G. C. 12946/340	
	Jordan			11/01/04	_	G. C. 12946/340	
Song,				02/05/93		G. C. 12946/340	
or ideal with	Pamela			04/23/08		G. C. 12946/340	90 07/01/16
Spitz, M	STATE OF STREET			06/12/91		G. C. 12946/340	90 07/01/16
Sobotk	a, Donald	J.		01/22/96		G. C. 12946/340	
Spaling	er, Mark			02/27/98	03/05/98	G. C. 12946/340	90 07/01/16
Sporn, Torsten J.				07/17/96		G. C. 12946/340	90 07/01/16
Steiner, Matthew				06/17/96	03/10/98	G. C. 12946/340	90 07/01/16
Steinha	art, David			03/07/96	09/25/98	G. C. 12946/340	90 07/01/16
Stemm	ann, Elke			04/29/97	05/06/97	G. C. 12946/340	90 07/01/16
Stieglit	z, Gavin			08/05/91	04/12/96	G. C. 12946/340	90 07/01/16
Storm,	Ryan			03/08/99	05/25/99	G. C. 12946/340	90 07/01/16
Sumer	sille, Mary			05/19/97	06/02/06	G. C. 12946/340	90 07/01/16
Sutherl	and, Dona	ald		11/11/00	11/08/00	G. C. 12946/340	90 07/01/16
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Swor, M	Michael			04/14/98	07/15/98	G. C. 12946/340	90 07/01/16
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Tang, Yixing (Britteny)				08/29/06	03/01/09	G. C. 12946/340	the same of the sa
Thomas, Michael				07/02/02		G. C. 12946/340	
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Date

Date Destruction of Records Approved by City Council:

Date

Actual Destruction Date: _____



					Access	ccess Storage Box			
Adminis	stration / P	PROPERTY OF THE PARTY OF THE PA	Amber Victoria	(AV)	01/19/17	THE PERSON NAMED IN		No.: N/A	
Page No.: 7	Item No.: 6	Record Series Personnel File	s Title and Contents (as liss	sted in Re	cords Rete	ntion Sched	dule):		
By my ini	itials above,	I hereby certify tha	t the records prepared for destru	ction (as liste	ed below) are	more than tw	o years old an	d/or have	been retained for
the minin	num retentio	n period, as speci	ified in the Agoura Hills Records	Retention/l	Destruction S	chedule adop	ted by Resolu	ition No.	16-1825. The list
retention	a description	i of each record su s and destruction i	ifficient for identification, including date. I further certify that the rec	g the retention ords listed no	on schedule p Nonder heve	age no., reco any administr	rd series title a retive legal ev	and contei vidential fi	its, record dates,
historic v	alue and are	not: (a) records a	affecting the title of real property	or liens then	eon; (b) court	records on a	auve, legal, ev ny subject who	ere litigatio	on is pendina: (c)
records n	equired to be	kept by statute; o	r (d) records less than two years	old, and, to I	ny knowledge	, are no longe	er required by	the City. I	request authority
			1090 of the California Governmen	nt Code. Uni	ess otherwise	directed by	the City Clerk,	the meth	od of destruction
Company of the Parket of the P	by shredding.	NAME OF TAXABLE PARTY.	for Destruction:		Date of	Records	Citatio	on	Destruction
PURSUING TO A STATE OF THE PARTY OF THE PART			listed on file label)		From:	To:	Numb		Date:
	n, James E			Common con-	08/04/97	04/28/06	G. C. 1294	-	07/01/16
Tom, C	OF SCHOOL SERVICE OF			7.1	04/08/02	07/27/02	G. C. 1294	No la serie	07/01/16
	y, Sr., Bira	n B.			11/19/90	12/29/97	G. Ç. 1294		07/01/16
Tsang, Kathylin				10/01/07	08/27/09	G. C. 1294		07/01/16	
Tubelis, Carol				01/26/06	11/24/08	G. C. 1294		07/01/16	
Twarowski, Robin				06/12/91	07/09/91	G. C. 1294		07/01/16	
Vest, Kirsten				09/13/99	01/10/00	G. C. 1294		07/01/16	
Warren					06/12/91	09/25/98	G. C. 1294		07/01/16
Waisbre	en, Benne	t i			08/13/07	02/20/08	G. C. 1294		07/01/16
Walker, Diane					03/31/00	12/31/00	G. C. 1294	6/34090	07/01/16
Walters	s, Kyle				09/10/03	09/30/03	G. C. 1294	6/34090	07/01/16
Welter,	Frances				04/01/96	07/31/00	G. C. 1294	6/34090	07/01/16
Warfield	d, Chester	B.			05/12/94	10/22/97	G. C. 1294	6/34090	07/01/16
Weafer	, Catherine	•			04/20/04	11/23/05	G. C. 1294	6/34090	07/01/16
Weaver	r, Timothy	计型电话性			02/25/08	10/31/08	G. C. 1294	6/34090	07/01/16
Weirete	er, Cody				03/10/04	10/31/08	G. C. 1294	6/34090	07/01/16
Westhe	imer, Mich	nael			09/10/04	11/23/05	G. C. 1294	6/34090	07/01/16
Weston	, Sandra				10/30/01	11/23/05	G. C. 1294	6/34090	07/01/16
Whitney	y, Samanti	na			06/10/97	08/15/97	G. C. 1294	6/34090	07/01/16
Wilson,	James F.				09/26/93	03/26/94	G. C. 1294	6/34090	07/01/16
Williams	s, Mike				09/08/97	06/30/99	G. C. 1294	6/34090	07/01/16
Wood, S	Sandra				10/01/95	09/25/98	G. C. 12946	6/34090	07/01/16
Wooder	rt, Andre				06/26/96	06/15/98	G. C. 12946	6/34090	07/01/16
Yeager,	, Ryan				06/15/98	06/26/98	G. C. 12946	6/34090	07/01/16
Yeoh, S	Sepideh				01/07/08	08/27/09	G. C. 12946	6/34090	07/01/16
Yerevar	nian, Odile				01/22/96	01/26/96	G. C. 12946	6/34090	07/01/16
You, W	You, Wesley				11/07/07	05/22/08	G. C. 12946	6/34090	07/01/16
Wong,	James	建原 一件 1977		Accident	03/28/01	01/21/03	G. C. 12946	6/34090	07/01/16
			DESTRUCTION	N AUTI	HORIZAT	ION			
DERAR	TIMENT	EAD:	CITY ATTOR	NEY:	~		CITYCLES	aru-	
Signatu	re lia		Signature,	117			Signature //3	1/17	
Date						Date			
Date De	ate Destruction of Records Approved by City Council:					Actual Des	struction Dat	te:	



Depart Adminis		Personnel	Prepared by: (Type Name/Initial F Amber Victoria		Agoura Hi No.: N/A	IIs Box Access	Storage Box
Page No.: 7	Item No.: 6	Record Serie	es Title and Contents (as liste			THE RESERVE THE PARTY OF THE PA	
By my in the minin includes retention historic v records n to destro	itials above, num retention a description requirement alue and an equired to b	I hereby certify the properties of period, as special of each record sits, and destruction of not: (a) records the kept by statute; suant to Section 3	at the records prepared for destruction cified in the Agoura Hills Records Re- ufficient for identification, including the date. I further certify that the records affecting the title of real property or li- or (d) records less than two years old, 4090 of the California Government C	etention/Destruction S e retention schedule p listed no longer have ens thereon; (b) count and, to my knowledge	chedule adop page no., reco any administr t records on a e, are no longe	ted by Resolution No. rd series title and content ative, legal, evidential, fi ny subject where litigation or required by the City. I	16-1825. The list nts, record dates, scal, research, or on is pending; (c) request authority
			d for Destruction:	Date of	Records	Citation	Destruction
(Descri	otion or tit	le of records a	s listed on file label)	From:	То:	Number:	Date:
Yereva	nian, Odil)		01/22/96	01/21/03	G. C. 12946/34090	07/01/16
Yaman	o, Staci	Live specific profits		06/16/92	09/25/98	G. C. 12946/34090	07/01/16
Zarrabi	an, Tucso	n		08/01/05	08/21/07	G. C. 12946/34090	07/01/16
Zarrabi	an, Vala			06/23/03	08/21/07	G. C. 12946/34090	07/01/16
			DESTRUCTION	AUTHORIZAT	ION		
DEPAR Signatu Date	119/1	<u>)</u> 7	Signature Date	Y: 17		CITY CLERK: Signature 31/17 Date	

Exhibit A-2

Building & Safety



Departr				Name/Initial Form)				Access	s Storage Box	
Building	and Safe	ety	Karen Sanders	\Diamond	01/19/17	No.: N/A		No.: N/	A	
Page	Item		Title and Conter		cords Rete	ntion Sched	ule):			
No.: 16			ce Chronological F		149,275,49					
By my init	ials above,	I hereby certify that	the records prepared	for destruction (as list	ed below) are	more than two	years old an	d/or have	been retained for	
includes a	a description	n of each record su	fied in the Agoura Hill fficient for identification	ns Records Retention. To including the retention	on schedule d	спеаше ваори вае по. тесот	ta by Kesoil I series title a	ition ivo. and conte	16-1825. The list	
retention i	requirement	s, and destruction o	late. I further certify th	at the records listed n	o longer have	any administra	tive, legal, ev	ridential, f	īscal, research. or	
historic va	alue and are	not: (a) records a	ffecting the title of real	property or liens ther	eon; (b) court	records on any	subject who	ere litigati	on is pending: (c)	
records re	equired to be	e kept by statute; (d) records less than tv	vo years old; (e) the n	ninutes, ordina	ances or resolu	tions of the l	egislative	body or of a City	
Celifornia	Commission	n, and, to my know of Code Inless offi	ledge, are no longer nervise directed by the	equired by the City. I City Clark the methor	request autho	rity to destroy	same pursua Idina	nt to Sec	tion 34090 of the	
			for Destruction:			Records	Citatio	on	Destruction	
TOWNS THE STATE OF THE PARTY.			listed on file label)		From:	To:	Numb		Date:	
Sign-In					7/1/09	4/30/10	G. C. 34	-	07/01/17	
Sign-In					1/1/13	12/31/13	G. C. 34		07/01/1	
Sign-In				lieturo-cara de oca	1/1/14	12/31/14	G. C. 34	-	07/01/17	
						12/01/14	_ 0.0.0		- 07/01/10	
AUTO TRANSPORT										
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Act Assert							ite.			
					27.6					
					Taran Aria					
	CONTRACTOR SE								Wall Conference	
	he de									
			DESTR	UCTION AUT	HORIZAT	ION				
DEPAR1	MENT H	EAD:		ATTORNEY!	IONIZAI		ITY CLER	K:		
a	· =	Zola .		8%	7 -		(7	Var	U-	
Signatur	е .	/.	Signa	flure		S	ignature,	1		
	-19.	-17	Q.	130 7			1/3	1117		
Date			Date			D	ate			
Date Des	truction o	f Records Appro	ved by City Counc	eil:		Actual Dest	ruction Dat	e:		



Date Destruction of Records Approved by City Council:

CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Departr	epartment: Prepared by: (Type Name/Initial Karen Sanders				Date:	Agoura Hi	lls Box	Access	Storage Box
Building	and Safe	ty	Karen Sanders	KS	01/19/17	No.: N/A		No.: N/	A
Page No.: 17			Title and Contents Files - Civic, Govern			ention Sched	lule):		
By my init the minim includes a retention i historic va records re	tials above, num retention description requirement alue and are equired to be	hereby certify that n period, as speci- of each record su s, and destruction of not: (a) records a be kept by statute; (t the records prepared for fied in the Agoura Hills fficient for identification, in date. I further certify that ffecting the title of real p (d) records less than two	r destruction (as liste Records Retention/lincluding the retention the records listed no roperty or liens there years old; (e) the m	ed below) are Destruction S on schedule p o longer have eon; (b) coun inutes, ordin	chedule adopto age no., recon any administra records on an ances or resolu	ed by Resold d series title ative, legal, every subject what utions of the	ution No. and conte vidential, f ere litigati legislative	16-1825. The list ints, record dates, iscal, research, or ion is pending; (c) body or of a City
Board or	Commission	, and, to my know	rledge, are no longer req	uired by the City. I i	request author	rity to destroy	same pursua	ant to Sec	tion 34090 of the
			erwise directed by the Ci I for Destruction:	ly Clerk, the method		Records	citati	on	Destruction
779 TEXASTER SUPE			listed on file label)		From:	To:	Numt		Date:
Transmi	ittal Sheet	s			1/1/01	12/31/01	G. C. 3	4090	07/01/17
Transmi	ittal Sheet	S			1/1/03	4/15/04	G. C. 3	4090	07/01/17
Transmi	ittal Sheet	S			1/1/03	12/31/03	G. C. 3	4090	07/01/17
Transmi	ittal Sheet	S			1/1/04	12/31/04	G. C. 3	4090	07/01/17
	ittal Sheet				1/1/05	12/31/05	G. C. 3	4090	07/01/1度
	ittal Sheet				1/1/06	12/31/06	G. C. 3	4090	07/01/17
Transmi	ittal Sheet	S			1/1/07	12/31/12	G. C. 3	4090	07/01/1定
al in the									
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									Liver of the second
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		X X X							
	9),								
			DESTRU	ICTION AUTH	ORIZAT	ION			
DEPART	MENT H	EAD:	CITY	TTORNEY:	2		CITY CLER	ek:	
Signature (e 19 -	-17	Signatu			3	Signature	31/12	
Date			Date			Ī	Date		

Actual Destruction Date:

Exhibit A-3

City Clerk



Department:

CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Departr	nent:		Prepared by: (Type Name/Initial Form)	Date:	Agoura Hi	ls Box	Access	Storage Box
City Cle	rk		Kimberly Rodrigues	09/29/16	No.: N/A		No.: N/	
Page No.: 21	Item No.: 13		s Title and Contents (as listed in I VD Recordings of Meetings	Records Rete	ention Sched	ule):		
By my init	ials above,	I hereby certify tha	t the records prepared for destruction (as I	isted below) are	more than two	years old an	d/or have	been retained fo
the minim	um retention	on period, as speci	ified in the Agoura Hills Records Retentic fficient for identification, including the rete	on/Destruction S	Schedule adopt	ed by Resolu	ition No.	16-1825. The lis
retention r	requirement	s, and destruction (date. I further certify that the records listed	nuon schedule i no longer have	anv administra	o senes uue a ative. legal. ev	and conte ridential. 1	ints, record dates fiscal research o
historic va	lue and are	not: (a) records a	ffecting the title of real property or liens th	nereon; (b) coun	records on an	y subject whe	ere litigati	ion is pendina: (d
records re	equired to be Commission	e kept by statute; (d) records less than two years old; (e) the rledge, are no longer required by the City.	minutes, ordin	ances or resolu	itions of the l	egislative	body or of a City
California	Governmen	t Code. Unless oth	erwise directed by the City Clerk, the meth	od of destruction	n shall be shred	same pursua Iding.	irii io sec	tion 34090 of the
List of F	Records	Recommended	for Destruction:		Records	Citatio	on	Destruction
- Carrie Contract			listed on file label)	From:	To:	Numb	er:	Date:
City Cou	ıncil and I	Planning Comm	ission VHS - 2 of 2 (Master)	10/29/03	10/29/03	G. C. 34	090.7	07/01/16
Democra	acy's Big	Day - Book Lec	ture VHS - 2 of 2 (Master)	02/12/09	02/12/09	G. C. 34	090.7	07/01/16
THE R. P.								
Parking and Transport							100	
								phase in such
residencia. Vesta nestrali								
					Maria State of			
		Market 12 1 April 12			Control of the contro			
			DESTRUCTION AUT	THORIZAT	ION			
DEPART	MENT H	EAD:	CITY ATTORNEY:			CITY CHER	K:	
Signature	SAIM	W	Signature			Signature, 1	ay n	
	9/29/1	6	0 3017			11	31/17	
Date			Date '			Date		
Date Des	truction o	f Records Appro	oved by City Council:		Actual Dest	ruction Dat	e:	



Depart City Cl			Prepared by: (Type Name/Initial Form) Kimberly M. Rodrigues	Date: 07/22/15	Agoura Hills Box No.: N/A		Access Storage Box No.: N/A	
Page	item	Pacord Sarias	Title and Contents (as listed in I		Control of the last		140 14//	
170000000000		City Council M		recoras Rei	enuon Sched	dule) :		
			t the records prepared for destruction (as I	isted below) are	more than two	o years old and	Vor have	been retained for
the minii	num retentio	on period, as speci	ified in the Agoura Hills Records Retention	n/Destruction	Schedule adop	ted by Resolu	tion No.	16-1825. The lis
includes retention	a description	n of each record su ts_and destruction (fficient for identification, including the rete date. I further certify that the records listed	ntion schedule	page no., reco	rd series title a	nd conte	nts, record dates
historic v	alue and are	not: (a) records a	affecting the title of real property or liens th	no longer nave lereon; (b) coul	t records on a	auve, iegai, evi ny subject whe	re litigati	scai, research, c on is pendina: (c
records r	equired to be	e kept by statute; or	r (d) records less than two years old, and,	to my knowledg	e, are no longe	er required by t	he City. I	request authorit
	y same purs by shredding		090 of the California Government Code. (Inless otherwis	e directed by	the City Clerk,	the meth	od of destruction
	With the Party of		for Destruction:	Date of	Records	Citatio	on.	Destruction
			listed on file label)	From:	То:	Numb		Date:
City Co	uncil Mee	ting DVD - 1 of	1 (Master)	01/08/14	01/08/14	G. C. 340	No. of the last	07/01/16
City Co	uncil Meet	ting DVD - 1 of	(Master plus Backup)	01/22/14	01/22/14	G. C. 340	090.7	07/01/16
City Co	uncil Meet	ting DVD - 1 of	1 (Master plus Backup)	02/12/14	02/12/14	G. C. 340	090.7	07/01/16
City Co	uncil Meet	ting DVD - 1 of	(Master plus Backup)	02/26/14	02/26/14	G. C. 340	90.7	07/01/16
City Co	uncil Meet	ting DVD - 1 of	(Master plus Backup)	03/26/14	03/26/14	G. C. 340	90.7	07/01/16
City Co	uncil Meet	ing DVD - 1 of	(Backup)	04/09/14	04/09/14	G. C. 340	90.7	07/01/16
City Co	uncil Meet	ing DVD - 1 of 1	(Master plus Backup)	04/23/14	04/23/14	G. C. 340	90.7	07/01/16
City Co	uncil Meet	ing DVD - 1 of 1	(Master plus Backup)	05/14/14	05/14/14	G. C. 340	90.7	07/01/16
City Co	uncil Meet	ing DVD - 1 of 1	(Master plus Backup)	05/28/14	05/28/14	G. C. 340	90.7	07/01/16
City Co	uncil Meet	ing DVD - 1 of 1	(Master plus Backup)	06/11/14	06/11/14	G. C. 340	90.7	07/01/16
City Co	uncil Meet	ing DVD - 1 of 1	(Master)	06/25/14	06/25/14	G. C. 340	90.7	07/01/16
City Co	uncil Meet	ing DVD - 1 of 1	(Master plus Backup)	07/09/14	07/09/14	G. C. 340	90.7	07/01/16
			(Master plus Backup)	08/13/14	08/13/14	G. C. 340	90.7	07/01/16
City Co	uncil Meet	ing DVD - 1 of 1	(Master plus Backup)	08/27/14	08/27/14	G. C. 340	90.7	07/01/16
	and the second		(Master plus Backup)	09/10/14	09/10/14	G. C. 340	90.7	07/01/16
City Co	uncil Meet	ing DVD - 1 of 1	(Master plus Backup)	09/23/14	09/23/14	G. C. 340	90.7	07/01/16
			(Master plus Backup)	10/08/14	10/08/14	G. C. 340	90.7	07/01/16
			(Master plus Backup)	10/22/14	10/22/14	G. C. 340	90.7	07/01/16
City Co	uncil Meet	ing DVD - 1 of 1	(Master plus Backup)	11/12/14	11/12/14	G. C. 340	90.7	07/01/16
CONTRACTOR OF THE PERSON OF	A STATE OF THE PARTY OF THE PARTY OF	Marie Committee on the Committee of the	(Master plus Backup)	12/02/14	12/02/14	G. C. 340	90.7	07/01/16
City Co	uncil Meet	ing DVD - 1 of 1	(Master plus Backup)	12/10/14	12/10/14	G. C. 340	90.7	07/01/16
				2 contract				
			DESTRUCTION AUT	THORIZAT	ION			102 - 1015

Date Destruction of Records Approved by City Council:

Signature

Date

DEPARTMENT HEAD:

Signature 9/24/16

Actual Destruction Date:



Date Destruction of Records Approved by City Council:

CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department:			Prepared by: (Type Name/Initial Form,	Date:	Agoura Hi	ls Box	Access Storage Box		
City Cle			Kimberly Rodrigues		No.: N/A		No.: N/	A	
Page No.:23			es Title and Contents (as listed in nee Chronological Files	Records Rete	ntion Sched	lule):			
the minim includes a retention i historic va records re Board or	num retention description requirement alue and are equired to be Commission	n period, as special of each record sis, and destruction not: (a) records is kept by statute; and, to my know,	at the records prepared for destruction (as cified in the Agoura Hills Records Retent sufficient for identification, including the retor date. I further certify that the records lister affecting the title of real property or liens to (d) records less than two years old; (e) the wledge, are no longer required by the City herwise directed by the City Clerk, the metor crified in the city Clerk, the metor directed by the City Clerk, the metor crified in the city Clerk, the metor directed in the city Clerk, the metor crified in the city Clerk, the metor directed in the city Clerk, the metor directed in the city Clerk, the metor directed in the city Clerk, the city Clerk, the metor directed in the city Clerk, the city Clerk, the metor directed in the city Clerk, the city Clerk, the city directed in the city dire	ion/Destruction S ention schedule p d no longer have thereon; (b) court ne minutes, ordina v. I request autho	chedule adoptionage no., recontains any administrative records on an ances or resolutify to destroy	ed by Resolution of series title of title of title of the legal, every subject who same pursue same pursue.	ution No. and contel vidential, fi ere litigation legislative	16-1825. The li. nts, record date: iscal, research, con is pending; (continuity)	
			d for Destruction:	Date of	Records	Citati		Destruction	
Contract Contract Contract	10-11-1-10-10		s listed on file label)	From:	То:	Numb		Date:	
		es - Agoura Hil		2013	2013	G. C. 3	4090	07/01/16	
			intment Process (Drafts)	2005	2013	G. C. 3		07/01/16	
Street, or other Desirements		ing Schedule -		2005	2013	G. C. 3	4090	07/01/16	
Commence of the Party of the		s - Proposed		2010	2010	G. C. 3	4090	07/01/16	
A TOTAL CONTRACTOR		Reservation I		2009	2013	G. C. 3	4090	07/01/16	
100	10000		City Clerk's Office	2004	2013	G. C. 3	4090	07/01/16	
ALCOHOLD A		ID File - City	Council	2004	2013	G. C. 3		07/01/16	
NO SHIP FOR	lessage E	The second secon		11/06/04	06/30/14	G. C. 3	4091	07/01/16	
The second second second		clamation App	lication rvancy Working File (Drafts)	03/08/06 2007	03/08/06 2007	G. C. 3	4091	07/01/16	
						G. C. 3		07/01/16	
DEPART Signature	MENT HI XVVX 9/29/1	6	DESTRUCTION AU CITY ATTORNEY: Signature Date	THORIZAT	5	Signature (/3/	RK: aru-		

Actual Destruction Date:



Department:		Prepared by: (Type Name/Initial Form)	Date:	Agoura Hills Box		Access Storage Box	
City Cle	rk	Kimberly Rodrigues	09/28/16	No.: N/A		No.: N/A	
Page No.: 24	Item No.: 26	Record Series Title and Contents (as listed in R Election Records - Election Administration Files	ecords Rete	ention Sched	dule) :		
By my init the minim includes a retention i historic va records re Board or	tials above, num retention description requirement alue and and equired to b Commission	I hereby certify that the records prepared for destruction (as list on period, as specified in the Agoura Hills Records Retention of each record sufficient for identification, including the retents, and destruction date. I further certify that the records listed to not: (a) records affecting the title of real property or liens the e kept by statute; (d) records less than two years old; (e) the n, and, to my knowledge, are no longer required by the City. Interest Code. Unless otherwise directed by the City Clerk, the method	VDestruction Stion schedule properties of the longer have reon; (b) countinuites, ordinal request authors.	Schedule adop page no., recoi any administra records on ar ances or resol prity to destroy	ted by Resoluted series title attive, legal, eventy subject who utions of the contractions are pursued.	ution No. and conte vidential, f ere litigati legislative	16-1825. The li- ents, record date- fiscal, research, c ion is pending; (c body or of a Ci-
		Recommended for Destruction:	Company of the Compan	Records	Citati	on	Destruction
(Descrip	otion or tit	le of records as listed on file label)	From:	To:	Numb		Date:
LAC Re	gistrar-Re	ecorder/County Clerk - Correspondence	2000	2000	G. C. 3	4090	07/01/16
Touchso	creen Vot	ing Information	2000	2000	G. C. 3		07/01/16
News R	eleases -	Elections and Touchscreen Voting	2000	2000	G. C. 3		07/01/16
		Elections	2001	2001	G. C. 3		07/01/16
The Poll	Cat New	sletter significant in the same of the sam	Oct-00	Oct-00	G. C. 3		07/01/16
HIS STATE OF THE STATE OF		ormation - March Primary/November General	2000	2000	G. C. 3		07/01/16
The state of the state of		geles Election Information - November	2000	2000	G. C. 3		07/01/16
		lection Workshop Information	2000	2000	G. C. 3		07/01/16
		and Checklist	1999	1999	G. C. 3		07/01/16
THE STREET		pecial Instructions	2000	2000	G. C. 3		07/01/16
1/4		cation - LAC Registrar-Recorder's Office	2000	2000	G. C. 3		07/01/16
G-Water and Tribat		Management System (VIMS) Information	2000	2000	G. C. 3		07/01/16
	and the second	- A Newsletter of California Elections	12/31/97	12/31/97	G. C. 3		07/01/16
		- A Newsletter of California Elections	05/07/98	05/07/98	G. C. 34		07/01/16
THE RELEASE WATER		- A Newsletter of California Elections	05/31/98	05/31/98	G. C. 34		07/01/16
		DESTRUCTION AUT	HORIZAT	ION			
K	MENT H	EAD: CITY ATTORNEY:			CITY CLER	K:	ر ر
Signature Date	125/16	Signature 01 3 1 3 Date			Signature 3i Date	/17	
Date Des	truction o	f Records Approved by City Council:		Actual Desi	truction Dat	e:	



Depart City Cle			Prepared by: (Type Name/Initial Form) Kimberly Rodrigues	Date: 09/28/16	Agoura H No.:	ills Box	Acces No.:	s Storage Box
Page No.: 24		Election Reco	s Title and Contents (as listed in lands - Election Administration Files					
the minin includes retention historic v	num retention a description requirement alue and are	on period, as spec n of each record su s, and destruction e not: (a) records a	It the records prepared for destruction (as in ified in the Agoura Hills Records Retention ifficient for identification, including the rete date. I further certify that the records listed iffecting the title of real property or liens the d) records less than two years old; (e) the	on/Destruction S ntion schedule _l I no longer have lereon; (b) coun	Schedule adop page no., reco any administr t records on a	ited by Resolu rd series title a ative, legal, ev ny subject who	ution No. and cont vidential, ere litiga	16-1825. The li. ents, record date. fiscal, research, dition is pending: 14
Board or	Commission	n, and, to my know	rledge, are no longer required by the City.	I request author	ority to destroy	same pursua	ant to Se	ction 34090 of th
		CL THE SECTION AND ADDRESS.	erwise directed by the City Clerk, the meth	and the second second second	The second secon	THE RESERVE OF THE PERSON NAMED IN		
			for Destruction:		Records	Citati		Destruction
	Alma	1000	listed on file label)	From:	То:	Numb	-	Date:
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		geles - Candida	**************************************	2009	2009	G. C. 3		07/01/16
			Plus Informational Pamphlet	2006	2006	G. C. 34	particular and the same	07/01/16
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News R	eleases -	Elections		2001	2001	G. C. 34	4090	07/01/16
The Pol	Cat New	sletter		Oct-00	Oct-00	G. C. 34	4090	07/01/16
2000 El	ection Info	rmation - Marc	Primary/November General	2000	2000	G. C. 34	1090	07/01/16
County	of Los Ang	geles Election I	nformation - November	2000	2000	G. C. 34	1090	07/01/16
Precinct	Officer E	lection Worksh	op Information	2000	2000	G. C. 34	1090	07/01/16
nspecto	ors Guide	and Checklist		1999	1999	G. C. 34	1090	07/01/16
Primary	2000 - Sp	ecial Instruction	ns	2000	2000	G. C. 34	1090	07/01/16
Facility l	Jse Applio	cation - LAC Re	gistrar-Recorder's Office	2000	2000	G. C. 34		07/01/16
Voter In	formation	Management S	ystem (VIMS) Information	2000	2000	G. C. 34		07/01/16
The Seil	er Report	- A Newsletter	of California Elections	12/31/97	12/31/97	G. C. 34		07/01/16
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DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

Signature

Signature

Date

Date

Date

Date

Description AUTHORIZATION

CITY CLERK:

Signature

Signature

1/31/17

Date

Actual Destruction Date:



Date Destruction of Records Approved by City Council:

CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department:			Prepared by: (Type Name/Initial Form)	Date:	Agoura Hills Box		Access Storage Box		
City Cle	rk		Kimberly Rodrigues (40)	09/28/16	No.: N/A		No.: N/A		
Page No.: 25	Item No.: 30	Record Series Equipment File	s Title and Contents (as listed in F	Records Ret	ention Sched	dule):			
By my init the minim includes a retention historic va records re Board or	tials above, num retention a description requirement alue and are equired to b Commission	I hereby certify that on period, as special of each record substruction of not: (a) records as e kept by statute; (a), and, to my know	It the records prepared for destruction (as lifted in the Agoura Hills Records Retention officient for identification, including the reterdate. I further certify that the records listed of fecting the title of real property or liens the (d) records less than two years old; (e) the vieldge, are no longer required by the City.	n/Destruction of the struction schedule no longer have been for the structure of the struct	Schedule adop page no., reco a any administr t records on a nances or resol ority to destroy	nted by Resoluted series title attive, legal, event subject when the lutions of the leg same pursua	ution No. and conte vidential, i ere litigati legislative	16-1825. The list ents, record dates, fiscal, research, or ion is pending; (c) body or of a City	
			erwise directed by the City Clerk, the method for Destruction:	The second second	Records	dding. Citatio	on	[Destruction	
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Signatur	9/28/1	þ	Signature 01/30/H			Signature 1/3	1/17		
Date			Date		VII.27 . 37 - 14	Date			

Actual Destruction Date:



Departn City Cle			Prepared by: (Type Name Kimberly Rodrigues	e/Initial Form)	Date: 09/29/16	Agoura Hi No.: N/A	IIs Box	Acces	s Storage Box
Page			Files - Civic Organization		The second second	The same of the sa	dule):		
By my inition the minimination includes a retention in historic value records re Board or (ials above, um retention description equirement. Iue and are quired to be commission.	I hereby certify that in period, as spector of each record substruction of enot: (a) records a seept by statute; (a), and, to my know	It the records prepared for de ified in the Agoura Hills Re- ifficient for identification, incl date. I further certify that the iffecting the title of real prop (d) records less than two year idedge, are no longer require erwise directed by the City C	estruction (as list cords Retention, uding the retent records listed n erty or liens the ers old; (e) the red by the Gity. I	Destruction Sion schedule polenger have reon; (b) cour rinutes, ordinarequest authors.	Schedule adopo page no., recole any administra t records on ar ances or resole prity to destroy	ted by Resolord series title attive, legal, en attive, legal, en attive, subject who utions of the attivitions of the attivitions of the attivitions.	ution No. and cont vidential, ere litiga legislativ	. 16-1825. The listents, record dates fiscal, research, oution is pending; (c. te body or of a City
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DEPART Bignature	MENT HI	4	DESTRUC' CITY ATT Signature	0	HORIZAT	(CITY CLER Signature	K: Mlo-	
Date	112911		Date	1/30/17		Ī	Date		



Department: City Clerk	Prepared by: (Type Name/Initial Form) Kimberly Rodrigues	Date: 09/28/16	Agoura H No.: N/A		OX Access Storage Box No.: N/A	
No.: 28 No.: 37 Organizations						
the minimum retention period, as speci includes a description of each record su retention requirements, and destruction of	t the records prepared for destruction (as lis fied in the Agoura Hills Records Retention fficient for identification, including the retent late. I further certify that the records listed r ffecting the title of real property or liens the	/Destruction S ion schedule p to longer have	Schedule adop page no., reco any administr	ted by Resolu rd series title a ative, legal, ev	ition No. and conte idential, f	16-1825. The lis nts, record dates iscal, research, o
records required to be kept by statute; (d) records less than two years old; (e) the	ninutes, ordina	ances or resol	lutions of the le	re illigati eaislative	on is pending; (c body or of a Cib
Board or Commission, and; to my know	ledge, are no longer required by the City. I	request author	ority to destroy	/ same pursua	nt to Sec	tion 34090 of the
California Government Code. Unless other	erwise directed by the City Clerk, the method	of destruction	shall be shre	dding.		
List of Records Recommended			Records	Citatio		Destruction
(Description or title of records as		From:	To:	Numb	-	Date:
California JPIA - Contractual Risk		2005	2005	G. C. 34		07/01/16
California JPIA - Correspondence		01/01/06	12/31/06	G. C. 34		07/01/16
California Notary Public Practices		2010	2010	G. C. 34		07/01/16
California State Assembly - Legis		2007	2007	G. C. 34		07/01/16
City of Sacramento - Records Re	The second secon	2011	2011	G. C. 34	1090	07/01/16
City of San Buenaventura - City D	Directory & Information Guide	2005	2005	G. C. 34	1090	07/01/16
City of San Buenaventura - City C	Council Protocols	2008	2008	G. C. 34	1090	07/01/16
City of San Buenaventura - Deput	ty City Clerk Manual (2)	1998	1998	G. C. 34	1090	07/01/16
City of San Buenaventura - Reco	ds Retention Guidelines	2001	2001	G. C. 34	1090	07/01/16
City of Santa Barbara - Guideline	s for Advisory Groups	2003	2003	G. C. 34	1090	07/01/16
City of Santa Barbara - Records N	Management Manual	2003	2003	G. C. 34	1090	07/01/16
City of Westlake Village - Candida	ate's Election Guide	2011	2011	G. C. 34	1090	07/01/16
City Selection Committee Corresp	pondence	01/01/06	12/31/06	G. C. 34	1090	07/01/16
County of Los Angeles - 2013 City	Clerk Elections Seminar	07/09/13	07/09/13	G. C. 34	1090	07/01/16
County of Los Angeles - Calendar	of Events, November 4, 2014	2014	2014	G. C. 34	1090	07/01/16
County of Los Angeles - Progress	Report	2004	2004	G. C. 34		07/01/16
FPPC Conflict of Interest Corresp	ondence Files	2007	2010	G. C. 34		07/01/16
FPPC Statement of Economic Into	erest Filing Officer Seminar	2011	2011	G. C. 34		07/01/16
FPPC Conflict of Interest Update		2007	2007	G. C. 34		07/01/16
Institute for Local Government - C						01/01/10
Public Official's Guide to Use of P		2004	2004	G. C. 34	090	07/01/16
Open & Public III - User's Guide to		2001	2001	G. C. 34	090	07/01/16
Las Virgenes Municipal Water Distric		2010-11	2010-11	G. C. 34	090	07/01/16
Malibu Creek Watershed Advisory Co	ouncil - Living Lightly in Our Watersheds	2005	2005	G. C. 34	090	07/01/16
Santa Monica Mountains Conservance	y - Correspondence	2007	2007	G. C. 34	090	07/01/16
Secretary of State Local Government	2002	2002	G. C. 34	090	07/01/16	
Secretary of State Local Government	2006	2006	G. C. 34	090	07/01/16	
United States Postal Service Offic	ial USPS Abbreviations	2009	2009	G. C. 34	090	07/01/16
	DESTRUCTION AUTI	HORIZAT	ION			

DEPARTMENT HEAD:

Signature

Signature

Date

Date

Date

Date

CITY ATTORNEY:

Signature

U 30 13

Date

Signature

Date

Date

Actual Destruction Date:



Department:	Prepared by: (Type Name/Initial Form)	ype Name/Initial Form) Date:			Access	ess Storage Box			
City Clerk	Kimberly Rodrigues	09/28/16	Agoura Hi No.: N/A		No.: N/	The second secon			
	s Title and Contents (as listed in Re	ecords Rete	ntion Sched	dule):					
	Files - Professional Organizations								
By my initials above, I hereby certify the	at the records prepared for destruction (as list	led below) are	more than two	years old ar	d/or have	been retained for			
includes a description of each moord	cified in the Agoura Hills Records Retention ufficient for identification, including the retent	Destruction S	cnedule adop	ted by Resolu	ution No.	16-1825. The list			
retention requirements and destruction	date. I further certify that the records listed n	ion schedule p Io longer have	age по., гесог anv administr	u senes uue ative lenal ei	and conte vidential fi	nts, record dates,			
historic value and are not: (a) records	affecting the title of real property or liens the	reon; (b) court	records on ar	ny subject wh	ere litigation	on is pending: (c)			
records required to be kept by statute;	(d) records less than two years old; (e) the I	minutes, ordina	ances or resol	utions of the	legislative	body or of a City			
Board or Commission, and, to my know	wledge, are no longer required by the City. I	request author	rity to destroy	same pursua	ant to Sec	tion 34090 of the			
List of Records Recommende	herwise directed by the City Clerk, the method	and the second second second	NAME AND ADDRESS OF TAXABLE PARTY.	Marie Company of the		15			
(Description or title of records as		-	Records	Citation Number:		Destruction			
Access Information Managemer		From: 2002	To: 2014	G. C. 3		Date:			
Access Storage Report-Contain		2002	2014	G. C. 3		01/01/17			
Access Information Managemen		2012	2012	G. C. 3	-	01/01/17			
York Records Management Cou		06/23/01	12/23/01	G. C. 3	-	07/01/16			
York Records Management Cou		01/24/02	12/01/02	G. C. 3		07/01/16			
York Records Management Cou		01/01/03	12/01/02	G. C. 3	ALAN SOLES				
York Records Management Cou		01/01/03	12/02/04	G. C. 3		07/01/16			
						07/01/16			
York Records Management Cou		01/11/05	12/27/05	G. C. 3		07/01/16			
York Records Management Cou		03/20/06	12/06/06	G. C. 3		07/01/16			
York Records Management Cou		01/22/07	12/18/07	G. C. 3		07/01/16			
York Records Management Cou		02/05/08	06/25/08	G. C. 3		07/01/16			
York Records Management Inve	The same of the sa	1998	1998	G. C. 3		01/01/17			
York Records Management Inve	The state of the s	2006	2006	G. C. 3		01/01/17			
York Records Management Inve	ntory List	2007	2007	G. C. 3		01/01/16			
York File Requests - New Order		08/28/02	01/16/03	G. C. 3	4090	07/01/16			
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	DESTRUCTION AUT	HORIZAT	ION						
DEPARTMENT/HEAD:	CITY ATTORNEY:			CITY CLEE	RK:				
Signature 9/28/16	Signature			Signature	117				
Date	Date		Ī	Date	11+				
ate Destruction of Records Approved by City Council: Actual Destruction Date:									



Department: City Clerk			Prepared by: (Type Name/Initial Form) Kimberly Rodrigues	Date:	Agoura Hil No.: N/A		Access Storage Box	
Page	1	Record Series	Title and Contents (as listed in I		The same of the sa		10.: N/A	
THE THIRD CONTRACTOR AND ADDRESS.			Files - Professional Organizations	Recolus Rele	ention Schea	uie):		
By my init	tials above,	I hereby certify tha	t the records prepared for destruction (as i	isted below) are	more than two	years old and/	or have been retained for	
the minim	num retentio	n period, as spec	ified in the Agoura Hills Records Retention	on/Destruction S	Schedule adopt	ed by Resoluti	on No. 16-1825. The lis	
includes a	a description	of each record su	officient for identification, including the rete	ntion schedule į	page no., record	d series title an	d contents, record dates	
historic va	alue and are	s, and destruction (not: (a) records a	date. I further certify that the records listed ffecting the title of real property or liens the	nereon: (b) coun	any administra records on an	itive, legal, evid v subject when	ential, fiscal, research, c	
records re	equired to be	e kept by statute; ((d) records less than two years old; (e) the	minutes, ordin	ances or resolu	itions of the leg	islative body or of a Cit	
Board or	Commission	, and, to my know	vledge, are no longer required by the City.	I request author	ority to destroy	same pursuan	to Section 34090 of the	
California	Governmen	t Code. Unless oth	erwise directed by the City Clerk, the meth	od of destruction	n shall be shred	lding.		
THE STREET PROBERTY			listed on file label)		Records	Citatio		
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	- Bylaws	olicies		2012	2012	G. C. 340		
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13 - 5 17 Bright Bright	TRACE LINE	k Handbook	(Wilscellaneous)	2004	2010	G. C. 340		
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stock principle is not			ng Agenda Packet, Emeryville	10/28/11	10/28/11	G. C. 340		
			ig Agenda Packet, Sacramento	08/20/12	08/20/12			
		CMC Certification		2010	2012	G. C. 340		
			idemy Conference Materials	2010	2012	G. C. 340		
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THE R. P. LEWIS CO., LANSING		And the second of the second o	lifornia Election Laws	2012	2012	G. C. 340		
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		Division Meeti		2012	2012	G. C. 340		
WITTER BUILDING		ebsite Design I		2013	2012	G. C. 340		
			ership Meeting, Los Angeles	03/16/12	03/16/12	G. C. 340		
	736962.30	nformation	oromp weeting, Los Angeles	2012	2012	G. C. 340		
		Certifications		2012	2012		PERSONAL PROPERTY OF THE PERSON NAMED IN COLUMN 1	
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*City Cler	ks Associa	tion of California						
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			DESTRUCTION AUT	HORIZAT	ION			
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Date	11001	16	Date		· ·	signature 1/3/1	1+	
			Date			alc		

Actual Destruction Date:

Date Destruction of Records Approved by City Council: _____



BURELLA MESTA	Department: City Clerk		Prepared by: (Type Name/Initial Form) Kimberly Rodrigues	HE HALL A METERS AND A SECURITY OF THE PARTY	Agoura Hills Box No.: N/A		Access Storage Box No.: N/A		
Page	Item	Record Serie	es Title and Contents (as listed in	The second second	CANCEL CO.	lulo):	INO.: N	I/A	
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By my ini	itials above,	I hereby certify th	hat the records prepared for destruction (as	listed below) are	more than two	years old ar	nd/or have	been retained f	
the minin	num retentic	n period, as spe	ecified in the Agoura Hills Records Retention	on/Destruction S	chedule adopt	ted by Resol	ution No.	16-1825. The II	
nciudes i	a aescriptioi reguirement	n or each record : s and destruction	sufficient for identification, including the retendent of the records listed	ention schedule d no longer have	oage no., recor	d series title	and conte	ents, record date.	
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records re	equired to b	e kept by statute	; (d) records less than two years old; (e) the	e minutes, ordin	ances or resolu	utions of the	legislative	body or of a Ci	
Board or	Commission	n, and, to my kno	owledge, are no longer required by the City	. I request authorized	ority to destroy	same pursua	ant to Se	ction 34090 of th	
			therwise directed by the City Clerk, the methed for Destruction:			THE RESIDENCE OF THE PARTY OF T			
			es listed on file label)	From:	Records	Citati		Destruction	
1			s for Public Notice (2 Copies)		To:	Numl		Date:	
	A		Newsletter (Fall)	2007	2007	G. C. 3		07/01/16	
	C		Newsletter (Fall)	2007	2007	G. C. 3	Annual State of the last	07/01/16	
Maria Para			Newsletter (Winter, Summer)	2009	2009	G. C. 3		07/01/16	
12 TO 17 TO 10 TO			Newsletter (Winter, Spring, Fall)	2010	2010	G. C. 3		07/01/16	
P-1/20/2004/03/4009		Fit all the barriers are supplied to the same	Newsletter (Fall)		2011	G. C. 3		07/01/16	
		and the second second second second	Newsletter (Winter, Summer, Fall)	2012	2012	G. C. 3		07/01/16	
			Brown Act Educational Forum	2013	2013	G. C. 3		07/01/16	
	1400		entarians - Membership Manual	07/11/12	07/11/12	G. C. 3		07/01/16	
or Hansings			entarians - Membership Manual	2011	2011	G. C. 3		07/01/16	
AT BOX HOLDERS	A STREET OF THE PARTY OF		me 67 Third Quarter	2013	2013	G. C. 3		07/01/16	
		77777 1070-0070	me 73, No. 4, Fourth Quarter	2006	2006	G. C. 3		07/01/16	
		Auto-	me 74, No. 2, Second Quarter	2012	2012	G. C. 3	-	07/01/16	
				2013	2013	G. C. 3		07/01/16	
vauonai	raniame	ntarian - volui	me 74, No. 3, Third Quarter	2013	2013	G. C. 3	4090	07/01/16	
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Section (Section)									
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			DESTRUCTION AU	THORIZAT	ION				
	r men t H	ΩU	CITY ATTORNEY?		C	CITY CLER	ek: LTUr-		
ignatur	9/28/1	Ь	Signature 91/30/10		3	Signature //:	31/17		
Date			Date		ī	Date			
ate Des	truction o	f Records App	roved by City Council:		Actual Dest	ruction Dat	e.		

Actual Destruction Date: ___



Date Destruction of Records Approved by City Council: _

CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Departn	nent:					ra Hills Box Access Storage I		
Building	& Safety		Kimberly Rodrigues	09/29/16	No.: N/A	N	lo.: N/A	
ACRES LANGUAGE	Item		Title and Contents (as listed in Re	ecords Rete	ntion Sched	dule):		
			iles - Professional Organizations t the records prepared for destruction (as list	and holour am	man than tu	a vecto ald and		
the minimi	ais abov e , um retentio	n period. as speci	ified in the Agoura Hills Records Retention	eu below) are (Destruction S	more man two	o years old and/ ted by Resoluti	or nave been retained for	
includes a	description	of each record su	ifficient for identification, including the retenti	ion schedule p	page no., recoi	rd series title an	d contents, record dates	
retention re	equirement	s, and destruction of	date. I further certify that the records listed n	o longer have	any administra	ative, legal, evid	lential, fiscal, research, or	
historic val	lue and are	not: (a) records a	ffecting the title of real property or liens their	eon; (b) court	records on ar	ny subject where	litigation is pending: (c)	
records rec	quired to be	e kept by statute; (d) records less than two years old; (e) the r	ninutes, ordina	ances or resol	utions of the leg	islative body or of a City	
California	commission Covernmen	i, and, to my know it Code Unless oth	rledge, are no longer required by the City. I erwise directed by the City Clerk, the method	request autho	onty to destroy	r same pursuani ddina	t to Section 34090 of the	
			for Destruction:	The second second	Records	Citatio	n Destruction	
CANADA MARKATA			listed on file label)	From:	To:	Numbe	The second secon	
NAME OF TAXABLE PARTY.		And in column 2 is not a few or with the column 2 is not a few or	1 New Law & Election Seminar	2011	2011	G. C. 340		
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League o	of Californ	nia Cities - New	Law & Election Seminar Materials	2008	2008	G. C. 340		
League o	of Californ	nia Cities - New	Law & Election Seminar Materials	2010	2010	G. C. 340		
Western	City - Le	ague of Californ	nia Cities - 2012	Dec 12	Dec 12	G. C. 340	Company of the Compan	
Western	City - Le	ague of Californ	nia Cities - 2013	Jan 13	Jan 13	G. C. 340		
Western	City - Le	ague of Califorr	nia Cities	May 13	May 13	G. C. 340		
Western	City - Le	ague of Califorr	nia Cities	Jun 13	Jun 13	G. C. 340	90 07/01/16	
Western	City - Le	ague of Califorr	nia Cities	Jul 13	Jul 13	G. C. 340	090 07/01/16	
Western	City - Le	ague of Californ	nia Cities	Aug 13	Aug 13	G. C. 340		
Western	City - Lea	ague of Californ	nia Cities	Sep 13	Sep 13	G. C. 340	90 07/01/16	
Western	City - Lea	ague of Californ	nia Cities	Oct 13	Oct 13	G. C. 340	90 07/01/16	
Western	City - Lea	ague of Californ	nia Cities - 2014	Jan 14	Jan 14	G. C. 340		
Western	City - Lea	ague of Californ	nia Cities	Feb 14	Feb 14	G. C. 340		
Western	City - Lea	ague of Californ	nia Cities	Mar 14	Mar 14	G. C. 340		
Western	City - Lea	ague of Californ	nia Cities	Apr 14	Apr 14	G. C. 340		
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		The Control	DESTRUCTION AUTI	HORIZAT	ION			
DEPART	MENT LI	EAD:	CITY ATTORNEY:		NA LIMBORATOR SACRETURES CO.	CITY OLEDI		
7 / K	JAAR	110	OII ALLONDET:			CITY CLERK	n	
Signature			Signature			Signature	1	
	9/28/1	Ь	01/30/13			1/31	117	
Date			Date			Date		

Actual Destruction Date: _



Date Destruction of Records Approved by City Council: ___

CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

No.: 28 By my initia the minimul includes a c retention re- historic valu records req	Item No.: 38 Its above, In retention It description It quirements It and are It is an are It is one It is an are It is an	Organizations I hereby certify the period, as specified of each records, and destruction not: (a) records	Kimberly Rodrigues (A) es Title and Contents (as listed in Res Files - Professional Organizations at the records prepared for destruction (as list cified in the Agoura Hills Records Retention sufficient for identification, including the retention of the content	Records Rete			
No.: 28 By my initia the minimul includes a retention re- historic valu records req	No.: 38 Ils above, In retention Idescription quirement Idea and are Idea and are	Organizations I hereby certify the period, as specified of each records, and destruction not: (a) records	s Files - Professional Organizations nat the records prepared for destruction (as li- cified in the Agoura Hills Records Retention sufficient for identification, including the reten	sted below) are			
By my initia the minimu includes a c retention re- historic valu records req	ils above, m retention description quirement ue and are uired to be ommission overnmen	I hereby certify the neriod, as spetal of each record set, and destruction not: (a) records	eat the records prepared for destruction (as li- cified in the Agoura Hills Records Retention sufficient for identification, including the reten	sted below) are	more than two	Company of the Party of the Par	
the minimulincludes a directention rechistoric value records req	m retention description quirement ue and are uired to be commission covernment	n period, as spe of each record s s, and destruction not: (a) records	cified in the Agoura Hills Records Retention sufficient for identification, including the reten	n/Destruction		years old and/or have	e been retained for
retention re historic valu records req	quirement ue and are uired to be ommission overnmen	s, and destruction not: (a) records	sufficient for identification, including the reten	THE STREET WHEN	Schedule adopt	ed by Resolution No.	16-1825. The list
historic valu records req	ue and are uired to be ommission overnmen	not: (a) records		tion schedule	page no., recor	d series title and conte	ents, record dates,
records req	uired to be ommission overnmen	kept by statute;	a date. I further certify that the records listed affecting the title of real property or liens the	rreon: (b) cour	t records on an	auve, iegai, evidentiai, av subiect where litigal	TISCAI, research, or Fion is pending: (a)
Board or Co	ommission Governmen		(d) records less than two years old; (e) the	minutes, ordin	ances or resolu	utions of the legislative	body or of a City
		, and, to my kno	wledge, are no longer required by the City.	I request auth	ority to destroy	same pursuant to Se	ction 34090 of the
	DCOLOE I		therwise directed by the City Clerk, the method od for Destruction:	The state of the s	Records	Citation	Ib. 4
			s listed on file label)	From:	To:	Number:	Destruction Date:
No.			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 - C	onflicts 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 - Pi	ublic Records Act Handbook	2008	2008	G. C. 34090	07/01/16
Richards,	Watson	& Gershon - I	Public Records Act Handbook	2014	2014	G. C. 34090	07/01/16
Richards,	Watson	& Gershon - I	Ralph M. Brown Act Handbook	2014	2014	G. C. 34090	07/01/16
Sheraton	Hotel - S	State of the Cit	y/Reorganization Proposal	2011	2011	G. C. 34090	07/01/16
Philadelph	ia Indemi	nity Insurance C	Company - Commercial Lines Policy	2007	2007	G. C. 34090	07/01/16
			(Elwidelines)				i Ingresia: De I
			DESTRUCTION AUT	HORIZAT	TION		
DEPART	MENT H	EAD:	CITY ATTORNEY			CITY CLERK:	
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Signature	128/10		Signature 30 13			Signature	
Date			Date		Ī	Date	

Actual Destruction Date:



THE RESIDENCE	Department: Pre City Clerk Kirr		Prepared by: Kimberly M. Rodrigu	ues (Q	Date: 09/25/16	Agoura Hi No.: N/A		Access Storage Box No.: N/A	
Page	Item		ries Title and Contents	s (as listed in	Records Rete	ention Sched	lule):		
			n Files - Professional O						
the minii includes retention historic v records i to destro	mum retention a description requirement relue and are required to be	on period, as s _i n of each reconts, and destruction on the content of the conten	that the records prepared for pecified in the Agoura Hills of sufficient for identification, ion date. I further certify that ds affecting the title of real per, or (d) records less than two advances of the California Go	Records Retenti including the rete the records liste property or liens to o years old, and,	ion/Destruction Sention schedule point on schedule point on the school of the school o	Schedule adopt page no., recor any administra t records on ar e, are no longe	ed by Resolution No d series title and con ative, legal, evidential, ny subject where litiga r required by the City.	o. 16-1825. The list tents, record dates fiscal, research, c ation is pending; (c . I request authorit	
			for Destruction:		Date of	Records	Citation	Destruction	
(Descri	ption or tit	le of records	as listed on file label)		From:	To:	Number:	Date:	
Public	ations:								
The Na	tional Not	ary - Novemb	per 2012		Nov 12	Nov 12	G. C. 34090	07/01/16	
The Na	tional Not	ary			Jan 13	Jan 13	G. C. 34090	07/01/16	
The Na	tional Not	ary			May 13	May 13	G. C. 34090	07/01/16	
The Na	tional Not	ary			Jul 13	Jul 13	G. C. 34090	07/01/16	
	tional Not	the state of the s			Sep 13	Sep 13	G. C. 34090	07/01/16	
	William St. Co., Spirit	ary - Novemb			Nov 13	Nov 13	G. C. 34090	07/01/16	
And the barriers		ary - Februar	y 2014	Many of Total St	Feb 14	Feb 14	G. C. 34090	. 07/01/16	
1000 (Carlos Sept 20)	tional Not				Apr 14	Apr 14	G. C. 34090	07/01/16	
	tional Not				Jun 14	Jun 14	G. C. 34090	07/01/16	
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DEPAR	TMENT H	EAD:		TYORNEY:	HORIZAI	the Busheston Constitution and	CITY CLERK:	14 -	
Signature 9 25 116 Signature 01/3011			Ire 1/30/17			Signature	V-		
Date	ate Date						Date		
Date Cit	v Council	Annroved Re	cords for Destruction:		Δ	ctual Date Re	ecords Destroved:		



Department:

City Clerk

CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Date:

09/28/16 No.: N/A

Agoura Hills Box

Access Storage Box

No.: N/A

Prepared by:

Kimberly M. Rodrigues

Page	Item	Record Series Title and Public Records Requests			ntion Sched	lule):	
By my init the minim includes a retention i	tials above, num retention a description requirement	I hereby certify that the records por period, as specified in the Ago of each record sufficient for ide ts, and destruction date. I further	prepared for destruction (as li goura Hills Records Retention Intification, including the retent certify that the records listed	sted below) are n/Destruction S tion schedule p no longer have	chedule adopt page no., recor any administra	ted by Resolution of series title and ative, legal, evider	No. 16-1825. The list contents, record dates ntial, fiscal, research
records re	aiue and are advired to be	e <u>not</u> : (a) records affecting the ti e kept by statute; or (d) records le	tie of real property of liens th ess than two vears old, and, t	ereon; (b) court o my knowledai	records on ar	ny subject where . or required by the	litigation is pending; (c
to destroy	same purs	suant to Section 34090 of the Ca	alifornia Government Code. U	Inless otherwise	directed by t	he City Clerk, the	method of destruction
shall be by	y shredding					O'A - A' - ···	
Certain limite		ommended for Destruction		The Real Property lies and the Persons in con-	Records	Citation	Destruction
		le of records as listed on fil	e label)	From:	To:	Number:	
-	THE RESERVE THE PERSON NAMED IN	ords Requests		01/01/96	12/31/96	G. C. 3409	
	AND THE RESERVE	ords Requests		01/01/97	12/31/97	G. C. 3409	
		ords Requests ords Requests		01/01/98	12/31/98	G. C. 3409	
	The second secon	ords Requests		01/01/99	12/31/99 12/31/00	G. C. 3409 G. C. 3409	
AND DESCRIPTION OF THE PARTY OF		ords Requests		01/01/01	12/31/00	G. C. 3409	
		ords Requests		01/01/02	12/31/01	G. C. 3409	
	THE PERSON NAMED IN COLUMN 2 IS NOT THE OWNER, T	ords Requests		01/01/05	12/31/05	G: C: 3409	
THE RESERVE OF THE RE		ords Requests		01/01/06	12/31/06	G. C. 3409	
CONTRACTOR SERVICE		rds Requests		01/01/09	12/31/09	CALL SHARES AND ADDRESS.	
		ords Requests		01/01/10		G. C. 3409	
				the Cate of Section	12/31/10	G. C. 3409	
	ALL SALES OF VIEW AND	ords Requests		01/01/11	12/31/11	G. C. 3409	
		rds Requests		01/01/12	12/31/12	G. C. 3409	
2013 Pu	iblic Reco	rds Requests		01/01/13	12/31/13	G. C. 3409	0 07/01/16
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April 10	4/28/	16	01/30/17			[[31]	17
Date			Date			Date	
Date City	Council A	Approved Records for Destr	ruction:	Δ	tual Nate Pe	ecords Destroy	red:



Department: City Clerk		Prepared by: Kimberly M. Rodrigues	Date: 09/30/16	Agoura Hi No.: N/A	Ils Box Acces	s Storage Box
Page Item		Title and Contents (as liste		The second name of the second na	Control of the last of the las	
No.: 30 No.: 48	Subject Files					
the minimum retention includes a description retention requirement historic value and are records required to be	on period, as specific on of each record suffices, and destruction de on not: (a) records afti e kept by statute; or (suant to Section 340	the records prepared for destruction and in the Agoura Hills Records F iclent for identification, including to the. I further certify that the record ecting the title of real property or d) records less than two years old 90 of the California Government	Retention/Destruction he retention schedule is listed no longer hav liens thereon; (b) cou d, and, to my knowled	Schedule adoption page no., recorder any administrative records on au ge, are no longe	ted by Resolution No rd series title and con ative, legal, evidential ny subject where litigu or required by the City	o. 16-1825. The list tents, record dates fiscal, research, cation is pending; (c t. I request authorit
List of Files Rec		Destruction:	Date of	f Records	Citation	Destruction
(Description or tit	le of records as li	sted on file label)	From:	То:	Number:	Date:
Agenda Samples	from other Agen	cies	2006	2006	G. C. 34090	07/01/16
Agoura Hills Agre	ement Template	s (Update)	2013	2013	G. C. 34090	07/01/16
Board, Commissi	on, Committee R	esearch	2006	2006	G. C. 34090	07/01/16
Minute Samples f	rom other Agenc	ies	2006	2006	G. C. 34090	07/01/16
Speaker Card Sa	mples from other	Agencies	2006	2006	G. C. 34090	07/01/16
Web Page Samp	les from other Ag	encies :	2006	2006	G. C. 34090	07/01/16
		DESTRUCTION	I AUTHORIZA	TION		
DEPARTMENT, H Signature	FAP	CITY ATTORNI Signature	- C		CITY CLERK:	
Oate 9/30	0/16	01 30 Date	117		Signature (131/17) Date	
	Approved Records				ecords Destroyed:	

Exhibit A-4

Community Services



Department: Community Serv	ices	Prepared by: (Type Name/Initial Form, Cynthia Polich	THE RESIDENCE OF STREET, MADE AND	Agoura Hil No.: P-203		ss Storage Box 00115176
Page Item No.: 33 No.: 6 By my initials above,	Facilities Re	ries Title and Contents (as listed in eservation Forms that the records prepared for destruction (as position in the Agents Hills Persons Patents	listed below) are	more than two	vears old and/or hav	ve been retained fo
includes a description retention requirement historic value and and records required to b	n of each record ts, and destructi e <u>not</u> : (a) record e kept by statute	pecified in the Agoura Hills Records Retent of sufficient for identification, including the rete on date. I further certify that the records liste ds affecting the title of real property or liens e; or (d) records less than two years old, and of 34090 of the California Government Code.	ention schedule p d no longer have thereon; (b) court to my knowledge	age no., record any administra records on an a, are no longer	d series title and con tive, legal, evidential, y subject where litiga r required by the City	tents, record dates, fiscal, research, or ation is pending; (c)
shall be by shredding		1 34030 of the Camorna Bovernment Code.	Uniess otherwise	e airectea by tr	ie City Cierk, the me	thod of destruction
		ded for Destruction:	Date of	Records	Citation	Destruction
(Description or tit	le of records	as listed on file label)	From:	To:	Number:	Date:
Field Reservation	s 2010		01/01/10	12/31/10	G. C. 34090	07/01/16
Reservations 201	0		01/01/01	12/31/10	G. C. 34090	07/01/16
Robert Breen Ins	urance 2001-	-2010	01/01/10	12/31/10	G. C. 34090	07/01/16
		ANGERO STREET AND ANGEL AN				
DEPARTMENT H	EAD.	DESTRUCTION AU CITY ATTORNEY:	THORIZAT			
Ann	22.	- UN		C	HAMM-	
Signature 0		Signature 0/30/	7	डे	Ignature	
ate		Date		D	ate	
ate Destruction o	f Records Ap	proved by City Council:		Actual Destr	uction Date:	



Departr			Prepared by: (Type	Name/Initial Form)	Date:	Agoura Hi	lis Box	Acces	s Storage Box	
Commu	ınity Servi	ces	Cynthia Polich	CES	10/11/16	No.: P-189		No.: C	No.: C00115179	
Page	Item	Record Series	Title and Conte	nts (as listed in R	ecords Rete	ntion Sched	lule):			
No.: 33		Facilities Rese		for destruction (as lis	ted below) are	more than her	was ald as	dlas bas		
the minim	num retentio	n period, as speci	fied in the Agoura H	ills Records Retention	Destruction S	rnore inan iwo chedule adopi	o years old an ed by Resolu	avor nave ution No) been retained for 16-1825. The list	
includes a	a description	of each record su	fficient for identification	n, including the retent	tion schedule p	age no., recor	d series title a	and conte	ents, record dates	
retention i	requirement.	s, and destruction (date. I further certify t	hat the records listed I	no longer have	any administra	ative. legal. ev	ridential.	fiscal research or	
nistoric va	alue and are	not: (a) records a	iffecting the title of real	al property or liens the	reon; (b) court	records on ar	y subject who	ere litigat	ion is pending; (c)	
to destroy	same purs	uant to Section 34	090 of the California	two years old, and, to Government Code. U	rriy knowleagi nless otherwisi	e, are no longe e directed by t	r required by he City Clark	the City.	I request authority	
shall be b	y shredding.				nood othorwise	o directed by t	ne Oily Oleik,	tile illet	nou or uestruction	
KYLOGISHUM LIMBOX			for Destruction		Date of	Records	Citation		Destruction	
(Descrip	otion or titl	e of records as	listed on file label)	From:	To:	Numb	er:	Date:	
Reserva	ations 20	11-2012				7.71		m I		
AHS T	ennis Cou	rts 2011-12			01/01/11	12/31/12	G. C. 34	4090	07/01/16	
Ballfiel	d Reserva	ations 2011-12			01/01/11	12/31/12	G. C. 34	4090	07/01/16	
Buildin	uilding Reservations 2011-12				01/01/11	12/31/12	G. C. 34	4090	07/01/16	
Driver A	Driver Alliant Insurance 2011-12 Equestrian Arenas 2011-12				01/01/11	12/31/12	G. C. 34	4090	07/01/16	
Equest	rian Arena	as 2011-12			01/01/11	12/31/12	G. C. 34	4090	07/01/16	
Field R	eservation	ns 2011-12			01/01/11	12/31/12	G. C. 34	4090	07/01/16	
Filming	Reserva	tions 2011-12			01/01/11	12/31/12	G. C. 34	The second second	07/01/16	
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	5.17			01/30/17			[[31]	17		
Date			Date			Ī	ate	Automobile September	35, 502	
Date Des	truction of	Records Appro	ved by City Coun	ell:		Actual Dest	nuction Det	θ.		



Department: Community Servi	ces	Prepared by: (Type Name/Initial F Cynthia Polich		Agoura Hil No.: P-195		ss Storage Box
Page Item No.: 33 No.: 6	Record Serie	es Title and Contents (as listed				
By my initials above, the minimum retentio includes a descriptior retention requirement historic value and are records required to be	I hereby certify the period, as special of each record so, and destruction not: (a) records be kept by statute;	nat the records prepared for destruction acified in the Agoura Hills Records Re sufficient for identification, including the a date. I further certify that the records a affecting the title of real property or lie or (d) records less than two years old, 34090 of the California Government Co	tention/Destruction S retention schedule p listed no longer have ens thereon; (b) court and, to my knowledge	chedule adopto page no., record any administra trecords on an e, are no longel	ed by Resolution No d series title and con tive, legal, evidential, y subject where litiga r required by the City	o. 16-1825. The list tents, record dates tiscal, research, on the list of the list tiscal, request authority
		ed for Destruction:	Date of	Records	Citation	Destruction
(Description or titl	e of records a	s listed on file label)	From:	То:	Number:	Date:
Reservations 20						
AHS Tennis Cou			01/01/12	12/31/13	G. C. 34090	07/01/16
Ballfield Reserva			01/01/12	12/31/13	G. C. 34090	07/01/16
Building/Facility			01/01/12		G. C. 34090	07/01/16
Picnic Shelter Re			01/01/12	12/31/13	G. C. 34090	07/01/16
Turf/Grass Rese	rvations 2012	-2013	01/01/12	12/31/13	G. C. 34090	07/01/16
				TAN TO THE TANK		
		DESTRUCTION	AUTHORIZAT	ION		
DEPARTMENT HE Dignature	AD:	CITY ATTORNEY Signature	1	per les partires	ignature	
1.5.17 Date			13-		1/3//7 ate	
ate Destruction of	Records App	roved by City Council:		Actual Desti	ruction Date:	



Community Services Cynthia F			d by: (Type Name/Initial Form) Date: Polich CB 10/11/16				Access Storage Box No.: C00115146		
Page	Item	Record Series	Title and Contents (as		Control of the latest and the latest			40 Cut	7113140
No.: 33		Facilities Rese	rvation Forms						
the minim includes a retention i historic va records re to destroy	num retention description requirement alue and are equired to be	on period, as speci n of each record su is, and destruction of not: (a) records a net by statute; of suant to Section 34	t the records prepared for dest fied in the Agoura Hills Reco fficient for identification, includ date. I further certify that the re iffecting the title of real propen (d) records less than two year 090 of the California Governm	rds Retention, ling the retent ecords listed n ty or liens the rs old, and, to	/Destruction S ion schedule p to longer have reon; (b) court my knowledge	chedule adopte age no., record any administra records on an a. are no longel	ed by Resoluti d series title an tive, legal, evic y subject wher r required by th	ion No. 1 nd contendential, fis re litigation ne City I	16-1825. The list ats, record dates, scal, research, or on is pending; (c)
			for Destruction:		Date of	Records T	Citatio	n	Destruction
(Descrip	tion or tit	le of records as	listed on file label)		From:	To:	Numbe	Million Dis	Date:
Reserva	ations 20	12-2013							
Ballfiel	ds 2012-2	2013			01/01/12	12/31/13	G. C. 340	090	07/01/16
Buildin	g/Facility	2012-2013			01/01/12	12/31/13	G. C. 340	090	07/01/16
Picnic :	icnic Shelter Reservations 2012-13 urf/Grass Reservations 2012-13				01/01/12	12/31/13	G. C. 340	090	07/01/16
Turf/Gr	ass Rese	ervations 2012-1	3		01/01/12	12/31/13	G. C. 340	090	07/01/16
		santana santa	DESTRUCTI	ON AUT	JODIZATI	ON			Mesopali auman
Gignature . 5 oate	.17	2:	DESTRUCTI CITY ATTO Signature Date Ved by City Council:			c s	ignature	7	



Department: Community Services	Prepared by: (Type Name/Initial Form) Cynthia Polich	THE RESERVED BY THE PARTY OF TH	Agoura Hil No.: P-178		ss Storage Box
No.: 34 No.: 12 Program	Series Title and Contents (as listed in Registrations/Waivers of Liability	Records Rete	ention Sched	ule):	
includes a description of each rec retention requirements, and destru- historic value and are <u>not</u> : (a) rec records required to be kept by sta to destroy same pursuant to Sec shall be by shredding.	tify that the records prepared for destruction (as a specified in the Agoura Hills Records Retention of sufficient for identification, including the reteartion date. I further certify that the records listed cords affecting the title of real property or liens to tute; or (d) records less than two years old, and, tion 34090 of the California Government Code.	ion/Destruction S ention schedule p d no longer have thereon; (b) coun to my knowledge	chedule adopte page no., record any administrat records on any	ed by Resolution No I series title and con tive, legal, evidential, y subject where litiga y required by the Cib	tents, record date fiscal, research, ation is pending; (a
List of Records Recomme	MINESTERNAL (1984) 1987 - C.	Date of	Records	Citation	Destruction
(Description or title of record	ds as listed on file label)	From:	То:	Number:	Date:
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 AU	THORIZATI	ON		
DEPARTMENT HEAD: Signature S. 17 Date	Signature Oll 30 19 Date	<u> </u>	Si	gnature	



Departr	nent:		Prepared by: (Type Name/Initial Form)	Date:	Agoura Hi	ls Box	Acces	s Storage Box	
Commu	nity Servi	ces	Cynthia Polich CC6	LEAD THE RESERVE AND ADDRESS.	No.: P-168			C00115165	
Page No.: 34	Item No.: 12	Record Series Program Regis	s Title and Contents (as listed in Fatrations/Waivers of Liability	Records Rete	ntion Sched	lule) :			
By my init the minim includes a retention r historic va records re	tials above, num retention description requirement nue and are quired to be	I hereby certify that on period, as specion of each record sures, and destruction of not: (a) records as kept by statute; or	t the records prepared for destruction (as lifted in the Agoura Hills Records Retention fficient for identification, including the reterdate. I further certify that the records listed affecting the title of real property or liens the field records less than two years old. and. to	n/Destruction S ation schedule p no longer have ereon; (b) court o my knowledge	chedule adopt page no., recor any administra records on an a are no longe	ed by Resol d series title ative, legal, e ny subject wh r required by	lution No. and control vidential, here litigal	16-1825. The list ents, record dates, fiscal, research, or tion is pending; (c)	
to destroy	' same purs y shredding.	suant to Section 34	090 of the California Government Code. L	Inless otherwise	e directed by the	he City Clerk	the met	thod of destruction	
Name and Address of the Owner, where the Owner, which is the Owner, where the Owner, which is the Owner, whic	THE RESERVE TO SERVE THE PARTY OF THE PARTY		for Destruction:	Date of	Records	Citation		Destruction	
	tion or titl	e of records as	listed on file label)	From:	To:	Numl	ber:	Date:	
2009									
		Waivers 2009		05/20/09		G. C. 3	4090	07/01/16	
		e Go Rosters/S	ign-ins 2009	05/20/09	08/30/09	G. C. 3		07/01/16	
	IP Summ	er 2009		05/20/09	08/30/09	G. C. 3	4090	07/01/16	
2010 P	aakathall	Loogue Cooree		04/04/40	00100110				
I STATE OF THE REAL PROPERTY.	STATE OF THE PARTY OF THE PARTY.	League Scores amp Waivers		04/01/10		G. C. 3		07/01/16	
Annual State of the State of th	unity Expo			04/01/10	08/30/10	G. C. 3		07/01/16	
Version Control	Waivers			04/01/10		G. C. 3		07/01/16	
	er Camp 2			04/01/10	03/31/10 08/30/10	G. C. 3	The same of the sa	07/01/16	
				04/01/10	06/30/10	G. C. 3	4090	07/01/16	
				+					
			The second secon						
				37 34					
							100		
	The state of								
			DESTRUCTION AUT	HORIZAT	ION				
Awa	MENT HE	EAD:	CITY APTORNEY: Signature		q <u>s</u>	ignature	ik:		
1.5.			0(130/17			[31]	17		
Date			Date		D	ate '			
ate Dest	ruction of	Records Appro	ved by City Council:		Actual Desti	ruction Dat	0.		



Community Sondana	Prepared by: (Type Name/Initial Form)	Date:	Agoura Hil		ess Storage Box		
Community Services	Cynthia Polich (CB	F-10 17 10 1	No.: P-167		No.: C00115147		
Page Item Record Series No.: 34 No.: 12 Program Files	s Title and Contents (as listed in F (City-Participation)	Records Rete	ntion Sched	ule):			
By my initials above, I hereby certify that	at the records prepared for destruction (as li	sted below) are	more than two	vears old and/or l	have been retained for		
tne minimum retention period, as spec	sitied in the Agoura Hills Records Retention	n/Destruction S	chedule adopte	ed by Resolution	No 16-1825 The Hart		
includes a description of each record st	unicient for identification, including the reter	tion schedule p	page no., record	d series title and c	ontents record dates		
retention requirements, and destruction	date. I further certify that the records listed	no longer have	anv administra	tive legal evident	ial fiscal research		
records required to be kept by statutes a	affecting the title of real property or liens th	ereon; (b) court	records on an	y subject where lit	igation is pending; (c)		
to destroy same pursuant to Section 34	r (d) records less than two years old, and, t 1990 of the California Government Code. L	o my knowledge Inlass othorwin	e, are no longer	required by the C	ity. I request authority		
shall be by shredding.	tooo or the Camornia Government Code. C	illiess ollierwist	e directed by tr	e City Cierk, the	method of destruction		
List of Records Recommended	d for Destruction:	Date of	Records	Citation	Destruction		
(Description or title of records as	listed on file label)	From:	To:	Number:	Date:		
Winter 2010 Registrations A-Z		01/01/10	-				
Winter 2010 Waiver Rosters for	all classes		03/30/10	G. C. 34090			
Willer 2010 Waiver Rosters for	all Classes	01/01/10	03/30/10	G. C. 34090	07/01/16		
			DATE DE LE CONTRACTOR				
			H XAVZ 4 TO S				
		0.42 44 69					
				A MERITAL AND DIVERSITY	THE RESERVE OF THE PARTY OF		
			to the same				
		+					
			W. J. W. W.				
	DESTRUCTION AUT	HORIZAT	ION				
DEPARTMENT HEAD:	CITY AFTORNEY:		C	TY CLERK:			
7 MW/2	- Color			Duru			
Signature	Signature /		S	ignature ,			
1.5.17				1/3/17			
Date	Date		D	ate (to			
Pate Destruction of Records Appro	oved by City Council:		Actual Destr	untion Data:			
oi noooide rippi	by Gity Goullell.		Actual Destr	นบนบก ม _ี สเค:			



Department: Community Services	Prepared by: (Type Name/Initial Form) Cynthia Polich	Date: 10/11/16	Agoura Hill No.: P-164		ss Storage Box
The same of the sa	es Title and Contents (as listed in R				23710104
By my initials above, I hereby certify to the minimum retention period, as spe- includes a description of each record retention requirements, and destruction historic value and are not: (a) records records required to be kept by statute;	that the records prepared for destruction (as list ecified in the Agoura Hills Records Retention sufficient for identification, including the reten in date. I further certify that the records listed is a affecting the title of real property or liens the or (d) records less than two years old, and, to 34090 of the California Government Code. Us	VDestruction S tion schedule p no longer have ereon; (b) court o my knowledge	chedule adopte age no., record any administrat records on any a, are no longer	nd by Resolution Not series title and con tive, legal, evidential subject where litigate required by the City	o. 16-1825. The list tents, record dates, fiscal, research, or ation is pending; (c)
List of Records Recommend	ed for Destruction:	Date of	Records	Citation	Destruction
(Description or title of records a	s listed on file label)	From:	To:	Number:	Date:
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
	DESTRUCTION AUT	HORIZAT	ON		
DEPARTMENT HEAD:	CITY ATTORNEY: Signature		C	ITY CLERK:	
.5 .	Date		D:	1/31/17 ate	



Depart Commu	ment: unity Serv	ices	Prepared by: (Type Name/Init	CONTRACTOR AND STREET		Agoura Hill No.: P-175		Access Storage Box No.: N/A
Page No.: 34	Item No.: 12	Program Re	es Title and Contents (as list gistrations/Waivers of Liability hat the moords proposed for doors.	1 - 1 - 1			ule):	
includes a retention historic va records re to destroy	num retention a description requirement alue and are equired to be	on penoa, as spin of each record is, and destruction of <u>not</u> : (a) record of kept by statute, suant to Section	hat the records prepared for destructions the Agoura Hills Records sufficient for identification, including a date. I further certify that the records affecting the title of real property of (d) records less than two years of 34090 of the California Government.	Retention/Destr the retention so ords listed no long or liens thereon; old. and. to my ki	ruction S hedule p ger have (b) coun	chedule adopte page no., record any administrat records on any	ed by Resolut I series title ar tive, legal, evid y subject wher required by the	ion No. 16-1825. The lind contents, record dated dential, fiscal, research, or re litigation is pending; (or the City L request with a
			ed for Destruction:	D	ate of	Records	Citatio	n Destruction
(Descrip	otion or tit	le of records a	s listed on file label)	F	rom:	To:	Numbe	
80 T O O O O O O O O O O O O O O O O O O								
	71							
			DESTRUCTION	N AUTHOR	IZAT	ION		
DEPART July Bignature	MX	AD:	CITY ATTORN Signature			CI	TY/CLERK DUU gnature	ina
Date			Date roved by City Council:		7 1 1 1 1	Da	ate	



Department: Community Services	Prepared by: (Type Name/Initial Form) Cynthia Polich	Date: 10/11/16	Agoura Hill No.: P-165		ccess Storage Box	
No.: 34 No.: 12 Program Reg By my initials above, I hereby certify the	hat the records prepared for destruction (as lis	ecords Rete	ntion Schedu	ıle) : vears old and/or hav	re heen retained for	
the minimum retention period, as spe- includes a description of each record a retention requirements, and destruction historic value and are <u>not</u> : (a) records records required to be kept by statute;	acified in the Agoura Hills Records Retention sufficient for identification, including the retent of date. I further certify that the records listed is affecting the title of real property or liens the or (d) records less than two years old, and, to 34090 of the California Government Code. U	n/Destruction S tion schedule p no longer have ereon; (b) court o my knowledge	chedule adopte age no., record any administrat records on any a, are no longer	d by Resolution No series title and con- ive, legal, evidential, subject where litigate required by the City	. 16-1825. The list tents, record dates, fiscal, research, or tion is pending; (c)	
List of Records Recommende	ed for Destruction:	I Date of	Records	Citation	ID4	
(Description or title of records a		From:	To:	Number:	Destruction	
Fall Registrations	o note a on mo labory	08/01/10	12/31/10	The second second second	Date:	
Waivers/Sign-In Sheets 2010		01/01/10	12/31/10	G. C. 34090 G. C. 34090	07/01/16 07/01/16	
				MARKET ST		
		E 14				
	DESTRUCTION AUT	HORIZAT	ION			
DEPARTMENT HEAD:	CITY ATTORNEY!		Cl	TY OLERK:	8	
lighature =	Signature 01/30/17		Si	gnature 31 17		
Date	Date		Da	ate		



Department: Community Servi	ces	Prepared by: (Type Cynthia Polich	e Name/Initial Form)	Date: 10/11/16	Agoura Hil No.: P-173		ess Storage Box : C00115157
	Program Reg	es Title and Conte gistrations/Waivers	of Liability	ecords Rete	ention Sched	ule) :	
the minimum retention includes a description retention requirement historic value and are records required to be to destroy same pursionally be by shredding.	on period, as spen of each record of not: (a) records of kept by statute; of annt to Section is	nat the records prepare ecified in the Agoura H sufficient for identification of date. I further certify to affecting the title of re or (d) records less than 34090 of the California	ills Records Retention on, including the retent that the records listed i al property or liens the two years old, and, to Government Code. Ui	VDestruction Stion schedule polenger have preon; (b) count my knowledge	Schedule adopte page no., record any administra t records on ang e. are no longer	ed by Resolution I series title and c tive, legal, evident y subject where li required by the C	No. 16-1825. The list contents, record dates, ial, fiscal, research, or ligation is pending; (c)
		ed for Destruction		Date of	Records	Citation	Destruction
Make a series and a	e of records a	s listed on file labe		From:	To:	Number:	Date:
Waivers 2011				01/01/11	03/31/11	G. C. 34090	07/01/16
Winter Registration	ons 2011 A-Z			01/01/11	06/30/11	G. C. 34090	
			Part British				
							1
		DESTR	RUCTION AUTI	HORIZAT	ION		
DEPARTMENT HE Dignature	AD:	CITY	ATTORNEY.			ITY CLERK:	6
1. 5. 17 Date		Date	01/30/12			ignature <u> 31 12</u> ate	
)ate Destruction of	Records App	roved by City Coun	cil:		Actual Destr		



Department: Community Services	Prepared by: (Type Name/Initial Form) Cynthia Polich	Date: 10/11/16	Agoura Hil No.: P-179		Access Storage Box No.: C00115162		
No.: 34 No.: 12 Program Reg By my initials above, I hereby certify the the minimum retention period, as spe- includes a description of each record retention requirements, and destruction historic value and are <u>not</u> : (a) records records required to be kept by statute; to destroy same pursuant to Section is	es Title and Contents (as listed in Ristrations/Waivers of Liability nat the records prepared for destruction (as list position in the Agoura Hills Records Retention sufficient for identification, including the retent of date. I further certify that the records listed is affecting the title of real property or liens the cord of the California Government Code. Ut	sted below) are Destruction S tion schedule p no longer have preon; (b) court	more than two chedule adopte age no., record any administra records on any a are no longer	years old and/or have od by Resolution No d series title and con tive, legal, evidential y subject where litiga required by the City	o. 16-1825. The list tents, record dates, fiscal, research, or ation is pending; (c)		
shall be by shredding. List of Records Recommende	ed for Destruction:	I Date of	Records	Citation	In a		
(Description or title of records a		From:	To:	Number:	Destruction Date:		
Spring 2011 A-Z		04/01/11	06/30/11	G. C. 34090			
Spring Soccer Waivers 2011		04/01/11	06/30/11	G. C. 34090	07/01/16 07/01/16		
DEPARTMENT HEAD: Jimu Feringer Gignature 1.5.17	DESTRUCTION AUT CITY ATTORNEY: Signature 0//30//3	HORIZAT	C	ITY CLERK: gnature (31/17			



Departn	nent:		Prepared by: (Type	Name/Initial Form)	Date:	Agoura Hi	lls Box	Access	Storage Box
Commu	nity Servi	ces	Cynthia Polich	CES	10/11/16	16 No.: P-170		No.: C00115137	
	Item No.: 13	Record Series Program Files	Title and Conte (City-Participation	nts (as listed in R	ecords Rete	ntion Sched	lule) :		
By my initi the minimi includes a retention re historic va records rec	ials above, um retention description equirement lue and are quired to be	I hereby certify than period, as specion of each record substruction of the mot: (a) records and the mot: (a) records and the mot: (b) statute; or	t the records prepared fied in the Agoura Hi fficient for identification date. I further certify to affecting the title of rea or (d) records less than	for destruction (as listils Records Retention Including the retention that the records listed Including the property or liens the two years old, and, to	n/Destruction S tion schedule p no longer have ereon; (b) count o my knowledge	chedule adopto page no., recor any administra records on ar a. are no longe	ied by Reso d series title ative, legal, e ny subject wi or reauired by	lution No. and conte	16-1825. The list ents, record dates, fiscal, research, or ion is pending; (c)
to destroy shall be by	same purs shredding.	uant to Section 34	090 of the California	Government Code. U	nless otherwis	e directed by t	he City Cleri	k, the meth	nod of destruction
NAME OF TAXABLE PARTY.	~	Recommended	for Destruction:		Date of	Records	Citat	ion	Destruction
(Descrip	tion or titl	e of records as	listed on file label)	From:	To:	Num		Date:
Insuran	ce Certifi	cates							
Amy Lo	ckman				01/01/09	01/01/10	G. C. 3	34090	07/01/16
Denise	Selogie				01/01/09	01/01/10	G. C. 3		07/01/16
Driver A	Alliant Ins	urance Services	S		01/01/09	01/01/10	G. C. 3		07/01/16
Leonilla	Garcia				01/01/09	01/01/10	G. C. 3		07/01/16
Mindy \	/arid				01/01/09	01/01/10	G. C. 3	A CHARLES AND A STREET	07/01/16
Reyes /	Adobe His	storical Site			01/01/09	01/01/10	G. C. 3	Carterina and Control	07/01/16
Robert	Breene -	Young Rembra	ndts		01/01/09	01/01/10	. G. C. 3		07/01/16
						7.77			
			DESTR	RUCTION AUT	HORIZAT	ION			
AM Signature (.5. Date	Π		Signa	01/30/17		5	Signature 13	1117	·



Department: Community Services	Prepared by: (Type Name/Initial Form) Cynthia Polich	Date:	Agoura Hi		S Box Access Storage Box		
Page Item Record Se	ries Title and Contents (as listed in R				0 N/A		
No.: 34 No.: 13 Program Fi	les (City-Participation) that the records prepared for destruction (as lis	sted below) are	more than two	vears old and/o	r have heen retained fo		
tne minimum retention penoa, as s	pecified in the Agoura Hills Records Retention	√Destruction S	chedule adopt	ed by Resolution	n No 16-1825 The #-		
retention requirements, and destruct	d sufficient for identification, including the reten ion date. I further certify that the records listed	no longer have	any administra	tive legal evide	ntial fiscal research		
nistoric value and are <u>not</u> : (a) recol	ds affecting the title of real property or liens the	ereon: (b) coun	records on an	v subject where	litigation is pending: (-		
records required to be kept by statut	e; or (d) records less than two years old, and, to n 34090 of the California Government Code. U	o my knowleda	e, are no longe	r required by the	City I request authorite		
shall be by shredding.		i iioss oli ioi wisi	э инвства бу н	ne City Cienk, the	e method of destruction		
List of Records Recommen		Date of	Records	Citation	Destruction		
(Description or title of records	as listed on file label)	From:	To:	Number			
Cynthia Polich's Work Files							
Check Requests 2010		01/01/10	12/31/10	G. C. 3409	07/01/16		
Invoices 2010		01/01/10	12/31/10	G. C. 3409	07/01/16		
Petty Cash Receipts 2010		01/01/10	12/31/10	G. C. 3409	07/01/16		
Postage 2010		01/01/10	12/31/10	G. C. 3409	07/01/16		
Renewals 2010		01/01/10	12/31/10	G. C. 3409	07/01/16		
Rents & Leases 2010			12/31/10	G. C. 3409	07/01/16		
		01/01/10	12/31/10	G. C. 3409	07/01/16		
		Postal de					
				Maria Maria			
		8 3 1					
	DESTRUCTION AUT	HORIZAT	ION				
DEPARTMENT HEAD:	CITY ATTORNEY:			ITY CLERK:	7a-		
Signature ()_	Signature		S	ignature			
1.5.1	<u> </u>			1/31/17			
Date	Date		D	ate			
Date Destruction of Records Ap	proved by City Council:		Actual Destr	ruction Date:			

Actual Destruction Date: _



Department: Community Services		ices	Prepared by: (Type Name/Initial Form		Agoura Hills Box No.: P-204		Access Storage Box No.: C00115166	
Page	Item	Record Serie	s Title and Contents (as listed in	The second secon	The same of the sa	ule) :	JNO.: CU	00115166
By my ini the minin includes a retention historic va records re to destroy shall be b	tials above, num retention a description requirement alue and are equired to be a same purs y shredding	I hereby certify the period, as special period, as special period as special period as a special period as	(City-Participation) at the records prepared for destruction (a sified in the Agoura Hills Records Retermination for identification, including the redate. I further certify that the records lisuaffecting the title of real property or liens or (d) records less than two years old, and 4090 of the California Government Code	ntion/Destruction S etention schedule p ted no longer have s thereon; (b) court d, to my knowledge	chedule adopte age no., record any administra records on an a. are no longe	ed by Resold series title tive, legal, et subject when the series with the series of t	ution No. and conte vidential, t ere litigati	16-1825. The list ents, record dates, fiscal, research, or ion is pending; (c)
			d for Destruction:		Records	Citati		Destruction
		Vorking Files	s listed on file label)	From:	To:	Numl	oer:	Date:
Call for the Committee of the Committee	ound Aud	The second secon	2000-2013	01/01/10	12/13/10	G. C. 3	4000	07/04/40
HER PERSON NAMED IN	Adobe Da	AND THE RESERVE OF THE PARTY OF	了是你以表现的现在分词,	01/01/16	12/31/06	G. C. 3		07/01/16
TO A STREET WHITE A STREET		storical Site Inf	ormation 2013	01/01/13	12/31/13	G. C. 3		07/01/16 07/01/16
Filming	/Rental I	nformation 2013	3	01/01/13	12/31/13	G. C. 3		07/01/16
Alliant	Alliant Insurance 2013			01/01/13	12/31/13	G. C. 3		07/01/16
DEPART In Signature	MXX	EAD:	CITY ATTORNEY: Signature Date	UTHORIZATI	C S	ignature	K: 14	
ate Des	truction o	Records Appro	oved by City Council:		Actual Destr		e:	



Depart Commu	ment: unity Serv	ices	Prepared by: (Type Cynthia Polich	e Name/Initial Form)	Date: 10/11/16	Agoura Hill No.: P-255		cess Storage Box
Page No.: 35	Item No.: 14	Record Serie Program Files	s Title and Conte (City-Sponsored)	ents (as listed in F		The state of the s		
the minin includes retention historic v records n to destro	num retention a description requirement alue and are equired to be	on period, as spectured on the second of the	cified in the Agoura H ufficient for identification date. I further certify affecting the title of re or (d) records less thar	ills Records Retention, including the reter that the records listed al property or liens th two years old, and, t	n/Destruction S ntion schedule p no longer have ereon; (b) coun to my knowledg	chedule adopte page no., record any administrat records on any e, are no longer	ed by Resolution I series title and tive, legal, evider I subject where in Trequired by the	have been retained for No. 16-1825. The list contents, record dates, tial, fiscal, research, or itigation is pending; (c) City. I request authority method of destruction
List of	Records	Recommende	d for Destruction		Date of	Records	Citation	Destruction
(Descri	otion or tit	le of records as	s listed on file labe)	From:	To:	Number:	Date:
Dial-A-F	Ride Trip I	Fare Reconcilia	tion Sheets 2006:	JAN-MAY	01/01/06	05/31/06	G. C. 3409	0 07/01/16
			DEST	RUCTION AUT	HORIZAT	ION		
DEPART Signature Date	MENT H	FAD: .		AXTORNEY: ature 01 30 17		Si	gnature	
ate Des	truction o	f Records Appr	oved by City Coun	cii:		Actual Destr	untion Date:	



on Schedule adopule page no., reco nave any administ court records on a ledge, are no long	dule): // years old and/or have ofted by Resolution Noted by Resolution Noted series title and contrative, legal, evidential, any subject where litigater required by the City the City Clerk, the me Citation Number: G. C. 34090	re been retained for 16-1825. The list tents, record dates, fiscal, research, or ation is pending; (c)
on Schedule adoption Schedule page no., recontraction of the court records on a ledge, are no longularwise directed by the of Records no.	oted by Resolution No ord series title and con- rative, legal, evidential, any subject where litiga- er required by the City the City Clerk, the me Citation Number:	tents, record dates, fiscal, research, or thon is pending; (c). I request authority thod of destruction Destruction Date:
n: To:	Number:	Date:
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ATION		
	Signature	
		CITY CLERK:



Department: Community Services	Prepared by: (Type Name/Initial Form) Cynthia Polich	Date: 10/11/16	Agoura Hill No.: P-267	THE RESERVE OF THE PARTY OF THE	Access Storage Box	
No.: 35 No.: 14 Program Files				ıle):		
the minimum retention period, as speci- includes a description of each record su- retention requirements, and destruction of historic value and are <u>not</u> : (a) records a records required to be kept by statute; or	It the records prepared for destruction (as listified in the Agoura Hills Records Retention officient for identification, including the retendate. I further certify that the records listed affecting the title of real property or liens the first of the cords less than two years old, and, to the California Government Code. U	n/Destruction S tion schedule p no longer have ereon; (b) court o mv knowleda	chedule adopte page no., record any administrat records on any a. are no longer	nd by Resolution I series title and co ive, legal, evidenti subject where lite required by the Co	No. 16-1825. The list ontents, record dates, ial, fiscal, research, or igation is pending; (c)	
List of Records Recommended	for Destruction:	Date of	Records	Citation	Destruction	
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DEPARTMENT HEAD: Signature 1.5.17 Date	Signature 013 13		Si	gnature		
Date Destruction of Records Appro			Actual Destr			



Depart Commu	ment: unity Servi	ices	Prepared by: (Typ Cynthia Polich	e Name/Initial Form)	Date: 10/11/16	Agoura Hil No.: P-269		Access No.: N	Storage Box
Page No.: 35	Item No.: 14	Record Serie Program Files	es Title and Conte s (City-Sponsored)	nts (as listed in R	ecords Rete	ention Schedi			
the minin includes retention historic va records re to destroy	num retention a description requirement alue and are equired to be	on period, as spend of each record sits, and destruction on not: (a) records the kept by statute; suant to Section 3	nat the records prepared cified in the Agoura H sufficient for identification date. I further certify the affecting the title of records less than 184090 of the California	ills Records Retention on, including the retent hat the records listed al property or liens the two years old, and, to	n/Destruction S tion schedule µ no longer have ereon; (b) coun o my knowleda	Schedule adopte page no., record any administrat t records on any e. are no longer	ed by Resolu I series title a tive, legal, ev y subject whe r required by t	tion No. and conte idential, fi are litigation	16-1825. The list nts, record dates, scal, research, or on is pending; (c)
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Date Date Des	truction o	f Records Appr	Date roved by City Counc	·//·		Actual Destr	ate		



Department: Community Services	Prepared by: (Type Name/Initial Form) Cynthia Polich	Date: 10/11/16	Agoura Hill No.: P-264		Access Storage Box	
THE RESERVE AND DESCRIPTION OF THE PERSON OF	s Title and Contents (as listed in R	and the same of th	The second second			
By my initials above, I hereby certify the minimum retention period, as special includes a description of each record setention requirements, and destruction historic value and are not: (a) records records required to be kept by statute; of the destroy same pursuant to Section 3	at the records prepared for destruction (as list cified in the Agoura Hills Records Retention sufficient for identification, including the reten- date. I further certify that the records listed in affecting the title of real property or liens the for (d) records less than two years old, and, to 4090 of the California Government Code. Un	n/Destruction S tion schedule p no longer have ereon; (b) court o my knowledge	chedule adopte age no., record any administrat records on any a, are no longer	ed by Resolution I series title and tive, legal, eviden y subject where required by the	No. 16-1825. The list contents, record dates, ntial, fiscal, research, or litigation is pending; (c) City, I request authority	
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DEPARTMENT HEAD: Signature 1.5.17 Date Destruction of Records Appro	CITY ATTORNEY: Signature Ol 30 17 Date		Si	ignature [3 19 ate	b-	



Department: Community Services	Prepared by: (Type Name/Initial Form) Cynthia Polich	Date:	Agoura Hill No.: P-266	MANUFACTURE OF THE PARTY OF THE	Access Storage Box	
The second secon	s Title and Contents (as listed in R				IO N/A	
No.: 35 No.: 14 Program Files By my initials above, I hereby certify the the minimum retention period, as speci- includes a description of each record si retention requirements, and destruction historic value and are <u>not</u> : (a) records records required to be kept by statute; of	at the records prepared for destruction (as list cified in the Agoura Hills Records Retention ufficient for identification, including the retent date. I further certify that the records listed in affecting the title of real property or liens the for (d) records less than two years old, and, to 4090 of the California Government Code. Up	sted below) are n/Destruction S tion schedule p no longer have ereon; (b) count	more than two chedule adopte age no., record any administrat records on any	years old and/o od by Resolution of series title and tive, legal, eviden of subject where or required by the	on No. 16-1825. The list of contents, record dates, pential, fiscal, research, or o litigation is pending; (c)	
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DEPARTMENT HEAD: Signature 1.5.17 Date Date Destruction of Records Approx	DESTRUCTION AUTION AUTI		Cl		<i>w</i>	



below) are estruction So schedule p longer have on; (b) court y knowledge	chedule adopte age no., record any administrati records on any , are no longer directed by the	years old and/or have d by Resolution No.: I series title and contive, legal, evidential, required by the City. I city Clerk, the medical contive continuous cont	e been retained for 16-1825. The list ents, record dates, fiscal, research, or tion is pending; (c)
estruction So schedule p conger have on; (b) court y knowledge ss otherwise Date of From:	chedule adopte age no., record any administrate records on any are no longer directed by the Records To:	d by Resolution No. series title and contive, legal, evidential, subject where litiga required by the City. City Clerk, the med Citation Number:	16-1825. The list ents, record dates, fiscal, research, or tion is pending; (c) I request authority thod of destruction Destruction Date:
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No.: 35		Program Files	(City-Sponsored)						
the minin includes a retention i historic va records re	num retention description requirement alue and are quired to be	on period, as spect of each record s s, and destruction of <u>not</u> : (a) records of kept by statute; of	at the records prepared for destruction (a diffied in the Agoura Hills Records Rete- difficient for identification, including the na date. I further certify that the records lise affecting the title of real property or lien. or (d) records less than two years old, and	ntion/Destruction S etention schedule p ted no longer have s thereon; (b) count d, to my knowledge	chedule adopte page no., record any administrat records on any e, are no longer	ed by Resolution I series title and tive, legal, eviden I subject where I required by the	n No. 16-1825. The list d contents, record dates, ential, fiscal, research, or litigation is pending; (c)		
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Date			Date		D				
ate Des	truction o	Records Appr	oved by City Council:		Actual Destr				



Depart Commu	ment: inity Serv	ices	Prepared by: (Type Name/Initial Form) Cynthia Polich 10		Agoura Hill No.: P-256	5-500 Ltl	Box Access Storage Box No.: N/A		
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			ed for Destruction: s listed on file label)		Records	Citation			
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ate Desi	ruction of	records Appr	roved by City Council:		Actual Destri	uction Date:			

Exhibit A-5

Finance



Date Destruction of Records Approved by City Council:

CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Depart Finance			Prepared by: (Type Name/Initial F	The state of the s	Agoura Hil	THE PART OF STREET, ST	Access Storage Box	
Page	Item	IDecord Sec		THE RESERVE TO SHARE THE PARTY OF THE PARTY	No.: F415		o.: 30238058	
	No.: 3		r <mark>ies Title and Contents</mark> (as liste ayables Files	a in Recoras Re	ention Sched	ule):		
3y my ini	tials above,	I hereby certify	that the records prepared for destruction	r (as listed below) a	e more than two	years old and/o	r have been retained t	
he minin	num retenti	on period, as s _i	pecified in the Agoura Hills Records Re	etention/Destruction	Schedule adopte	ed by Resolution	No. 16-1825 The I	
etention	a descripuo reauiremen	n or each record ts. and destructi	d sufficient for identification, including the on date. I further certify that the records	e retention schedule Listed no longer hav	page no., record	d series title and tive legal evide	contents, record date	
istoric v	alue and ar	e <u>not</u> : (a) recon	ds affecting the title of real property or li	ens thereon; (b) cou	rt records on an	v subject where	litigation is pending:	
ecords re	equired to b	e kept by statute	e; or (d) records less than two years old,	and, to my knowled	ge, are no longei	required by the	City. I request author	
o aestroj shall be b	/ same pur y shredding	suant to Section o	34090 of the California Government C	ode. Unless otherwi	se directed by th	ne City Clerk, the	e method of destruction	
			ded for Destruction:	Date o	f Records	Citation	Destruction	
(Descrip	otion or ti	tle of records	as listed on file label)	From:	To:	Number		
Accoun	s Payabl	e Invoices		09/04/08	10/16/08	G. C. 3409	The state of the s	
						"CARLOS INCOMES		
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			DESTRUCTION	AUTHORIZA	TION			
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ate			Date * *			ate		

Actual Destruction Date:



Department: Finance	Prepared by: (Type Name/Initial Form	The Court of the C	Agoura Hill No.: F416		ss Storage Box
	cord Series Title and Contents (as listed in counts Payables Files	n Records Rete	ntion Schedu		
By my initials above, I hen the minimum retention pe includes a description of e retention requirements, and historic value and are not records required to be kep	reby certify that the records prepared for destruction (a priod, as specified in the Agoura Hills Records Reterence record sufficient for identification, including the red destruction date. I further certify that the records list: (a) records affecting the title of real property or lient by statute; or (d) records less than two years old, and to Section 34090 of the California Government Code	ntion/Destruction S etention schedule p eted no longer have s thereon; (b) coun ed, to my knowledg	Schedule adopte page no., record any administrat t records on any e, are no longer	nd by Resolution No I series title and contive, legal, evidential I subject where litig I required by the City	o. 16-1825. The listents, record dates, research, cation is pending; (c.) request authoric
	ommended for Destruction:	Date of	Records	Citation	Destruction
(Description or title of	records as listed on file label)	From:	To:	Number:	Date:
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	DESTRUCTION A	UTHORIZAT	ION		
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Signature (Signature 30	15	S	ignature	
Date ` Date Destruction of Red	Date cords Approved by City Council:		D Actual Destr	ate	



Department: Finance		d by: (Type Name/Initial Form) Hanson W		Agoura Hi No.: F421		cess Storage Box .: 30238061
Page Item No.: 37 No.: 3	Record Series Title an Accounts Payable Files	nd Contents (as listed in	Records Ret	ention Sched	lule):	
By my initials above, the minimum retentio includes a description retention requirements historic value and are records required to be	hereby certify that the recorn period, as specified in the of each record sufficient for s, and destruction date. I fund not: (a) records affecting the kept by statute; or (d) records	ds prepared for destruction (as a Agoura Hills Records Retent identification, including the retainer certify that the records listened title of real property or liens and less than two years old, and, a California Government Code.	ion/Destruction of the control of th	Schedule adopt page no., recore any administra t records on an	ed by Resolution of series title and ative, legal, evider by subject where of required by the	No. 16-1825. The li. contents, record date. ntial, fiscal, research, c litigation is pending; (c City. I request authoric
	Recommended for Des	struction:	Date of	Records	Citation	Destruction
(Description or titl	e of records as listed or	file label)	From:	To:	Number:	Date:
Cancelled Checks	& Voided Checks		2008	2009	G. C. 3409	0 07/01/16
		DESTRUCTION AU	THORIZAT	ION		
DEPARTMENT HI Signature	EA'DE)	CITY ATPORNEY: Signature	<u>(</u>		CITY CLERK: Gignature	16- 7
Date Destruction of	Records Approved by (Date		C	ate ruction Date:	



Particular Laboratoria	Department: Finance		Prepared by: (Type Name/Initial Form	n) Date: Agoura Hills B 01/10/17 No.: F418		ls Box	Access Storage Box No.: 30238062	
Page	Item	Record Serie	s Title and Contents (as listed in			ule) :	140 30	230062
the minim includes a retention i historic va records re to destroy	tials above, num retention description requirement alue and an equired to b	on period, as spec n of each record so ts, and destruction e not: (a) records e kept by statute; o suant to Section 34	able Files at the records prepared for destruction (as ified in the Agoura Hills Records Reten ifficient for identification, including the re date. I further certify that the records list affecting the title of real property or liens or (d) records less than two years old, and 1090 of the California Government Code	tion/Destruction S tention schedule ed no longer have thereon; (b) cour d, to my knowledg	Schedule adopte page no., record any administra t records on any e, are no longer	ed by Resolution of the series title at tive, legal, ever subject who required by	ition No. and conte ridential, f ere litigati the City.	16-1825. The list ents, record dates, iscal, research, or ion is pending; (c)
STATE SAID			d for Destruction:	Date of	Records	Citati	on	Destruction
	A STATE OF THE REAL PROPERTY.	e Invoices	listed on file label)	From: 02/19/09	To: 04/09/09	Numb G. C. 34	-	Date:
								07/01/16
			DESTRUCTION AU	ITHODIZAT	ION		NAME OF THE OWNER O	
Signature 1 1-	1119	- 1	CITY ATTORNEY: Signature Date Date	THORIZAT	c s	ignature	17	



Finance	Monica Hanson		No.: F422		0238067
Page Item Record Seri	es Title and Contents (as listed in	The second second second		Market Committee	
the minimum retention period, as specifications and description of each record retention requirements, and destruction historic value and are not: (a) record records required to be kept by statute;	yable Files hat the records prepared for destruction (as ecified in the Agoura Hills Records Reten sufficient for identification, including the re n date. I further certify that the records lists s affecting the title of real property or liens or (d) records less than two years old, and 34090 of the California Government Code	tion/Destruction S tention schedule p ed no longer have thereon; (b) cour t, to my knowledg	Schedule adoptopage no., recordo any administrative trecords on an en an en are no longe	ted by Resolution No of series title and cont ative, legal, evidential, ny subject where litiga or required by the City.	. 16-1825. The list tents, record dates fiscal, research, o ation is pending; (c . I request authority
List of Records Recommend	ed for Destruction:	Date of	Records	Citation	Destruction
(Description or title of records a	as listed on file label)	From:	To:	Number:	Date:
Cancelled Checks & Voided Ch	necks	2007	2008	G. C. 34090	07/01/16
Cancelled Checks & Voided Ch	iecks	2009	2010	G.C. 34090	07/01/48
			Varia di		
DEPARTMENT HEAD()	DESTRUCTION AT CITY ATTORNEY:	JTHORIZAT	TION	CITY CLERK:	
Signature 117	Signature 30	17		Signature	
Date Destruction of Records App	Date proved by City Council:		E	Date truction Date:	



Department: Finance		Prepared by: (Type Name/Initial F	orm) Date: 01/10/17	Agoura Hil No.: F434		Access Storage Box No.: 30334682	
Page Item	Record Sei	ries Title and Contents (as listed	d in Records Rete	ention Sched	ule):		
No.: 37 No.: 3 By my initials above	Accounts Page 1	ayable Files that the records prepared for destruction	(as listed below) are	more than two	veers old and/or h	ave been retained f	
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		as listed on file label)	From:	To:	Citation Number:	Destruction	
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		DESTRUCTION	AUTHORIZAT	ION			
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ate Destruction (of Records Ap	proved by City Council:		Actual Destr			



Department: Finance	Prepared by: (Type Name/Initial Monica Hanson	01/10/17	Agoura Hill No.: F426	No.: 3	Access Storage Box No.: 30334680	
No.: 37 No.: 3 Acc	cord Series Title and Contents (as liste ounts Payable Files					
the minimum retention per includes a description of e retention requirements, and historic value and are <u>not</u> records required to be kept	by certify that the records prepared for destruction of the Agoura Hills Records Reach record sufficient for identification, including the destruction date. I further certify that the record (a) records affecting the title of real property or by statute; or (d) records less than two years old to Section 34090 of the California Government (d)	etention/Destruction S re retention schedule p is listed no longer have liens thereon; (b) court , and, to my knowledge	chedule adopte age no., record any administrat records on any a. are no longer	d by Resolution No series title and cont ive, legal, evidential, subject where litiga required by the City	. 16-1825. The list ents, record dates, fiscal, research, or tion is pending; (c)	
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Depart Finance		Prepared by: (Type Name/Initial Form	THE RESERVE AND ADDRESS OF THE PARTY OF THE	Agoura Hil No.: F435		ss Storage Box 0334686
Page No.: 37	Item No.: 3	Record Series Title and Contents (as listed in Accounts Payable Files	and the second s	AND DESCRIPTION OF THE PARTY OF		
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Accoun	ts Payabl	e Invoices	11/24/09	01/21/10	G. C. 34090	07/01/16
		DESTRUCTION AL	JTHORIZAT	ION		
DEPAR	Y-1	CITY APPORNEY:			TY/CLERK:	
Signatur Date	17/19	Signature 013013 Date		S	ignature 1/7	
	` struction o	f Records Approved by City Council:		Actual Destr	ate ruction Date:	



Department: Finance		Prepared by: (Type Name Initial Monica Hanson		Agoura Hill No.: N/A		Access Storage Box	
Page Item	Record Serie	es Title and Contents (as liste	The second secon				
No.: 37 No.: 3	Accounts Pay	able Files					
the minimum reteni includes a descripti retention requireme historic value and a records required to	on period, as spe on of each record s nts, and destruction re <u>not</u> : (a) records be kept by statute; rsuant to Section 3	at the records prepared for destruction cified in the Agoura Hills Records Resufficient for identification, including the date. I further certify that the records affecting the title of real property or for (d) records less than two years old \$4090 of the California Government (etention/Destruction S le retention schedule s listed no longer have liens thereon; (b) cour , and, to my knowleda	Schedule adopte page no., record any administrat t records on any e. are no longer	ed by Resolution No I series title and con tive, legal, evidential, v subject where litiga required by the City	o. 16-1825. The list tents, record dates fiscal, research, cation is pending; (c	
NAME AND ADDRESS OF TAXABLE PARTY.		d for Destruction:	Date of	Records	Citation	Destruction	
(Description or t	itle of records a	s listed on file label)	From:	To:	Number:	Date:	
Cancelled Chec	ks & Voided Ch	ecks	07/01/10	06/01/11	G. C. 34090	07/01/16	
		DESTRUCTION	AUTHORIZAT	ION			
DEPARTMENT J	HEAD:	CITY ATTORNE Signature	THE RESERVE THE RESERVE THE PROPERTY OF THE PARTY OF THE	C	ITY/CLERK: MANU- ignature [31 17		
Date		Date		D	ate		



Department:	Prepared by: (Type Name/Initial Form)	Date:	Agoura Hil	ls Box	THE REPORT AND THE PARTY OF	Storage Box
Finance Page Item	Monica Hanson (New York Record Series Title and Contents (as listed in F	01/09/17			No.: 302	206535
THE RESERVE OF THE PARTY OF THE	Daily Cash Receipts	Records Rele	enuon Scnea	uie) :		
the minimum retenti includes a description retention requirement historic value and a	I hereby certify that the records prepared for destruction (as list on period, as specified in the Agoura Hills Records Retention of each record sufficient for identification, including the reterts, and destruction date. I further certify that the records listed to not: (a) records affecting the title of real property or liens the start by startus; or (d) records less than the startus of the startu	n/Destruction S ntion schedule no longer have ereon: (b) cour	Schedule adopto page no., record any administra t records on an	ed by Resold I series title tive, legal, e v subiect wh	ution No. and contervidential, fix	16-1825. The list of this record dates scal, research, consistence (consistence)
to destroy same pur shall be by shredding	e kept by statute; or (d) records less than two years old, and, t suant to Section 34090 of the California Government Code. L	o my knowieag Inless otherwis	e, are no longel e directed by th	r required by ne City Glerk	the City. I c, the meth	request authorit od of destructio
	Recommended for Destruction:	Date of	Records	Citati	on	Destruction
(Description or ti	tle of records as listed on file label)	From:	То:	Numi	oer:	Date:
Cash Receipts		05/01/08	06/30/08	G. C. 3	4090	07/01/16
	DESTRUCTION AUT	HORIZAT	ION			
Signature 1912	Signature		Links and	iTY CLEF LAM ignature	K: 114-	
Date	Date			ate		
Date Destruction of	of Records Approved by City Council:		Actual Desti	ruction Dat	le:	



Departm Finance	nent:		Prepared by: (Type Name/Initial I	CONTRACTOR OF STREET STREET, S	Agoura Hil No.: F429		Access Storage Box	
Official Laboration 1	ltem	Record Seri	es Title and Contents (as liste	The second secon				
No.: 39		Daily Cash F	Receipts					
the minimu includes a retention re historic vali records req to destroy	um retention description equirement due and are quired to be same purs	on period, as spon of each record is, and destruction of not: (a) record of kept by statute, suant to Section	hat the records prepared for destruction ecified in the Agoura Hills Records R sufficient for identification, including the n date. I further certify that the records is affecting the title of real property or I or (d) records less than two years old, 34090 of the California Government C	etention/Destruction are retention schedule is listed no longer have liens thereon; (b) could and, to my knowledo	Schedule adopte page no., record any administrat t records on any ae, are no longer	ed by Resolution of series title and continued tive, legal, evident of subject where liter to a continue the Continued by the	No. 16-1825. The Intents, record date al, fiscal, research, igation is pending; (
shall be by			ed for Destruction:					
					Records	Citation	Destruction	
	Charles and the same of	e or records a	as listed on file label)	From:	То:	Number:	Date:	
Cash Re	ceipts			12/04/09	01/28/10	G. C. 34090	07/01/16	
PEPARTI	MENTH	EAD:)	DESTRUCTION CITY ATTORNE	AND IN A FOR THE STANDARD AND AND AND AND AND AND AND AND AND AN		ITY/CLERK:		
Signature	7/19		Signature 01301	R		ignature	<i>-</i>	
Date Date Destr	ruction o	f Records Ann	Date roved by City Council:		D Actual Destr	ate		

Exhibit A-6

Planning



Department: Planning	Prepared by: (Type Name/Initial Form	CAN THE PERSON NAMED IN COLUMN	Agoura Hi No.: N/A		ccess Storage Box o.: N/A
No.: 48 No.: 18 Plann	ord Series Title and Contents (as listed in ning Commission Meetings - DVD				
the minimum retention perior includes a description of eac retention requirements, and of historic value and are not: (a records required to be kept to Board or Commission, and, to	y certify that the records prepared for destruction (as od, as specified in the Agoura Hills Records Reten ich record sufficient for identification, including the re- destruction date. I further certify that the records liste a) records affecting the title of real property or liens by statute; (d) records less than two years old; (e) to to my knowledge, are no longer required by the Cit Unless otherwise directed by the City Clerk, the me	tion/Destruction S tention schedule p ed no longer have thereon; (b) court he minutes, ordin by. I request autho	chedule adopo page no., recol any administra records on ar ances or resol prity to destroy	ted by Resolution of series title and ative, legal, evide ny subject where utions of the legit same pursuant	n No. 16-1825. The list contents, record dates intial, fiscal, research, colitigation is pending; (collitigation is pending; (collities)
List of Records Recon	nmended for Destruction:		Records	Citation	
	ecords as listed on file label)	From:	То:	Number	: Date:
	Cassette Tapes - 3 of 3 (Master)	08/03/00	08/03/00	G. C. 3409	0.7 07/01/16
AT THE RESIDENCE OF THE PARTY O	Cassette Tapes - 1 of 1 (Master)	05/04/00	05/04/00	G. C. 3409	0.7 07/01/16
Planning Commission C	Cassette Tapes - 1 of 1 (Master)	09/01/01	09/01/01	G. C. 3409	0.7 07/01/16
	DESTRUCTION AU	ITHOPIZAT	ION		
DEPARTMENT HEAD:	CITY ATTORNEY:	THORIZAT		CITY CLERK:	
Signature.	Signature	~	-	Signature,	
Signature 9/29/15	01/39/17			1/31/17	
Date	Date			Date	
ate Destruction of Reco	rds Approved by City Council:		Actual Dest	ruction Date:	

Actual Destruction Date:



Department:			Prepared by: (Type Name/Initial Fon	Date:	Agoura Hills Box		Access Storage Box		
Planning			Amber Victoria (91)	01/17/17	No.: N/A	N/A No.: N		/A	
Page	Item	Charles and the state of the st	Title and Contents (as listed in	n Records Rete	ention Sched	lule):			
By my init the minim includes a retention r historic va records re	ials above, num retention description requirement alue and are equired to be	I hereby certify that on period, as special of each record substruction of not: (a) records as kept by statute; of	mission Meetings - DVD t the records prepared for destruction (a fied in the Agoura Hills Records Retel fficient for identification, including the re date. I further certify that the records lis affecting the title of real property or liens (d) records less than two years old, an	ntion/Destruction S etention schedule ted no longer have s thereon; (b) cour id, to my knowledg	Schedule adopt page no., recor any administra t records on an e, are no longe	ed by Resol d series title ative, legal, e by subject wh r required by	ution No. and conte vidential, i ere litigat the City.	16-1825. The lisents, record dates fiscal, research, of ion is pending; (c. I request authority	
to destroy	y same purs y shredding.	suant to Section 34	090 of the California-Government Code	e. Unless otherwis	e directed by t	he City Clerk	, the met	hod of destruction	
List of Records Recommended for Destruction:				Date of	Records	Citation		Destruction	
(Descrip	tion or titi	e of records as	listed on file label)	From:	To:	Number:		Date:	
Planning	Commissi	on Meeting DVD	- 1 of 1 (Master plus Backup)	12/16/10	12/16/10	G. C. 34	090.7	07/01/16	
			DESTRUCTION A	UTHORIZAT	ION				
Signature Date	MENT H ALAJU 117/17	EAD:	Signature Date	7		Gignature 131	No		
Date Des	truction o	f Records Appro	oved by City Council:		Actual Dest	ruction Da	te:		



Department: Planning	Prepared by: (Type Name/Initial Form				Box Access Storage Box No.: N/A		
Page Item Record Ser No.: 48 No.: 18 Planning Co	ries Title and Contents (as listed in ommission Meetings - DVD	Records Rete	ntion Sched	dule):			
the minimum retention period, as sp includes a description of each record retention requirements, and destruction historic value and are <u>not</u> : (a) record	that the records prepared for destruction (as pecified in the Agoura Hills Records Reten I sufficient for identification, including the re on date. I further certify that the records list ds affecting the title of real property or liens	tion/Destruction S tention schedule p ed no longer have thereon; (b) court	ichedule adop page no., reco any administr t records on a	ted by Resolution No rd series title and con ative, legal, evidential, ny subject where litiga	. 16-1825. The list tents, record dates, fiscal, research, or ation is pending: (c)		
records required to be kept by statute	e; or (d) records less than two years old, and 34090 of the California Government Code	d, to my knowledge	e, are no longe	er required by the City	I request authority		
shall be by shredding.		. Omos omorwise		ne ony olerk, the me	ulou of destruction		
List of Records Recommend		Date of	Date of Records		Destruction		
(Description or title of records	THE RESERVE OF THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN	From:	To:	Number:	Date:		
Planning Commission Meeting D\	VD - 1 of 1 (Master plus Backup)	01/16/14	01/16/14	G. C. 34090.7	07/01/16		
Planning Commission Meeting D\	VD - 1 of 1 (Master plus Backup)	03/06/14	03/06/14	G. C. 34090.7	07/01/16		
Planning Commission Meeting D\	VD - 1 of 1 (Master plus Backup)	03/20/14	03/20/14	G. C. 34090.7	07/01/16		
Planning Commission Meeting D\	VD - 1 of 1 (Master plus Backup)	06/05/14	06/05/14	G. C. 34090.7	07/01/16		
Planning Commission Meeting D\	VD - 1 of 1 (Master plus Backup)	06/19/14	06/19/14	G. C. 34090.7	07/01/16		
Planning Commission Meeting D\	VD - 1 of 1 (Master plus Backup)	07/17/14	07/17/14	G. C. 34090.7	07/01/16		
Planning Commission Meeting D\	/D - 1 of 1 (Master plus Backup)	08/07/14	08/07/14	G. C. 34090.7	07/01/16		
Planning Commission Meeting D\	/D - 1 of 1 (Master plus Backup)	08/21/14	08/21/14	G. C. 34090.7	07/01/16		
Planning Commission Meeting D\	/D - 1 of 1 (Master plus Backup)	10/16/14	10/16/14	G. C. 34090.7	07/01/16		
Planning Commission Meeting D\	/D - 1 of 1 (Master plus Backup)	11/20/14	11/20/14	G. C. 34090.7	07/01/16		
Planning Commission Meeting D\	/D - 1 of 1 (Master plus Backup)	12/04/14	12/04/14	G. C. 34090.7	07/01/16		
	DESTRUCTION AL	ITHODIZAT	ION		TANKS TERMINA		
DEPARTMENT HEAD:	CITY ATTORNEY:	MINICAL		CITY CLERK:			
Signature	Signature 0139/19			Signature //31/17			
Date	Date	STATE OF THE STATE		Date	THE LETTERS		

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