REPORT TO CITY COUNCIL

DATE: SEPTEMBER 12, 2017

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER

BY: KIMBERLY M. RODRIGUES, CITY CLERK

SUBJECT: ADOPT RESOLUTION NO. 17-1856; 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 ("Schedule").

Attached are the lists of records, presented for destruction for 2017, from the Administration (City Manager, Personnel, Risk Management, Transportation), Building & Safety, City Clerk, Community Services, Finance, and Planning (Planning, Block Grants, Code Enforcement) departments.

Each Records Destruction Request Form ("Form") identifies the appropriate sections of the Elections Code, Government Code, and Penal Code of the State of California, and any relevant federal regulations that permit the destruction of records as outlined in the Schedule. The 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, research, or historic value or constitute duplicates of City records; and, a description of each record 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. 17-1856; Authorizing and Directing the City Clerk to Destroy Certain City Records and Documents Pursuant to State Law and as listed on the following Exhibits:

Exhibit A-1 Administration / City Manager
Exhibit A-2 Administration / Personnel
Exhibit A-3 Administration / Risk Management
Exhibit A-4 Administration / Transportation
Exhibit A-5 Building & Safety

Exhibit A-7 Community Services
Exhibit A-8 Finance
Exhibit A-9 Planning
Exhibit A-10 Planning / Block Grants
Exhibit A-11 Planning / Code Enforcement

Exhibit A-6 City Clerk

Attachments: Resolution No. 17-1856, with Exhibits

RESOLUTION NO. 17-1856

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, AUTHORIZING AND DIRECTING THE CITY CLERK TO DESTROY CERTAIN CITY RECORDS AND DOCUMENTS PURSUANT TO THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA [ADMINISTRATION (CITY MANAGER, PERSONNEL, RISK MANAGEMENT, TRANSPORTATION), BUILDING SAFETY. CITY CLERK, COMMUNITY SERVICES. FINANCE. **PLANNING** (PLANNING. AND **BLOCK** GRANTS, CODE ENFORCEMENT)]

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-11); and,

WHEREAS, In the opinion of the Department Heads concerned, City Attorney, and City Clerk, said City records 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 records listed in Exhibits A-1 through A-11 attached, pursuant to the Elections Code (Section 17300), Government Code (Sections 12946, 34090, 34090.7, and 81009), and Penal Code (Section 801) of the State of California, and the United States Federal Regulations (29 CFR 97.42); 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			
follow	PASSED, A		OOPTED this 12 th day of September, 201	7, by the
	AYES: NOES: ABSENT: ABSTAIN:	(0) (0) (0) (0)		
			Denis Weber, Mayor	<u> </u>
ATTE	ST:			
Kimbe City C		jues, MPPA, MMC		

Resolution No. 17-1856

Attachment A-1

Records Destruction Request Forms
(Administration / City Manager)



Departi	nent:		Prepared by: (Type Name/Initial Form)	Agoura Hi	lls Box	Access Storage Box		
Adminis	tration/Ci	ty Manager	Kimberly M. Rodrigues	06/02/17	No.: N/A	No.: N/A		
Page	ltem	B	Title and Contents (as listed in R			lule):		
No.: 1	No.: 4		Department - City Department and			voore eld	dlar have t	noon rotoined f
			the records prepared for destruction (as lis fied in the Agoura Hills Records Retention					
		•	fficient for identification, including the reten					
retention	requirement	s, and destruction o	late. I further certify that the records listed	no longer have	any administra	ative, legal, ev	ridential, fis	cal, research, or
			ffecting the title of real property or liens the					
	•		(d) records less than two years old; and, to 090 of the California Government Code. U	-	-			
shall be s	•	uani lo Secilori 34	oso of the California Government Code. O	illess Uliterwise	t directed by t	rie City Cierk,	are mearc	o destruction
		Recommended	for Destruction:	Date of	Records	Citati	on	Cutoff
(Descrip	otion or tit	le of records as	listed on file label)	From:	To:	Numb	er:	Date:
AT&T/T	CI Merge	r						
	action 394			11/17/98	11/17/98	G. C. 3	4090	06/30/17
AT&T	and TCI	Merger Corresp	ondence/Documents	1998	1998	G. C. 3	4090	06/30/17
		ications Corpor						
Respo	onse of Ce	entury Commun	ications Corporation	04/20/99	04/20/99	G. C. 3	4090	06/30/17
Trans	fer of Cor	trol (Century to	Adelphia Communications)	04/27/99	05/26/99	G. C. 3	4090	06/30/17
Century	-TCI Calit	fornia, LP						
Assig	nment and	d Transfer		1999	1999	G. C. 3	4090	06/30/17
Falcon/	Charter C	ommunications						
Purch	ase and C	Contribution Agr	eement $(\mathcal{O}_{\mathcal{P}}\gamma)$	05/26/99	05/26/99	G. C. 3	4090	06/30/17
Trans	fer Applic	ation		1999	1999	G. C. 3	4090	06/30/17
TCI Cal	olevision d	of California, Inc						
Trans	fer Applic	ation		1999	1999	G. C. 3	4090	06/30/17
Westeri	n Commu	nications, Inc.,						
Applic	ation for	Transfer of Cabl	e Television Franchise	10/24/86	10/24/86	G. C. 3		06/30/17
Respo	nse to Info	rmation Request	by City dated November 21, 1986	11/25/86	11/25/86	G. C. 3		06/30/17
Respo	nse to Furf	her Informational	Request by City of Agoura Hills	12/02/86	12/02/86	G. C. 3	4090	06/30/17
Applic	ation of th	e Chronicle Pub	lishing Company for Renewal	04/17/92	04/17/92	G. C. 3	4090	06/30/17
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Date			Date			Date		

Actual Destruction Date: _____



No.: 1 No.: 4 City Manager's By my initials above, I hereby certify that he minimum retention period, as specified a description of each record sufficient for equirements, and destruction date. I further all a records affecting required to be kept by statute; or (d) records.	Amber Victoria Title and Contents (as listed in Re Department - City Department and the records prepared for destruction (as list id in the Agoura Hills Records Retention/Dest or identification, including the retention sched or ther certify that the records listed no longer	cords Reter Division File ed below) are ruction Schedu	es more than two	lule) :	No.: N/A	
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equirements, and destruction date. I fu value and are not: (a) records affecting equired to be kept by statute; or (d) reco		ule page no.,	o aaoptoa oj			
value and are not: (a) records affecting required to be kept by statute; or (d) reco	rther certify that the records listed no longer					
required to be kept by statute; or (d) reco	Alexander and a second a second and a second					
dille pursuant to dection drope of the	California Government Code. Unless other					
shredding.			N			
ist of Records Recommended		Date of	Records	Citation		Cutoff
Description or title of records as	listed on file label)	From:	To:	Numbe	r:	Date:
Anderson Disposal - Waste Haul		04/19/13	12/15/13	G. C. 34	090	06/30/17
Bins Bins Bins - Waste Hauler Fi	le	04/27/08	11/05/12	G. C. 34		06/30/17
Consolidated Disposal Service -	Waste Hauler File	05/11/12	12/12/12	G. C. 34	090	06/30/17
GI Industries/Waste Managemen	t - Waste Hauler File	12/05/13	01/14/15	G. C. 34	090	06/30/17
nterior Removal Specialist Inc - '	Waste Hauler File	05/11/11	11/25/13	G. C. 34	090	06/30/17
Metropolis Disposal - Waste Hau	ler File	12/03/12	10/03/14	G. C. 34	090	06/30/17
NPDES Campaign - LASQP		12/04/12	4/9/2011	G. C. 34	090	06/30/17
Recology LA (Formerly Crown Di	sposal) - Waste Hauler File	12/10/09	01/29/15	G. C. 34	090	06/30/17
Rock N Roll-Off - Waste Hauler F	File	12/17/13	02/02/15	G. C. 34	090	06/30/17
RWQCB March 4th - NOV Agour	a Hills	03/04/08	05/20/08	G. C. 34	090	06/30/17
Stormwater Quality Grant Fundin	g (Viotes)	06/18/07	05/13/09	G. C. 34	090	06/30/17
Гrash TMDL Malibu Creek		05/01/08	05/01/08	G. C. 34	090	06/30/17
Jniversal Waste Systems - Wast	e Hauler File	12/14/11	01/21/15	G. C. 34	090	06/30/17
Zaccaro Roll-Off - Waste Hauler	File	07/17/13	01/18/15	G. C. 34	090	06/30/17
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	DESTRUCTION AUTHORIZA	MION
DEPARTMENT HEAD:	CITY ATTORNEY	CITY EVERK:
Signature 8/7/17	Signature 08 · 28 · 17	Signature 8/31/17
Date ' '	Date	Date
Date Destruction of Records Approved by C	City Council:	Actual Destruction Date:



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Depart		. 8.4	Prepared by: (Type Name/Initial Form)	Date:	Agoura Hi	1		Storage Box
		ty Manager	Amber Victoria		No.: ICM 1		No.: N/A	
Page No.: 1	item No.: 4		s Title and Contents (as listed in Res Department - City Department and			dule) :		
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l	•		r (d) records less than two years old; and, to				-	
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			listed on file label)	From:	To:	Numbe		Date:
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	r Respons			05/26/98		G. C. 34		06/30/17
		nd Invitations R	eceived - 2013	01/23/13	10/23/13	G. C. 34		06/30/17
		nd Invitations R		12/04/13	12/04/14	G. C. 34		06/30/17
Hillel P				08/22/11	07/18/12	G. C. 34		06/30/17
		of Independent	Review - Sheriff's Department	12/01/07	12/01/07	G. C. 34		06/30/17
			ary - June, 2013	12/12/12	05/13/13	G. C. 34		06/30/17
			- December, 2013	06/28/13	11/15/13	G. C. 34		06/30/17
		····	ary - June, 2014	11/12/13	05/24/14	G. C. 34		06/30/17
			- December, 2014	07/08/14	11/13/14	G. C. 34		06/30/17
	n Letters/N	<u> </u>		04/29/98	07/14/99	G. C. 34		06/30/17
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DEPAR	RTMENT	IEAD:	CITY ATTORNEY:			CITY/CLER	K:	

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



Depart		Prepared by: (Type Name/Initial Form ty Manager Amber Victoria		Agoura Hills Box 7 No.: ICM 2		Access Storage Box No.: N/A		
Page	Item	Record Series Title and Contents (as listed in		L	lule) •	1NO 1N/A		
No.: 3	1	Organization Files - Government Agencies	, , , , , , , , , , , , , , , , , , , ,	mon conce				
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) records affecting the title of real property or liens thereor r statute; or (d) records less than two years old; and, to my k						
	rsuant to Se	ection 34090 of the California Government Code. Unless						
		Recommended for Destruction:	Date of	Records	Citati		Cutoff	
		le of records as listed on file label)	From:	To:	Numb		Date:	
		ansportation - Safe Routes to Schools (SRTS)	03/28/07	07/06/07	G. C. 3		06/30/17	
	July 2010		05/18/10	10/13/10	G. C. 3		06/30/17	
CA Dep	t of Parks	& Rec-Land, Water Conservation Fund Grant	02/05/07	09/19/07	G. C. 3		06/30/17	
		& Rec-Recreation Trails Grant Program	01/19/07	06/15/07	G. C. 3		06/30/17	
Natural	Land for	Frails Grant 2009	03/30/09	06/19/09	G. C. 3	4090	06/30/17	
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Actual Destruction Date:



Donartmont:	Prepared by: (Type Name/Initial Form)	Date:	Agoura Hi	lle Boy	Acces	Storage Box
Department: Administration/City Manager	Kimberly M. Rodrigues	06/16/17	_	IIS DUK	No.: N/A	Jiorage Box
	In the second		I	lulo) ·	1.10 IVA	
Page Item Record Series No.: 3 No.: 12 Sheriff's Report	s Title and Contents (as listed in R	ecuras Rete	нион эспеа	ui e):		
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	ified in the Agoura Hills Records Retention					
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	r (d) records less than two years old; and, to 1090 of the California Government Code. U					
to destroy same pursuant to Section 34 shall be shredding.	1090 of the Camornia Government Code. Of	ness otherwise	e unected by t	rie Oily Clerk,	uie ineuic	a or destruction
List of Records Recommended	for Destruction:	Date of	Records	Citati	on	Cutoff
(Description or title of records as		From:	To:	Numb	er:	Date:
County of Los Angeles Sheriff's [01/01/96	12/31/96	G. C. 3	4090	06/30/17
County of Los Angeles Sheriff's I		01/01/97	12/31/97	G. C. 3	4090	06/30/17
County of Los Angeles Sheriff's I	<u> </u>	01/01/98	12/31/98	G. C. 3	4090	06/30/17
County of Los Angeles Sheriff's I		01/01/99	12/31/99	G. C. 3		06/30/17
County of Los Angeles Sheriff's [01/01/00	12/31/00	G. C. 3		06/30/17
County of Los Angeles Sheriff's I		01/01/01	12/31/01	G. C. 3	4090	06/30/17
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Attachment A-2

Records Destruction Request Forms
(Administration / Personnel)



Administration/Personnel

Item

No.: 6

Personnel Files

Department:

Page

No.: 7

CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Date:

03/16/17 **No.: P101**

Agoura Hills Box

Access Storage Box

No.: 40211884

Prepared by: (Type Name/Initial Form)

Record Series Title and Contents (as listed in Records Retention Schedule):

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

Amber Victoria

the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. The list									
includes a description of each record sufficient for identification, including the retention requirements, and destruction date. I further certify that the records listed no									
historic value and are not: (a) records affecting the title of real property or liens there									
records required to be kept by statute; or (d) records less than two years old; and, to									
to destroy same pursuant to Section 34090 of the California Government Code. Unl	ess otherwise	directed by	the City Clerk, the metho	od of destruction					
shall be shredding. List of Records Recommended for Destruction:	Dete of	Dagawaa	Citation	Destruction					
(Description or title of records as listed on file label)	Date of From:	To:	Citation Number:	Destruction Date:					
Ames, Lisa	08/01/94	08/29/09	G. C. 12946/34090	07/01/17					
Byer, Zac	06/22/05	04/22/09	G. C. 12946/34090	07/01/17					
Chai, Alex	06/30/05	04/22/09	G. C. 12946/34090	07/01/17					
Cirillo, Marisa	05/29/09	08/27/09	G. C. 12946/34090	07/01/17					
Corrales, Josefina	11/17/08	06/19/09	G. C. 12946/34090	07/01/17					
Cuizon, Manuel	10/30/00	08/29/09	G. C. 12946/34090	07/01/17					
Davenport, James	10/13/00	04/22/09	G. C. 12946/34090	07/01/17					
Dokken, Jeff	02/26/09	05/26/09	G. C. 12946/34090	07/01/17					
Eckstein, Benjamin	06/20/06	0827/09	G. C. 12946/34090	07/01/17					
Endo, Pamela	09/02/08	08/27/09	G. C. 12946/34090	07/01/17					
Feinberg, Joshua	09/02/08	08/27/09	G. C. 12946/34090	07/01/17					
Garcia, Lauren	12/29/08	12/15/09	G. C. 12946/34090	07/01/17					
Golod, Helen	03/24/08	05/26/09	G. C. 12946/34090	07/01/17					
Golod, Helen	01/15/09	01/15/09	G. C. 12946/34090	07/01/17					
Harwood, Hayley	07/12/08	08/27/09	G. C. 12946/34090	07/01/17					
Hashemi, Kimia	09/09/08	08/27/09	G. C. 12946/34090	07/01/17					
Hellerstein, Timothy	03/24/08	05/26/09	G. C. 12946/34090	07/01/17					
Johnson, Kim	09/30/96	08/27/09	G. C. 12946/34090	07/01/17					
Ko, Grace	06/13/05	04/22/09	G. C. 12946/34090	07/01/17					
Lopes, Eric	06/18/09	08/24/09	G. C. 12946/34090	07/01/17					
Nava, Diana	05/20/08	08/27/09	G. C. 12946/34090	07/01/17					
Nelson, Alicea	07/02/09	08/27/09	G. C. 12946/34090	07/01/17					
Sabados, Catherine	10/01/07	08/29/09	G. C. 12946/34090	07/01/17					
Schneider, Sally	01/02/84	07/01/09	G. C. 12946/34090	07/01/17					
Snyder, Janet	10/01/07	09/01/09	G. C. 12946/34090	07/01/17					
Tang, Yixing "Britteny"	08/29/06	04/07/09	G. C. 12946/34090	07/01/17					
Tsang, Kathylin	10/01/07	08/27/09	G. C. 12946/34090	07/01/17					
Wright, Nicole	02/13/06	12/15/09	G. C. 12946/34090	07/01/17					
ON AUTHORIZATION									
DEPARTMENT HEAD: CITY ATTORNEY:			CITY CLERK:						
Signature Signature Signature		-	Signature 8/3///						
Date Date		•	Date	. , . ,					
Date Destruction of Records Approved by City Council:		Actual De	struction Date:						



Departi	nent:		Prepared by: (Type Name/Initial Form)		n) Date:	Agoura Hi	lls Box	Access Storage Box	
Adminis	tration/Pe	rsonnel	Amber Victoria	ı <i>III</i>	03/16/17	No.: P101		No.: 402	11884
Page	ltem	Record Series	Title and Cor	ntents (as listed in	Records Reter	ntion Sched	dule):		
No.: 7	No.: 6	Personnel Files							
-				ared for destruction (a Hills Records Reten	•		-		1
				ation, including the re					1
				fy that the records list					
				real property or liens				-	
				han two years old; and nia Government Code					
shall be s	•	uant to Section 54	090 or the Camon	na Government Code	. Onless otherwise	directed by	irie City Clerk,	uie ineuic	od or destruction
		Recommended	for Destructi	on:	Date of I	Records	Citati	on	Destruction
(Descrip	otion or tit	le of records as	listed on file la	bel)	From:	To:	Numb	er:	Date:
Adirim,	Gabriella				05/23/07	08/24/11	G. C. 1294	6/34090	07/01/17
Balleste	ros, Maria	3			11/06/07	08/23/11	G. C. 1294	6/34090	07/01/17
Bhattac	harya, Ch	ristina			05/14/08	01/03/11	G. C. 1294	6/34090	07/01/17
Callagh	an, M.C.				10/01/04	08/23/11	G. C. 1294	6/34090	07/01/17
Conder	curi, Ryan	- Worker's Cor	np DOI		10/05/08	12/31/08	G. C. 1294	6/34090	07/01/17
Conder	curi, Ryan				09/23/07	03/08/10	G. C. 1294	6/34090	07/01/17
Cox, Ju	lianne				02/12/07	06/18/10	G. C. 1294	6/34090	07/01/17
Freema	n, Janice				07/10/95	01/06/10	G. C. 1294	6/34090	07/01/17
Freema	n, Janice	- Worker's Com	np DOI		07/17/98	07/31/98	G. C. 1294	6/34090	07/01/17
Friedline	e, Andrea				11/26/08	08/23/11	G. C. 1294	6/34090	07/01/17
Glazer,	Hanna				09/15/09	08/26/10	G. C. 1294	6/34090	07/01/17
Graham	ı, Vaness	а			03/28/08	01/04/10	G. C. 1294	6/34090	07/01/17
Grimald	o, Adrian				06/24/09	08/24/11	G. C. 1294	6/34090	07/01/17
Herbst o	de Cortina	ı, Galen			05/26/09	08/24/11	G. C. 1294	6/34090	07/01/17
Jarsen,	Jennifer				11/29/10	05/04/11	G. C. 1294	6/34090	07/01/17
Kuperbe	erg, Dan				12/04/95	12/06/11	G. C. 1294	6/34090	07/01/17
Ladd, X	aviara				10/06/06	08/23/11	G. C. 1294	6/34090	07/01/17
Menges	s, Katy				06/14/06	05/19/11	G. C. 1294	6/34090	07/01/17
Metcalf,	Stephani	е			04/13/11	04/27/11	G. C. 1294	6/34090	07/01/17
Nichols	an, Trissa				06/20/09	11/01/11	G. C. 1294	6/34090	07/01/17
Nikoom	anesh, Ti	na			05/23/07	01/03/11	G. C. 1294	6/34090	07/01/17
Peoples	s, Ryan				04/11/08	08/24/11	G. C. 1294	6/34090	07/01/17
Polich,	Rebecca				05/23/07	08/24/11	G. C. 1294	6/34090	07/01/17
Reingol	d, Sheri				05/06/09	01/03/11	G. C. 1294	6/34090	07/01/11
Retana	Jason				08/01/09	01/03/11	G. C. 1294	6/34090	07/01/11
Ruff, Lil	у				06/01/83	03/03/11	G. C. 1294	6/34090	07/01/11
Smith, Kale					08/04/08	08/24/11	G. C. 1294	6/34090	07/01/11
Stane, Chris						08/24/11	G. C. 1294	6/34090	07/01/17
ON AUTHORIZATION									
DEPARTMENT HEAD: CITY ATTORNEY:					100		CITY CLE	RK:	
Signature Signature					- Pl	H I	Signature		
Jigilatu	3/16	1.7			, M	3	2.9		
Date		(1 /		ate	<u> </u>		Date		

Actual Destruction Date: _____



Departr			Prepared by: (Type N	lame/lniți	â(Form)	Date: Agoura Hills		lls Box	s Box Access Storage Box		
Adminis	tration/Pe	rsonnel	Amber Victoria	YYV.		03/16/17	No.: P101		No.: 402	lo.: 40211884	
Page No.: 7	Item No.: 6	Record Series Personnel Files	Title and Content	s (as lis	sted in Red	cords Rete	ntion Sched	dule):			
By my init	ials above,	l hereby certify tha	the records prepared fo								
the minim	num retentio	n period, as speci	fied in the Agoura Hills	Records	Retention/D	Destruction Se	chedule adop	ted by Resolu	tion No. 1	6-1825. The list	
•			fficient for identification,								
			late. I further certify tha				•				
			ffecting the title of real p c(d) records less than to								
			090 of the California G								
shall be si							- a o a., .			o. 4000.400.017	
List of I	Records	Recommended	for Destruction:			Date of	Records	Citatio	on	Destruction	
(Description or title of records as listed on file label)						From:	To:	Numb	er:	Date:	
Paris, R	yan					03/17/09	09/02/10	G. C. 1294	3/34090	07/01/17	
Petit, Me	eridith					07/01/04	07/30/10	G. C. 12940	3/34090	07/01/17	
Petit, Me	eridith - V	/orker's Comp [001			04/10/07	05/31/07	G. C. 1294	3/34090	07/01/17	
Reid, G	racy					01/04/10	04/20/10	G. C. 1294	6/34090	07/01/17	
Swing, c	James					05/06/08	08/23/11	G. C. 1294	3/34090	07/01/17	
Vick, Ro	ger					03/16/04	01/03/11	G. C. 1294	3/34090	07/01/17	
White, S	Stacy					09/29/10	08/23/11	G. C. 1294	3/34090	07/01/17	
Yeoh, S	epideh					01/07/08	08/29/09	G. C. 1294	3/34090	07/01/17	
					•						
		<u></u>	·								
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		w									
									7,000		
	-								****		
ON AL	JTHORI:	ZATION									
DEPARTMENT HEAD: CITY ATTORNEY:					06	11 2	CITY CLE	RK:			
Signatur	re	V-3	Signa	ture		Signature Signature					
J.9114141	3/16	1,2	0.9114	····•		n 2					
Date	- (1-	11 7	Date	/		U h		Date		,	
Date De	struction (of Records Appl	roved by City Counc	il:			Actual De	struction Da	te:		



Administration/Personnel

Department:

CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Prepared by: (Type Name/Initial Form)

Amber Victoria

Date Destruction of Records Approved by City Council:

Date:

03/16/17 No.: P9

Agoura Hills Box

Actual Destruction Date: ___

Access Storage Box

No.: 30176297

Page	Item	Record Series Title and Contents (as listed in Records Retention Schedule):									
No.: 7	No.: 6	Personnel Files hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for									
		hereby certify that the records prepared for destruction (as listen period, as specified in the Agoura Hills Records Retention/E									
H		of each record sufficient for identification, including the retention				1					
retention r	equirement	s, and destruction date. I further certify that the records listed no	longer have	any administr	ative, legal, evidential, fis	scal, research, or					
		not: (a) records affecting the title of real property or liens there									
8		kept by statute; or (d) records less than two years old; and, to records to Section 34090 of the California Government Code, Unit									
1	to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.										
		Recommended for Destruction:	Date of	Records	Citation	Destruction					
(Descrip	tion or titi	e of records as listed on file label)	From:	To:	Number:	Date:					
Amini, D	arya		03/16/04	02/15/08	G. C. 12946/34090	07/01/17					
Birnbaur	n, Amy		06/16/06	03/18/08	G. C. 12946/34090	07/01/17					
Blewett,	Barbara		10/05/05	10/31/08	G. C. 12946/34090	07/01/17					
Brooks,	Barbara		02/21/07	11/20/08	G. C. 12946/34090	07/01/17					
Burch, A	aron		11/03/05	03/18/08	G. C. 12946/34090	07/01/17					
Condello	o, John		05/23/07	01/29/08	G. C. 12946/34090	07/01/17					
Dworma	ın, Kelsey		06/09/07	10/31/08	G. C. 12946/34090	07/01/17					
Fowler,	Dennis		11/21/02	11/16/08	G. C. 12946/34090	07/01/17					
Haas, W	/illiam		05/15/05	03/18/08	G. C. 12946/34090	07/01/17					
Hexon, I	Paris		09/17/07	05/21/08	G. C. 12946/34090	07/01/17					
Hodak, .	John		10/31/01	03/18/08	G. C. 12946/34090	07/01/17					
Holt, Ge	orgette		02/10/97	05/09/08	G. C. 12946/34090	07/01/17					
Jacobell	is, Lynne		10/10/06	10/31/08	G. C. 12946/34090	07/01/17					
Kohan, I	Kevin		09/27/05	10/31/08	G. C. 12946/34090	07/01/17					
Krofta, Y	⁄itka		06/28/00	10/31/08	G. C. 12946/34090	07/01/17					
Lal, Peri	n		05/30/06	10/31/08	G. C. 12946/34090	07/01/17					
Lohan, F	Ryan		02/22/05	05/01/08	G. C. 12946/34090	07/01/17					
Mandel,	Carolyn		04/07/04	10/31/08	G. C. 12946/34090	07/01/17					
Morelli, l	Erma		09/29/06	03/18/08	G. C. 12946/34090	07/01/17					
Norris, E	Deborah		09/23/03	03/18/08	G. C. 12946/34090	07/01/17					
Novak, (Carol		04/10/00	10/09/08	G. C. 12946/34090	07/01/17					
Nudell,	Noah		07/31/06	03/18/08	G. C. 12946/34090	07/01/17					
Peters, I	Helen		07/21/03	10/31/08	G. C. 12946/34090	07/01/17					
Pillai, Vi	dya		05/16/06	03/18/08	G. C. 12946/34090	07/01/17					
Shaboot	ti, Nadia		07/19/06	03/18/08	G. C. 12946/34090	07/01/17					
Swanso	n, George		12/06/05	12/17/08	G. C. 12946/34090	07/01/17					
Tubelis,	Carol		11/19/90	01/25/06	G. C. 12946/34090	07/01/17					
Tubelis,	Carol		01/26/06	11/24/08	G. C. 12946/34090	07/01/17					
ON AU	ITHORI	ZATION									
DEAAR	TMENT	IEAD: CITY ATTORNEY:			CITY/CLERK:						
	- N			_	1 Sturk						
Signatur	re /	Signature			Signature						
	3/14			-	8/31/17						
Date	J	Date			Date *						



Departn	nent:		Prepared by: (Type	Name/Initial Form)	Date:	Agoura Hills Box Access Stora			Storage Box
Adminis	tration/Pe	rsonnel	Amber Victoria	(AV)	03/16/17	No.: P9Ą		No.: 301	76297
Page No.: 7	Item No.: 6	Record Series Personnel Files	Title and Conten	ts (as listed in F	Records Rete	ntion Sched	dule) :		
	8		t the records prepared :	for destruction (as li	sted below) are	more than tw	o years old an	d/or have i	been retained for
			fied in the Agoura Hill						1
ı			fficient for identification						
1			date. I further certify the ffecting the title of real						
1			r (d) records less than t					-	
		uant to Section 34	090 of the California G	overnment Code. U	Inless otherwise	directed by	the City Clerk	, the meth	od of destruction
shall be sl		Dogommondos	I for Destruction:		I Data of	Records	Citati	~	Destruction
			listed on file label)		From:	To:	Numb		Destruction Date:
Allen, Bı					10/22/03	06/01/07	G. C. 1294		07/01/17
Barari, C					03/04/05	08/14/07	G. C. 1294		07/01/17
Bealer, I	Kelsey			01/03/07	01/23/07	G. C. 1294	6/34090	07/01/17	
Berkma	n, Ken				06/01/04	03/01/07	G. C. 1294	6/34090	07/01/17
Boer, Co	ourtney				09/17/06	07/16/07	G. C. 1294	6/34090	07/01/17
Daniels,	Jeremy				09/07/06	05/01/07	G. C. 1294	6/34090	07/01/17
Dobler,	Michelle				07/07/06	03/27/07	G. C. 1294	6/34090	07/01/17
Falcone	, Tony				09/04/97	07/27/07	G. C. 1294	6/34090	07/01/17
Ginell, C	Cary				12/01/00	07/30/07	G. C. 1294	6/34090	07/01/17
Holl, Ma	itthew				08/22/05	03/20/07	G. C. 1294	6/34090	07/01/17
Klodt, M	latthew				06/13/06	07/01/07	G. C. 1294	6/34090	07/01/17
Lea, Ma	rvin				05/14/07	07/31/07	G. C. 1294	6/34090	07/01/17
Lindley,	Jamie	<u> </u>			05/04/04	07/30/07	G. C. 1294	6/34090	07/01/17
Ma, Dav	⁄id				06/24/02	08/21/07	G. C. 1294	6/34090	07/01/17
Polk, Ke	elly				09/22/04	12/14/07	G. C. 1294	6/34090	07/01/17
Waisbre	en, Benne	tt			08/13/07	02/20/08	G. C. 1294	6/34090	07/01/17
Weaver.	, Timothy				02/25/08	10/31/08	G. C. 1294	6/34090	07/01/17
Weieter	, Cody				03/10/04	10/31/08	G. C. 1294	6/34090	07/01/17
You, We	esley		·		11/07/07	05/22/08	G. C. 1294		07/01/17
	n, Tucso	n	*****	***************************************	08/01/05	08/21/07	G. C. 1294		07/01/17
Zarrabia	n, Vala				06/23/03	08/21/07	G. C. 1294	6/34090	07/01/17
								-w.c.	
			4000 400 400						
-									
ON AU	ITHORI	ZATION							
DERAR	TMENT H	IEAD:	CITY	ATTORNEY:	- 10 a.a	W	CITY CLE	RK:	_
Signatur	re /		Signa	ature	- ru-1	1	Signature		
J. 2223.	3/	117	5		2 n	17			
Date			Date			- ~	Date		
Date Des	struction	of Records Appi	roved by City Coun	cil:		Actual De	struction Da	ate:	



Depart	ment.		Prepared by: (Type Name/Initial Form)	Date:	Agoura Hi	ills Roy	Access	Storage Poy	
1	stration/Pe	ersonnel	Celeste Bird	03/16/17	9 -	IIIS DOV	Access Storage Box No.: N/A		
Page	Item		s Title and Contents (as listed in Re	alamana da anama da a		dule) •	110111117	,	
No.: 7	No.: 7	Recruitment F	•	200100 11010	mion odnoc	<i>iuio)</i> :			
			at the records prepared for destruction (as lis						
the minin	num retentio	n period, as spec	ified in the Agoura Hills Records Retention	Destruction S	chedule adop	ted by Resolu	ition No.	16-1825. The list	
			ufficient for identification, including the retent date. I further certify that the records listed r						
	•		affecting the title of real property or liens the	-	-				
			or (d) records less than two years old; and, to						
		uant to Section 3	4090 of the California Government Code. Ur	nless otherwise	e directed by	the City Clerk,	the meth	od of destruction	
shall be s		Daga serangan da	d for Destruction:	T Data of	Records	Citatio		Doctmark	
			is listed on file label)	From:	To:	Numb		Destruction Date:	
<u> </u>		ern (Accounting		05/26/09	06/30/09	G. C. 34		07/01/17	
				06/01/09	06/30/09	G. C. 34		07/01/17	
		ern (Code Enfo	orcement)	09/25/08	10/09/08	G. C. 34			
	ting Spec				}			07/01/17	
	ting Spec			05/29/09	06/30/09	G. C. 3		07/01/17	
	ite Civil Ei			07/01/09		G. C. 3		07/01/17	
	ınity Band			01/01/09	01/30/09	G. C. 3		07/01/17	
		ces Coordinato	Г	06/10/10	07/13/10	G. C. 3		07/01/17	
	Director			02/01/08	04/07/08	G. C. 3		07/01/17	
Recrea	ion Mana	ger		07/15/10	08/24/10	G. C. 3	4090	07/01/17	
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				1					
			Pro-pulserious	LIODIE				<u> </u>	
1			DESTRUCTION AUT	HORIZAT	ION				
DEPAR	TMENT H	EAD;	CITY ATTORNEY:			CITY CLE	RK:		
<u>_</u>		145	600		-	_\BM	WW		
Signatu	re _ /	. 1. –	Signature 08/23 17			Signature	2112		
Deta	73/1	-117-			-		31/17		
Date			Date			Date			

Actual Destruction Date: _____

Attachment A-3

Records Destruction Request Forms (Administration / Risk Management)



Depart			Prepared by: (Type Name/Initial Form		Agoura Hi	1	s Storage Box			
	stration/Ri	B	Celeste Bird (b)	03/16/17	 	No.: N	/A			
Page	Item	2	es Title and Contents (as listed in		ntion Sched	dule):				
No.: 9		Marine Commission of the Commi	dent Reports & Claims (against the at the records prepared for destruction (as		more than two	a years old and/or hav	to hoon rotained for			
			cified in the Agoura Hills Records Reten	,		•				
includes	a description	n of each record s	sufficient for identification, including the re	tention schedule p	page no., reco	rd series title and con	tents, record dates,			
			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							
			14090 of the California Government Code							
	shredding.									
List of Records Recommended for Destruction: Date of Records Citation Destruction										
····			s listed on file label)	From:	To:	Number:	Date:			
	nt/Incident			01/01/04	12/31/04	G. C. 34090	07/01/17			
X	Storage L		· · · · · · · · · · · · · · · · · · ·	02/01/06		G. C. 34090	07/01/17			
Agoura	Lube & S	mog		02/28/06	1	G. C. 34090	07/01/17			
Bea, M	lim		W-11-11-11-11-11-11-11-11-11-11-11-11-11	07/24/06	10/05/06	G. C. 34090	07/01/17			
Berri, E	Bryan			08/08/06	11/09/06	G. C. 34090	07/01/17			
Chretie	n, Nancy			07/20/07	02/19/08	G. C. 34090	07/01/17			
Claims	, "Who, W	hat,Where & V	Vhen" (training)	08/31/98	08/31/98	G. C. 34090	07/01/17			
Crawfo	rd, Glenn	& Lorraine		06/21/06	12/22/06	G. C. 34090	07/01/17			
Dorkar	n, Ziv			05/19/05	01/31/07	G. C. 34090	07/01/17			
DeSim	one, Bene	dict		08/20/07	01/19/08	G. C. 34090	07/01/17			
Fairall,	Elsa			07/14/09	10/14/09	G. C. 34090	07/01/17			
Fisher,	John & La	aura		04/17/07	04/30/08	G. C. 34090	07/01/17			
Forest	Cove Park	Arson		04/08/07	12/04/07	G. C. 34090	07/01/17			
Gerty,	Family of N	/lichael		07/26/05	08/24/06	G. C. 34090	07/01/17			
Haller,	Jeff			11/10/05	03/27/06	G. C. 34090	07/01/17			
Kay, D	iane			02/22/08	07/02/08	G. C. 34090	07/01/17			
Kemm	erer, Agne	ta		11/07/07	06/17/08	G. C. 34090	07/01/17			
Martell	Molly			03/27/08	03/27/08	G. C. 34090	07/01/17			
Martin,	Sonya			06/25/08	10/18/08	G. C. 34090	07/01/17			
Mercur	y Ins/Cleve	eland Lee		10/25/05	04/28/06	G. C. 34090	07/01/17			
Phillips	, Carol			10/07/06	10/31/07	G. C. 34090	07/01/17			
Rodrig	uez, Sovei	da		02/22/08	07/02/08	G. C. 34090	07/01/17			
Rosen,	Michael			10/23/07	02/12/08	G. C. 34090	07/01/17			
	Rita & Rol	pert		12/28/06		G. C. 34090	07/01/17			
Sack, I				11/15/06		G. C. 34090	07/01/17			
Shokri,				03/11/08		G. C. 34090	07/01/17			
	eonard &	Joan		11/29/07	04/21/08	G. C. 34090	07/01/17			
	s, Dayle			08/24/06		G.C. 34090	07/01/17			
			DESTRUCTION A	UTHORIZAT	TION					
DEPAR	RTMENT !	IEAD:	CITY ATTORNEY:		anne -	CITY CLERK:	Us-			
Signati	ire		Signature OS 128 E		-	Signature 8/3///2	V-C			
-	714	1.0	08/28/6			2/3//12				

Actual Destruction Date: _____



		Matter							
Depart		inte Marriet		oe Name/Initial Form)	Date:	Agoura Hi		1	Storage Box
	stration/Ri		Celeste Bird	<u> </u>	03/16/17			No.: N/A	\
Page No.: 9	item No.: 2	4		ents (as listed in Re	ecords Rete	ntion Sched	lule):		
			st the City) files	ed for destruction (as lis	ted below) are	more than two	vears old and	d/or have	heen retained for
B .				Hills Records Retention			•		
includes	a descriptio	n of each record su	ıfficient for identificat	ion, including the retent	ion schedule p	age no., recor	d series title a	and conter	nts, record dates,
retention	requiremen	ts, and destruction	date. I further certify	that the records listed r	o longer have	any administra	ative, legal, ev	idential, fi	scal, research, or
historic v	alue and an	e not: (a) records a o kont by statuta: o	ffecting the title of re	eal property or liens the n two years old; and, to	reon; (b) court	records on ar	ly subject whe	ere litigation	in is pending; (c)
				n two years old, and, to a Government Code. Ur					
shall be s									
List of	Records	Recommended	l for Destruction	1:	Date of	Records	Citatio	on	Destruction
(Descri	ption or tit	tle of records as	listed on file labe	e <i>l)</i>	From:	То:	Numb	er:	Date:
Turner,	Natalie				07/10/06	11/02/06	G. C. 34	4090	07/01/17
Valeriot	e, Cather	ine (Mercury Ins	surance)		01/18/06	04/24/06	G. C. 34	1090	07/01/17
Winter,	Addie				07/22/03	01/26/06	G. C. 34	4090	07/01/17
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				*					
			Ann Transport (Control Ann Ann Control						
			DEST	RUCTION AUT	HORIZAT	TION			
DEPAR	TMENT	HEAD:	CIT	YATTORNEY:			CITY CLEF	RK:	
		74		(2/5)			1 Ble	MIL	_
Signatu	re		Sig	nature	,		Signature	1,-	
	3/16	13	··············	08/28/19			8131	117	
Date	t	•	Daf	te			Date		7

Actual Destruction Date:



Department: Prepared by: (Type, Name/Initial Form) Date: Agoura Hills Box Access Storage Box							Storage Box		
Administ	ration/Risk	Management	Celeste Bird 💯	03/16/17	No.:A-13	2	No.: 301	76292	
Page	Item		Title and Contents (as listed in Re	cords Rete	ntion Sched	dule):			
No.: 9	No.: 2	Claims (agains		THE STATE OF THE S					
			t the records prepared for destruction (as list fied in the Agoura Hills Records Retention/						
			fficient for identification, including the retention						
			date. I further certify that the records listed n						
			ffecting the title of real property or liens then						
			r (d) records less than two years old; and, to 090 of the California Government Code. Un						
shall be sh		suarit to Section 54	090 of the Camorna Government Code. On	ess onierwise	anecied by i	the City Clerk,	ine mem	od or destruction	
List of Records Recommended for Destruction: Date of Records Citation Destru									
(Descrip	tion or titi	le of records as	listed on file label)	From:	То:	Numb	er:	Date:	
Abu-Dal	u, Dr. Jos	seph		04/04/09	07/26/11	G. C. 34	1090	07/01/17	
Amirans	ari, Giti			04/18/10	06/09/11	G. C. 34	1090	07/01/17	
Berl, Ele	enore			06/07/10	12/31/11	G. C. 34	1090	07/01/17	
Bray, Ch	narles			11/10/10	01/27/11	G. C. 34	1090	07/01/17	
Buron, T	yler			05/26/11	10/16/11	G. C. 34	1090	07/01/17	
Daily, He	elen			01/06/11	12/11/11	G. C. 34	07/01/17		
De Souz	za, Rosa			01/10/11	01/27/12	G. C. 34	1090	07/01/17	
Edison,	Southern	California		12/07/10	07/14/11	G. C. 34	1090	07/01/17	
Fischer,	Michele			02/25/11	02/28/12	G. C. 34	1090	07/01/17	
Flesch, I	Emily			07/24/10	03/10/12	G. C. 34	1090	07/01/17	
Fletcher	, Michelle)		09/11/07	01/13/10	G. C. 34	07/01/17		
Hood, Jo	ohn			02/22/11	03/11/11	G. C. 34	1090	07/01/17	
Labrum,	Cathy			12/02/11	10/17/12	G. C. 34	4090	07/01/17	
Ladin, H	larold			03/06/11	10/14/11	G. C. 34	1090	07/01/17	
Miller, E	lizaber (E	nterprise Rent-	A-Car)	09/23/11	02/29/12	G. C. 34	1090	07/01/17	
Monsou	r, Rami			03/21/11	04/22/11	G. C. 34	1090	07/01/17	
Parker, l	Esther			07/20/10	08/24/11	G. C. 34	1090	07/01/17	
		ce (3848)		04/18/10	06/01/11	G. C. 34	1090	07/01/17	
Pike, Da	rlene			04/06/10	07/02/10	G. C. 34	1090	07/01/17	
Riberdy,	Sharon			11/08/10	02/03/11	G. C. 34	1090	07/01/17	
Rogers,	Jennifer			04/20/11	12/31/12	G. C. 34	4090	07/01/17	
Rojas, J				08/29/09	12/01/11	G. C. 34	4090	07/01/17	
Schuste				01/01/11	12/30/11	G. C. 34	4090	07/01/17	
Tucker,	Francis			05/10/10	11/23/10	G. C. 34	4090	07/01/17	
	, Robert			12/02/09	06/08/10	G. C. 34		07/01/17	
Wyner, Eric 02/08/11 08/24/11 G. C. 34090 07/01/17								07/01/17	
,						·	*****		
			DESTRUCTION AUT	LODIZAT	TON				
			DESTRUCTION AUT	NUKIZA I	IUN				

DEPARTMENT HEAD:	CITY ATTORNEY:	CITY CLERK:
Signature 3 / N / 1.7	Signature OF .28 .17	Signature 8/31/17
Date	Date	Date
Date Destruction of Records Approved	l by City Council:	Actual Destruction Date:



Department: Prepared by: (Type Name/Initial Form)	Date:	Agoura Hi	lls Box	I	Storage Box
Administration/Risk Management Kimberly M. Rodrigues	06/16/17	<u> </u>		No.: N/A	
PageItemRecord Series Title and Contents (as listed in ReNo.:11No.: 10Southern California Joint Powers Insurance Authori					
By my initials above, I hereby certify that the records prepared for destruction (as liste		The state of the s		d/or have b	een retained for
the minimum retention period, as specified in the Agoura Hills Records Retention/			-		
includes a description of each record sufficient for identification, including the retention					
retention requirements, and destruction date. I further certify that the records listed no					
historic value and are not: (a) records affecting the title of real property or liens then records required to be kept by statute; or (d) records less than two years old; and, to				_	
to destroy same pursuant to Section 34090 of the California Government Code. Un					
shall be shredding.		, anotica by t	no only crom,	and mound	u 0, u001111011011
List of Records Recommended for Destruction:	Date of	Records	Citati	on	Cutoff
(Description or title of records as listed on file label)	From:	То:	Numb	er:	Date:
Application for City and Facility - Sample Template	1989	1989	G. C. 34	4090	06/30/17
Correspondence	1988	1988	G. C. 34	4090	06/30/17
Correspondence	1996	1996	G. C. 34	4090	06/30/17
Correspondence	1997	1997	G. C. 3	4090	06/30/17
Correspondence	1998	1998	G. C. 3	4090	06/30/17
Correspondence	1999	1999	G. C. 34	4090	06/30/17
The Authority - Risk Management New and Information	May-92	May-92	G. C. 3	4090	06/30/17
The Authority - Risk Management New and Information	Jul-92	Jul-92	G. C. 3	4090	06/30/17
The Authority - Risk Management New and Information	Oct-92	Oct-92	G. C. 3	4090	06/30/17
The Authority - Risk Management New and Information	Dec-92	Dec-92	G. C. 3	4090	06/30/17
The Authority - Risk Management New and Information	Feb-93	Feb-93	G. C. 3	4090	06/30/17
The Authority - Risk Management New and Information	Apr-93	Apr-93	G. C. 3		06/30/17
The Authority - Risk Management New and Information	Jun-93	Jun-93	G. C. 3		06/30/17
The Authority - Risk Management New and Information	Aug-93	Aug-93	G. C. 3		06/30/17
The Authority - Risk Management New and Information	12/01/93	12/01/93	G. C. 3		06/30/17
The Adillotty - Nisk Management New and Information	12/01/00	12/01/00	<u> </u>	4000	00/00/17
			<u> </u>		
				· · · · · · · ·	
DESTRUCTION AUT	HORIZAT	ION			
- 7	i i Otti <i>LA</i> i		AI=		
DEPARTMENT HEAD: CITY ATTORNEY:			CITY CLE	RK:	2
Signature		-	Signature,	aru	
Signature 3 Signature 08 • 28 · 1	7		Signature $\mathcal{L}^{1/3}$	31/12	
Date Date	<i>y</i>		Date	. ///	

Actual Destruction Date: _____

Attachment A-4 Records Destruction Request Forms (Administration / Transportation)



Department:	Prepared by: (Type Name/Initial Form	· .	Agoura Hil		Access	Storage Box
Administration/Transport			No.: CS-268		No.: 00	0131766
No.: 12 No.: 2 Progra	d Series Title and Contents (as listed in Files (City-Participation)					
By my initials above, I hereby	certify that the records prepared for destruction (a.	s listed below) are	more than two	years old an	d/or have I	been retained for
the minimum retention period,	, as specified in the Agoura Hills Records Reten	tion/Destruction S	Schedule adopte	ed by Resolu	ition No. 1	16-1825 The list
retention requirements, and de	record sufficient for identification, including the re estruction date. I further certify that the records list	tention schedule p ed no longer have	page no., record	d series title a	and conten	ts, record dates,
historic value and are not: (a)	records affecting the title of real property or liens	thereon: (b) court	any administra records on an	uve, iegai, ev v subiect whe	iaeniiai, fis ere litigatio	ical, research, or n is pending: (c)
records required to be kept by	statute; or (d) records less than two years old; and	d, to my knowledge	e, are no longei	r required by	the City, Li	request authority
to destroy same pursuant to S	Section 34090 of the California Government Code	. Unless otherwise	e directed by th	ne City Clerk,	the metho	od of destruction
shall be shredding.	mended for Destruction:	Dete of	Dagarda I	0:4-4:		
	cords as listed on file label)		Records To:	Citatio		Cutoff
	consiliation Sheets 2011: Jan-June	From: 01/01/11	06/30/11	Numb		Date:
Didi / Tride Trip Fare Net	consiliation offeets 2011. Jan-June	01/01/11	06/30/11	G. C. 34	1090	06/30/17

	DESTRUCTION AL	JTHORIZAT	ION			
DEPARTMENT HEAD:	CITY ATTORNEY:			HTV OLED	17-	
Anna	CITT ATHORNET:		C	ITY CLER	n:	_
Signature	Signature			ignature,	14 m	
813/17	Signature 08 · 28 · 17	•			31/12	
Date	Date		Ī	ate	- 111	
Date Destruction of Record	ds Approved by City Council:		Actual Dest		e: ^	
				u		



Department: Administration/Tr	ansportation	Prepared by: (Type Na Cynthia L. Polich	ame/Initial Form)	Date:	Agoura Hil			Storage Box
					No.: CS-272		No.: (1)(131768
Page Item No.:12 No.: 2	Program Files	s Title and Contents (City-Participation)	s (as iisted in Re	cords Rete	ntion Schedu	ule) :		
		at the records prepared for	destruction (as list	ed helow) are	more than two	vears old an	dar have t	oon rate in the
tne minimum retentio	on period, as spec	ified in the Agoura Hills i	Records Retention/	Destruction S	chedule adonte	ed by Resolu	tion No. 16	3-1825 The line
inciuaes a descriptio	n of each record su	ıfficient for identification, i	ncluding the retenti	on schedule r	age no., record	l series title a	nd content	e record datas
retention requirement	ts, and destruction	date. I further certify that	the records listed n	o longer have	any administrat	tive legal evi	idential fied	al research or
nistoric value and ar	e not: (a) records a	affecting the title of real pr	operty or liens ther	eon; (b) court	records on any	subject whe	re litigation	is nending: (c)
recoras requirea to b	e kept by statute; o	r (d) records less than two	years old; and, to	my knowledae	e, are no longer	required by t	he City I re	anuest authority
to destroy same pur: shall be shredding.	suant to Section 34	1090 of the California Gov	rernment Code. Un	less otherwise	e directed by th	e City Clerk,	the method	d of destruction
	Docommondo	d for Destruction:						
					Records	Citatio	1	Cutoff
		listed on file label)		From:	To:	Numb	er:	Date:
Dial A Ride Trip F	are Reconciliat	ion Sheets 2011: Jul	-Dec	01/01/11	12/31/11	G. C. 34	-090	06/30/17
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							—— <u>—</u>	
								
		DECTRU	CTION AUT	IODIZAT				
		DESIRU	CTION AUTH	IUKIZAI	IUN			
EPARTMENT H	EAD:	CITY A	TORNEY!		С	ITY CLERI	K:	
TIMEX						(BM)	M	
Signature	1	Signatur	e .	7/	S	ignature,		
~ / 1	11/	e e	8.28.1	1		×1.31	112	
ate	1	Date		*****	D	ate		
ate Destruction o	f Records Appro	oved by City Council:			Actual Destr			
~~~		a wy Gily Gullillil.			wellial Doctr	・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・	3 -	

### Attachment A-5

Records Destruction Request Forms (Building & Safety)



Depart	ment:		Prepared by: (Type Name/Initial Form)	Date:	Ageure Hill	s Boy In-	on Character D
, -	and Safe	2 <b>†</b> \/	Karen Sanders	01/31/17	Agoura Hill	ı	ss Storage Box
	Item	Ţ <u>Ĺ</u>			A	No.: N	V/A
Page	No.: 8		s <b>Title and Contents</b> (as listed in Recce Chronological Files	ecoras Hete	ention Sched	ule):	
			t the records prepared for destruction (as list	ad halaw) ara	mara than two	waara ald and/av ha	
the minin	num retentic	on period, as speci	ified in the Agoura Hills Records Retention/	eu below) are Destruction S	more man two Schedule adopt	years old and/or na ed by Resolution No	ve been retained for n 16-1825. The list
includes a	a descriptioi	n of each record su	fficient for identification, including the retenti	on schedule p	page no., record	d series title and con	tents, record dates
retention	requirement	s, and destruction o	date. I further certify that the records listed n	o longer have	any administra	tive, legal, evidential	, fiscal, research, or
historic v	alue and are	e not: (a) records a	iffecting the title of real property or liens ther	eon; (b) coun	records on an	y subject where litiga	ation is pending; (c)
records r	equired to b	e kept by statute; (	(d) records less than two years old; (e) the r	ninutes, ordin	ances or resolu	itions of the legislati	e body or of a City
			rledge, are no longer required by the City. I				ection 34090 of the
			erwise directed by the City Clerk, the method	H			
1			d for Destruction:	Date of	Records	Citation	Cutoff
		le of records as	listed on file label)	From:	То:	Number:	Date:
Sign-In	Sheets			1/1/15	12/31/15	G. C. 34090	06/30/17
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		744444					
			DESTRUCTION AUT	HORIZA	TION		
DEPAR	TMENT	HEAD:	CITY ATTORNEY:			CITY CLERK:	1
Signatu	re		Signature			Signature	
•	7-78-	/フ	Signature 08.28.13		'	8/31/1	7
Date	-00-1	<u>' _/</u>	Date		-	Date	j
Date De	struction	of Records Appi	roved by City Council:		Actual Des	struction Date:	

# Attachment A-6 Records Destruction Request Forms (City Clerk)



Depar	tment:	-	Prepared by: (Type Name/Initial For		Agoura Hi		ess Storage Box
City CI	erk		Kimberly M. Rodrigues	06/02/17	No.: CC-5	/A-127 No.:	40268707
Page	Item	Record Ser	i <mark>es Title and Contents</mark> (as listed i	n Records Rete	ntion Sched	dule):	
No.: 1	No.: 4		r's Department - City Department			NOTE THE PROPERTY OF THE PROPE	411-17-18-18-18-18-18-18-18-18-18-18-18-18-18-
			that the records prepared for destruction (a	•			
		•	ecified in the Agoura Hills Records Rete sufficient for identification, including the n				
	•		n date. I further certify that the records lis				•
	•		s affecting the title of real property or liens	-			
	,		; or (d) records less than two years old; ar		_		
	-	suant to Section	34090 of the California Government Cod	e. Unless otherwise	e directed by	the City Clerk, the r	method of destruction
	shredding.	Pecommend	ed for Destruction:	I Date of	Records	Citation	Cutoff
			as listed on file label)	From:	To:	Number:	Date:
- OLIVERNO PROPERTY NAMED IN COLUMN				1983	1997	G. C. 34090	
		d State Regu	ents - Correspondence	1985	1997	G. C. 34090 G. C. 34090	
		nsumer Comp		1996	1997	G. C. 34090	
		nchise Negot		1994	1997	G. C. 34090	
		vice & Opera	tions	1984	1997	G. C. 34090	
	Stephen's	video		1994	1997	G. C. 34090	
Cable/	ICI			1994	1997	G. C. 34090	06/30/17
			WATER CONTROL OF THE				
			MANAGER AND THE COLUMN TO THE				
<del></del>			MENANTHAN PROPERTY AND A CONTRACT OF THE CONTR				
			***************************************				
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			DESTRUCTION A	IITHORIZAT	TION .		
				<b>*</b>			
DEPA	RIMENT	ŀEAD:	CITY ATTORNEY	-		CITY CLERK:	
	MUIH				~	Signatura	4
Signat	1121.12	17	Signature. OF 17113			Signature 8/31//	2
Date	· 10010	11 <i>t</i>			-	Date	
Date			Date			บสเษ	

Actual Destruction Date: _____



Depart	mont:		Prepared by: (Type Name/Initial Form)	Date:	Agoura Hi	ille Boy IA	cess Storage Box
City Cle			Kimberly M. Rodrigues	1	No.: N/A	1	.: N/A
		In	A				IV/A
Page No.: 23	Item No.: 21		s Title and Contents (as listed in R ce Chronological Files	ecoras Rete	ention Sched	aule):	
and the state of t	- Land and the second	A	at the records prepared for destruction (as lis	ted below) are	more than tw	o years old and/or	have been retained for
the minin	num retentic	n period, as spec	ified in the Agoura Hills Records Retentior	/Destruction S	Schedule adop	ted by Resolution	No. 16-1825. The list
	-		ufficient for identification, including the reten				
			date. I further certify that the records listed a affecting the title of real property or liens the				
		, ,	(d) records less than two years old; (e) the				
	•		vledge, are no longer required by the City.			-	
California	Governmer	nt Code. Unless oth	nerwise directed by the City Clerk, the metho	d of destructio	n shall be shre		
			d for Destruction:	Date of	Records	Citation	Cutoff
(Descri	ption or tit	le of records as	listed on file label)	From:	То:	Number:	
Corres	ondence			1990	1994	G. C. 3409	
Corres	ondence			2003	2003	G. C. 3409	06/30/17
Corres	ondence			2004	2004	G. C. 3409	06/30/17
Corres	ondence			2005	2005	G. C. 3409	06/30/17
Corres	ondence			2009	2009	G. C. 3409	00 06/30/17
Corres	ondence			2011	2011	G. C. 3409	00 06/30/17
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		·					
					<b>†</b>		
					<u></u>		
			DESTRUCTION AUT	THORIZA	TION		
DEPAR	TMENT H	IEAD:	CITY ATTORNEY!			CITY/ÇLERK:	
	Man	12				(BHAI	W
Signatu	re	-	Signature		_	Signature	
	41261	2017	Of 28 13	r		8 31	17
Date	•	-	Date			Date	

Actual Destruction Date: _____



Departn	nent:		Prepared by: (Type Name/Initial Form)	Date:	Agoura Hi	lls Box	Access S	Storage Box		
City Cler	ʻk		Kimberly M. Rodrigues (W	05/19/17	No.: N/A		No.: N/A			
Page	ltem	Record Series	Title and Contents (as listed in Re	cords Rete	ntion Sched	lule):				
No.: 24			ds - Election Administration Files							
			t the records prepared for destruction (as list							
			fied in the Agoura Hills Records Retention/ fficient for identification, including the retenti							
			date. I further certify that the records listed n							
historic va	lue and are	not: (a) records a	ffecting the title of real property or liens ther	eon; (b) court	records on an	ny subject whe	ere litigation	n is pending; (c)		
8			(d) records less than two years old; and, to					1		
		uant to Section 34	090 of the California Government Code. Un	iess otherwise	e directed by t	ne City Clerk,	the metho	d of destruction		
shall be shredding.  List of Records Recommended for Destruction:  Date of Records  Citation  Cutoff										
			listed on file label)	From:	To:	Number:		Date:		
***************************************		bsentee Ballots	/ ^	1992	1992	G. C. 34		06/30/17		
		llots (form on		1996	1996	G. C. 34		06/30/17		
<del></del>		anization Files		2003	2003	G. C. 34		06/30/17		
		7	Working Alle)	2005	2005	G. C. 34		06/30/17		
			on Calendar (November 8, 2005)	11/08/05	11/08/05	G. C. 34		06/30/17		
			be Performed (City's Responsibilities)	11/08/05	11/08/05	G. C. 34		06/30/17		
			eduled Elections	2005	2005	G. C. 34		06/30/17		
<del></del>		×	g System (InkaVote)	11/08/05	11/08/05	G. C. 34	06/30/17			
			ace Report by City	11/08/05	11/08/05	G. C. 34		06/30/17		
		<del></del>	Ballot Group for Agoura Hills	11/08/05	11/08/05	G. C. 34	4090	06/30/17		
			sentee Ballots Info	11/08/05	11/08/05	G. C. 34	4090	06/30/17		
FPPC N	ovember	8, 2005 Election	n Filing Schedule	11/08/05	11/08/05	G. C. 34	4090	06/30/17		
Californi	a Election	ns Code		2004	2004	G. C. 34	4090	06/30/17		
Commu	nications	with FPPC - 20	07 General Municipal Election	2006	2006	G. C. 34	4090	06/30/17		
		ystems - Election	· · · · · · · · · · · · · · · · · · ·	03/02/99	03/02/99	G. C. 34	4090	06/30/17		
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Cien et	<u>Lun V</u>	7			<b>.</b> .	Signatura	UIVE			
Signatur	2/0/2	012	Signature 17			Signature 8/3/	112			
Date	4/2		Date		-	Date	111			

Actual Destruction Date: _____



Depart	ment:		Prepared by: (Type Name/Initial Form)	Date:	Agoura Hi	lls Box	Access S	Storage Box
City Cle					No.: N/A		No.: N/A	-
Page	Item	Record Series	s Title and Contents (as listed in F			lule) :		
		Election Reco	•	.500,007,000		, •		
By my in the minir includes retention	itials above, num retentic a descriptior requirement	I hereby certify that in period, as spec in of each record su s, and destruction	It the records prepared for destruction (as li ified in the Agoura Hills Records Retentio ufficient for identification, including the reter date. I further certify that the records listed	n/Destruction S ntion schedule µ no longer have	Schedule adopt page no., recor any administra	ed by Resolu d series title a ative, legal, ev	ution No. 1 and content vidential, fis	6-1825. The list 's, record dates, cal, research, or
records r to destro	equired to be y same purs	e kept by statute; o	iffecting the title of real property or liens th r (d) records less than two years old; and, t 1090 of the California Government Code. U	to my knowledg	e, are no longe	r required by	the City. I r	equest authority
	hredding.	Pacammanda	d for Destruction:	Date of	Records	Citati	on I	Cutoff
			: listed on file label)	From:	To:	Numb	1	Date:
			lating Existing Pole Signs	1993	1993	G. C. 3		06/30/17
remon	s - muative	Weasure - Negu	rating Existing Fore Orgina	1000	1000	G. G. G	1000	00/00/17
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			DESTRUCTION AU	THORIZA	TION			
(	RTMENT H	HEAD:	CITY ATTORNEY:			CITY/CLEI	RK: WW	
Signatu	ire 7/2/1	2017	Signature 28 · 17			Signature 8/3	1/17	
Date	-	•	Date			Date		

Actual Destruction Date:



				10-/	A	U- D 1		~	
Departi			Prepared by: (Type Name/Initial Form)	Date:	Agoura Hi	1		ess Storage Box	
City Cle			Kimberly M. Rodrigues	05/19/17			No.: N/A		
Page	Item No.: 29		<b>s Title and Contents</b> (as listed in Red ds - Rosters and Indexes	ecords Rete	ntion Sched	lule) :			
			t the records prepared for destruction (as list	ed below) are	more than two	years old and	d/or have b	een retained for	
the minin	num retentio	n period, as speci	fied in the Agoura Hills Records Retention	Destruction S	chedule adop	ted by Resolu	tion No. 1	6-1825. The list	
			fficient for identification, including the retenti						
			date. I further certify that the records listed n						
			ffecting the title of real property or liens ther r (d) records less than two years old; and, to						
			090 of the California Government Code. Un						
shall be s		dane to cochon or	out of the camerna coronners code. on	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		only only			
		Recommended	I for Destruction:	Date of	Records	Citatio	on	Cutoff	
(Descrip	otion or titi	e of records as	listed on file label)	From:	To:	Numb	er:	Date:	
County	of Los An	geles Final List of	Qualified Candidates to Appear on Ballot	11/07/00	11/07/00	E. C. 17	300	06/30/17	
		geles Measures		11/07/00	11/07/00	E. C. 17	7300	06/30/17	
County	of Los An	geles Index to F	Register of Voters (March Election)	03/05/02	03/05/02	E. C. 17	7300	06/30/17	
		×	ace Location List	03/05/02	03/05/02	E. C. 17	7300	06/30/17	
		×	ace Report by City	03/05/02	03/05/02	E. C. 17	7300	06/30/17	
		<del></del>	and Ballot Group (Agoura Hills)	03/05/02	03/05/02	E. C. 17	7300	06/30/17	
		geles Street Ind		03/05/02	03/05/02	E. C. 17	7300	06/30/17	
County	0, 200 / 11	90.00 01.000							
			A CONTRACTOR OF THE PROPERTY O			***************************************			
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	and out the law of the law.	and the control of th				ting the state of	State of the state		
			DESTRUCTION AUT	<b>HORIZA</b> 1	ION				
DEPAR	TMENT H	IFAD:	CLEY ANTORNEY:	TO THE OWNER OF THE PARTY OF TH	A second	CITY CLEE	RK:		
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Signatu	re		Signature		-	Signature ,	-0~1 807		
7	teston	17	06.38.17				31/17	-	
Date	Date Date Date								

Actual Destruction Date:



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Depart			Prepared by: (Type Name/Initial Form)	Date:	-	1		Access Storage Box	
City Cle			Kimberly Rodrigues	Anni wasani wa walio wal	No.: N/A		No.: N/A		
Page No.: 25	Item No.: 30	Record Series Equipment File	s Title and Contents (as listed in Re es	cords Rete	ntion Sched	dule):			
			t the records prepared for destruction (as list						
			fied in the Agoura Hills Records Retention/						
			fficient for identification, including the retenti						
			date. I further certify that the records listed n ffecting the title of real property or liens ther						
			d) records less than two years old; (e) the n						
			rledge, are no longer required by the City. I						
			erwise directed by the City Clerk, the method						
List of	Records	Recommended	for Destruction:	Date of	Records	Citatio	Cutoff		
(Descri	ption or titi	e of records as	listed on file label)	From:	То:	Numb	er:	Date:	
MGI Vi	deoWave :	3.5 for Windows	s Instructions	2003	2003	G. C. 34	1090	06/30/17	
Accura	te Switchb	oard Data Colle	ection Server Software Guide	2003	2003	G. C. 34	1090	06/30/17	
		ode for Beginne		2003	2003	G. C. 34	1090	06/30/17	
HTML (	<del></del>	Jao tor Boginno		2003	2003	G. C. 34		06/30/17	
		2000 Bible Qui	ak Start	2000	2000	G. C. 34		06/30/17	
			CK Start	<del></del>		G. C. 34			
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			VIII.						
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			DESTRUCTION AUT	HORIZA	TION				
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DEPAR	RTMENT H	IEAD:	CITY ATTORNEY:			CITY CLEI	1. M.	_	
Signati	ro vr	-	Signature		-	Signature	MM		
Signatu	1/26/26	7/7_	Signature 25. P			Signature 8/3/	1/12		
Date	10019	<u>'' 7</u>	Date		_	Date		*	
Jaic			Date			<b></b>			

Actual Destruction Date: _____



Department:		Prepared by: (Type Name/Initial Form)	Date:	Agoura Hills Box		Access Storage Box	
City Clerk		Kimberly M. Rodrigues	05/30/17	No.: N/A		No.: N/A	
Page Item	Record Series	Title and Contents (as listed in Re	ecords Rete	ntion Sched	lule):		
- :	Organizations	Files - Government Agencies					
		t the records prepared for destruction (as list					
	•	fied in the Agoura Hills Records Retention					
		fficient for identification, including the retent late. I further certify that the records listed n					
		ffecting the title of real property or liens the					
		(d) records less than two years old; and, to					
to destroy same purs	suant to Section 34	090 of the California Government Code. Ur	less otherwise	e directed by t	he City Clerk,	the metho	od of destruction
shall be shredding.			P. D. C.	D 1 - 1	O:4-4:	Marine	O t
		for Destruction:		Records	Citati		Cutoff
		listed on file label)	From:	To:	Numb	·	Date:
		Good Government Guide	2007	2008	G. C. 3		06/30/17
City of Laguna Hills	s - Record Retent	ion/Disposition Schedule	1999	1999	G. C. 3		06/30/17
2005-2006 Civil Gr	and Jury, County	of Los Angeles, Final Report	2005	2006	G. C. 3	4090	06/30/17
County of Los Angele	s Correspondence	(Touchscreen Voting System)	2001	2001	G. C. 3	4090	06/30/17
County of Los Angele	s Correspondence	(VIMS Lite Pilot Program)	2001	2001	G. C. 3	4090	06/30/17
County of Los Angele	s Correspondence	(Subdivision Improvement Bonds)	2004	2004	G. C. 3	4090	06/30/17
County of Los Angeles 2002 Fire Code; Title 13				2002	G. C. 3	4090	06/30/17
FPPC California Political Reform Act of 1996 "Prop. 208"				1996	G. C. 3	4090	06/30/17
				Feb 01	G. C. 3	4090	06/30/17
FPPC Bulletin - Volume 27, No. 1 FPPC Statements of Economic Interests Article II List			2006	2006	G. C. 3	4090	06/30/17
			1997	1997	G. C. 3	4090	06/30/17
FPPC Workshop for	r City and County C	lerks - Duties of Filing Officer/Official	2006	2006	G. C. 3	4090	06/30/17
FPPC Filing Office			2006	2006	G. C. 3	4090	06/30/17
FPPC Filing Officers	s Duties - Workshop	o for City, County, Multi-County Agencies	2011	2011	G. C. 3	4090	06/30/17
City of Calabasas	s - Ralph M. Bro	wn Act	1994	1994	G. C. 3	4090	06/30/17
California Attorne	y General - Ope	en Meeting Laws	1984	1984	G. C. 3	4090	06/30/17
California Commiss	sion on Campaigr	r Financing - The New Gold Rush	1985	1985	G. C. 3	4090	06/30/17
Secretary of State	e - Procedure for	Recalling State and Local Officials	1997	1997	G. C. 3	4090	06/30/17
Secretary of State	e - Official Votin	g Information Guide	11/07/00	11/07/00	G. C. 3	4090	06/30/17
Secretary of State	e - Signature Ve	rification Guidelines	2001	2001	G. C. 3	4090	06/30/17
City of Thousand	Oaks - Cable T	V Ordinances/Franchises	2012	2012	G. C. 3	4090	06/30/17
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	DESTRUCTION AUTHORIZAT	TON
DEPARTMENT HEAD:	CITY ATTORNEY:	CITY CLERK:
Signature / 26/20/7	Signature 08.28.P	Signature 8   31   17
Date	Date	Date
Date Destruction of Records Approved by Ci	ty Council:	Actual Destruction Date:



Department:			Prepared by: (Type Name/Initial Form)	Date:	Agoura Hills Box Access Sto		Storage Box	
City Cle	rk		Kimberly Rodrigues 🔌	07/25/17	No.: N/A No.: N/A		Α	
Page	Item		Title and Contents (as listed in Re	ecords Rete	ntion Schea	lule):		
			Files - Professional Organizations			W		
			the records prepared for destruction (as list					
			fied in the Agoura Hills Records Retention.					
			fficient for identification, including the retent late. I further certify that the records listed n					
	•		face. Truther certify that the records listed h					. 1
		` '	d) records less than two years old; (e) the r				_	
	•		ledge, are no longer required by the City. I				-	
			erwise directed by the City Clerk, the method					
(Carrier III and Carrier III and Carrier III and Carrier III			l for Destruction:		Records	Citati	on	Destruction
(Descrip	tion or titi	e of records as	listed on file label)	From:	To:	Numb	er:	Date:
			: Customer Retrieval Reports	2001	2002	G. C. 3	4090	01/01/17
		on Management		2013	2013	G. C. 3		01/01/17
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		ilitation or an annual contract of the contrac						
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			DESTRUCTION AUT	HORIZAT	ION			
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	VLAN	<u> </u>		~>	_	WHA	14	
Signatur	·ġ,		Signature 05.25.13	/	-	Signatyre	1	
	H26121	17	04.79.17			8131	117	
Date		·	Date			Date		
	struction	of Records Appr	oved by City Council:		Actual Des	struction Da	ite:	



Department:			laren.	Date: Agoura Hii		1		_
City Cle	Y		Kimberly Rodrigues	01/27/17	Acidon acido en la constitución de la constitución		No.: N/	1
Page	Item		Title and Contents (as listed in Re	cords Rete	ntion Sched	dule):		
	_8	,	Files - Professional Organizations				.,	
•			t the records prepared for destruction (as liste fied in the Agoura Hills Records Retention/I					
8			fficient for identification, including the retention					
5	· ·		date. I further certify that the records listed no					
			ffecting the title of real property or liens there					1
i .			d) records less than two years old; (e) the m					- 1
			rledge, are no longer required by the City. I a erwise directed by the City Clerk, the method			•	in to sect	1011 34090 OI the
California Government Code. Unless otherwise directed by the City Clerk, the method of List of Records Recommended for Destruction:				g	Records	Citation		Cutoff
(Descrip	otion or titi	le of records as	listed on file labe() DUDI (Carlus)	From:	To:	Numb	er:	Date:
		er - Public Rec		2000	2000	G. C. 34	4090	06/30/17
		ns Report	***	2007	2007	G. C. 34	4090	06/30/17
Californ	ia Election	ns Report (Seile	er) - Volume 1, Issue 2	Feb-00	Feb-00	G. C. 34	4090	06/30/17
			er) - Volume 1, Issue 3	Mar-00	Mar-00	G. C. 34		06/30/17
			er) - Volume 1, Issue 5	Jun-00	Jun-00	G. C. 34		06/30/17
			er) - Volume 1, Issue 7	Aug-00	Aug-00	G. C. 34		06/30/17
			er) - Volume 1, Issue 8	Sep-00	Sep-00	G. C. 34		06/30/17
			er) - Volume 1, Issue 9	Nov-00	Nov-00	G. C. 34		06/30/17
		<u>-</u>	er) - Volume 1, Issue 10	Dec-00	Dec-00	G. C. 34		06/30/17
			er) - Volume 1, Issue 11	Dec-00	Dec-00	G. C. 34		06/30/17
			er) - Volume 2, Issue 1	Jan-01	Jan-01	G. C. 34		06/30/17
			er) - Volume 2, Issue 3	Apr-01	Apr-01	G. C. 34		06/30/17
			er) - Volume 2, Issue 4	May-01	May-01	G. C. 34		06/30/17
		<del></del>	er) - Volume 2, Issue 5	Jun-01	Jun-01	G. C. 34	4090	06/30/17
			er) - Volume 2, Issue 6	Jul-01	Jul-01	G. C. 34		06/30/17
			er) - Volume 2, Issue 9	Nov-01	Nov-01	G. C. 34	4090	06/30/17
Californ	ia Electior	ns Report (Seile	r) - Volume 2, Issue 10	Dec-01	Dec-01	G. C. 34	4090	06/30/17
Californ	ia JPIA - ⁻	The Write Stuff	Workshop	2007	2007	G. C. 34	4090	06/30/17
-		Fraining Acader		2007	2007	G. C. 34		06/30/17
		Norkshop Cata		2007	2007	G. C. 34		06/30/17
		•						
			DESTRUCTION AUTI	HORIZAT	TION			
DEPAR	TMENT	IEAD:	CITY ATTORNEY!			CIŢY _I ÇĻĒF	RK:	
B	Harle				-	(KM	W	
Signatu	re		Signature	_		Signature		
	1/26/20	/7	08.28.17		_	813	1117	
Date	,	•	Date			Date		

Date Destruction of Records Approved by City Council: _____

Actual Destruction Date: _____



Department:			Prepared by: (Type Name/Initial Form)	Date:	Agoura Hi		Storage Box
City Cle	erk		Kimberly Rodrigues (4)	01/27/17	No.: N/A	No.: N	Α
Page	Item		Title and Contents (as listed in F	Records Rete	ntion Sched	dule):	
			Files - Professional Organizations the records prepared for destruction (as li	sted helow) are	more than two	o vears old and/or have	heen retained for
			fied in the Agoura Hills Records Retentio				
includes	a descriptior	n of each record su	fficient for identification, including the reter	ntion schedule p	age no., reco	rd series title and conte	nts, record dates,
	•		date. I further certify that the records listed				
		, ,	ffecting the title of real property or liens the d) records less than two years old; (e) the				
	-		rledge, are no longer required by the City.				-
California	Governmer	nt Code. Unless oth	erwise directed by the City Clerk, the metho			dding.	
			I for Destruction:	Date of	Records	Citation	Cutoff
(Descri	ption or tit	le of records as	listed on file label)	From:	To:	Number:	Date:
*CCAC	- Annual (	Conference Mat	terials	1999	1999	G. C. 34090	06/30/17
CCAC	<ul> <li>Directory</li> </ul>	Changes		Oct - 00	Oct - 00	G. C. 34090	06/30/17
CCAC	<ul> <li>Directory</li> </ul>	Changes		Feb - 01	Feb - 01	G. C. 34090	06/30/17
CCAC	- The Offic	ial Word, Volun	ne 1, Issue 10	Oct - 00	Oct - 00	G. C. 34090	06/30/17
CCAC -	- The Offic	ial Word, Volun	ne 1, Issue 8	Aug - 01	Aug - 01	G. C. 34090	06/30/17
CCAC -	- Website	Job Announcen	nent Invoices	2014	2015	G. C. 34090	06/30/17
*GCCC	A - First Ba	ank of San Luis C	Dbispo Checkbook - Closed Acct	1993	1993	G. C. 34090	06/30/17
GCCCA	A - The Nev	w Brown Act - The	e City Clerk's Perspective	1994	1994	G. C. 34090	06/30/17
GCCC	A - County	Commerce Bar	nk Account - Closed	1996	2009	G. C. 34090	06/30/17
GCCCA	A - County	Commerce Bank	Checkbook - Closed Acct	2017	2017	G. C. 34090	06/30/17
*ICMA	- Councilm	nember Orientat	tion Guide	1989	1989	G. C. 34090	06/30/17
*SCCC	A - 1993 F	Revisions to the	Ralph M. Brown Act	1994	1994	G. C. 34090	06/30/17
SCCCA	\ - Genera	l Meeting, San I	Buenaventura (AUN da )	09/20/07	09/20/07	G. C. 34090	06/30/17
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*CCAC	- City Clerk	s Association of	California				
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		al City Managem					<del></del>
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and the second second			DESTRUCTION AU	I HORIZAT	ION	erikania erikania kenda kenda da araba	
DEPAR	TMENT H	IEAD:	CITY ATTORNEY:	_		CITY CLERK:	

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



Departi	nent:	Prepared by: (Type Name	e/Initial Form)	Date:	Agoura Hi	lls Box	Access S	Access Storage Box	
City Cle		Kimberly Rodrigues		09/29/16	No.: N/A		No.: N/A	J	
Page	Item	Record Series Title and Contents (a	<u> </u>			lule) •			
No.:28	1	Organization Files - Professional Orga		70145 11010	mon conca	410) .			
		I hereby certify that the records prepared for de		d below) are	more than two	years old an	d/or have be	een retained for	
		n period, as specified in the Agoura Hills Red							
includes a	a description	of each record sufficient for identification, incli	uding the retentio	n schedule p	age no., recor	d series title a	and content:	s, record dates,	
		s, and destruction date. I further certify that the							
		not: (a) records affecting the title of real prope							
1	•	e kept by statute; (d) records less than two yea							
		n, and, to my knowledge, are no longer require					nt to Sectio	n 34090 of the	
		t Code. Unless otherwise directed by the City C Recommended for Destruction:	Jerk, the method (		Records	citati	- I	Cutoff	
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·	magnification of the second	le of records as listed on file label)		From:	То:	IAMIII	C1.	Date:	
	of Califor			1992	1992	G. C. 34	1000	06/30/17	
		rown Act - Public Meeting Law		1992	1992	G. C. 34		06/30/17	
		oh M. Brown Act - Reflecting Changes uncil Members Leadership Guide		1997	1994	G. C. 3		06/30/17	
		ction Seminar Materials		2013	2013	G. C. 3		06/30/17	
		ction Seminar Materials		2015	2015	G. C. 34		06/30/17	
		Implementation Guide		1997	1997	G. C. 3		06/30/17	
		ague of California Cities PWD (C	Atlan	Apr 14	Apr 14	G. C. 3		06/30/17	
		ague of California Cities ,	a invs	Jun 14	Jun 14	G. C. 34		06/30/17	
		ague of California Cities		Jan 15	Jan 15	G. C. 3		06/30/17	
		ague of California Cities		Feb 15	Feb 15	G. C. 3		06/30/17	
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DEPAR	TMENT	IEAD: CITY ATT	TORNEY:			CITY CLE	KK:	,	
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Signatu	16 1 10	Signature	8.26.17			Signature	1,2		
	1/4/4	<u> </u>	0 '00   //			8/31	11+		
Date		Date				Date			

Actual Destruction Date: _____

Date Destruction of Records Approved by City Council: _____



Department:	Prepared by: (Type Name/Initial Form)	Date:	Agoura Hi	lle Boy	100000	Storage Box			
•		07/25/17	~	IIS DOX	No.: N/A				
City Clerk		<del></del>	L.,,		INO IN/A				
. • .	eries Title and Contents (as listed in Re ons Files - Professional Organizations	cords Rete	ntion Sched	dule):					
By my initials above, I hereby certi	fy that the records prepared for destruction (as liste	ed below) are	more than two	o years old an	d/or have b	een retained for			
•	specified in the Agoura Hills Records Retention/L					ž.			
	ord sufficient for identification, including the retention								
	etention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or istoric value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c)								
	tute; (d) records less than two years old; (e) the m knowledge, are no longer required by the City. I i								
-	ss otherwise directed by the City Clerk, the method				in to occin	311 34090 OI IIIE			
List of Records Recomme		<u> </u>	Records	Citati	on	Cutoff			
	ls as listed on file label) ( DWW/6Hm/		To:	Numb		Date:			
)	olume 74, No. 4, Fourth Quarter	2013	2013	G. C. 3		06/30/17			
	olume 75, No. 1, First Quarter	2014	2014	G. C. 3		06/30/17			
	olume 75, No. 2, Second Quarter	2014	2014	G. C. 3		06/30/17			
	olume 75, No. 3, Third Quarter	2014	2014	G. C. 3		06/30/17			
	olume 75, No. 4, Fourth Quarter	2014	2014	G. C. 3	4090	06/30/17			
The National Notary		Nov 12	Nov 12	G. C. 3	4090	06/30/17			
The National Notary		Jan 13	Jan 13	G. C. 3	4090	06/30/17			
The National Notary		Feb 15	Feb 15	G. C. 3	4090	06/30/17			
The National Notary		Apr 15	Apr 15	G. C. 3	4090	06/30/17			
The National Notary		Jun 15	Jun 15	G. C. 3		06/30/17			
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	DESTRUCTION AUTI	HORIZAT	ION						
DEPARTMENT HEAD:	CITY ATTORNEY:			CITY CLE	RK:				
Signature,	Signature		-	Signature	u pou				
7/26/2012	Signature 08.28.17			8/31	117				
Date	Date		-	Date	1 t . J				
Date Destruction of Records	Approved by City Council:		Actual Des	struction Da	ite:				



D			Deter	A	II. Day	I A	·			
Department:		Prepared by: (Type Name/Initial Form)		Agoura Hi	IIIS DUX	1	Storage Box			
City Clerk		Kimberly Rodrigues	01/30/17		8 A.	No.: N/A	\			
Page Item No.: 28 No.: 38	1	s <b>Title and Contents</b> (as listed in Red Files - Professional Organizations	cords Rete	ntion Sched	dule):					
		t the records prepared for destruction (as liste	d below) are	more than two	o years old an	d/or have b	een retained for			
	•	fied in the Agoura Hills Records Retention/L	•		-					
includes a descriptio	n of each record su	fficient for identification, including the retention	n schedule p	age no., reco	rd series title a	and conten	ts, record dates,			
etention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or										
	nistoric value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c)									
•		d) records less than two years old; (e) the m				-	•			
	-	ledge, are no longer required by the City. I i erwise directed by the City Clerk, the method				iiii io secii	on 34090 or the			
		for Destruction:	Date of		Citati	on	Cutoff			
		listed on file label) DUD(Vah'ma)	From:	To:	Numb	Date:				
^,···^,····		rientation Manual	1991	1991	G. C. 34		06/30/17			
		ublic Law Advisor	Win-96	Win-96	G. C. 3		06/30/17			
		ublic Law Advisor	Spr-97	Spr-97	G. C. 3		06/30/17			
		ublic Law Advisor	Fall-97	Fall-97	G. C. 3		06/30/17			
		ublic Law Advisor	Spr-98	Spr-98	G. C. 3		06/30/17			
Richards, Watsor	n & Gershon - P	ublic Law Advisor	Sum-98	Sum-98	G. C. 3	4090	06/30/17			
Richards, Watsor	n & Gershon - P	ublic Law Advisor	Fall-98	Fall-98	G. C. 3	4090	06/30/17			
Richards, Watsor	n & Gershon - P	ublic Law Advisor	Spr-99	Spr-99	G. C. 3	4090	06/30/17			
Richards, Watsor	n & Gershon - P	ublic Law Advisor	Spr-00	Spr-00	G. C. 3	4090	06/30/17			
				İ						
					.,					
	<del> </del>									
		DESTRUCTION AUTI	HORIZAT	ION						
DEPARTMENT H	IEAD:	CITY ATTORNEY			CITY CLE	RK: ANU-	_			
Signature 7/26/2	2017	Signature OF .28 · P			Signature	1/17-				
Date	017	Date			Date	111 F				
Date		Date			Date					

Actual Destruction Date: _____

Date Destruction of Records Approved by City Council: _____



Departn	nent:		Prepared by:	Date:	Agoura Hi	Ils Box Access Storage Bo			
City Cle	rk		Kimberly M. Rodrigues 🕰	01/27/17	No.: N/A		No.: N/A		
	Item No.: 42	8	Title and Contents (as listed in Res Requests (Not Related to Litigation		ntion Sched	dule) :			
By my initi the minim includes a retention r historic va records re to destroy	ials above, um retention description equirement lue and are quired to be	I hereby certify that n period, as specion of each record sures, and destruction on the notes in	t the records prepared for destruction (as list fied in the Agoura Hills Records Retention fficient for identification, including the retentidate. I further certify that the records listed nuffecting the title of real property or liens them (d) records less than two years old, and, to 090 of the California Government Code. Un	, yed below) are 'Destruction S ion schedule p o longer have reon; (b) court my knowledge	chedule adopi age no., recoi any administra records on ai a, are no longe	ted by Resolurd series title a ative, legal, ev any subject whe ar required by a	tion No. 16 and content idential, fisc ere litigation the City. I n	3-1825. The list s, record dates, cal, research, or n is pending; (c) equest authority	
List of Files Recommended for Destruction: Date of Records Citation Cutoff									
(Descrip	tion or titl	e of records as	listed on file label)	From:	To:	Numb	er:	Date:	
2001 Pu	blic Reco	rds Requests		09/17/01	11/14/01	G. C. 34	1090	06/30/17	
2002 Pu	blic Reco	rds Requests		01/09/02	08/51/02	G. C. 34		06/30/17	
		rds Requests		04/04/05		G. C. 34	1090	06/30/17	
		rds Requests		01/25/12		G. C. 34		06/30/17	
2014 Pu	blic Reco	rds Requests		07/01/14	07/31/14	G. C. 34	1090	06/30/17	
DEPART Signatur Date	FMENT H (1414) H 28   2	EAD:	DESTRUCTION AUT  CITY ATTORNEY:  Signature  08-,28-,17  Date	HORIZAT		CITY ¢LEF Signature 8 3 Date	8K: LNU 31/17		
Date City	Council .	Approved Recoi	rds for Destruction:	A	ctual Date R	ecords Des	troyed:		



Departm	ent:		Prepared by: (Type Name/Initial Form)	Date:	Agoura Hi	lls Box	Access	Storage Box			
City Clerk			Kimberly M. Rodrigues	06/19/07	i -	1	No.: N/A	-			
	Item	Record Series	Title and Contents (as listed in Re		decimentario de la compania de la compania de la compania de la compania de la compania de la compania de la c						
			Economic Interest - Forms 700	icords Mete	ntion sonec	iuic).					
L			t the records prepared for destruction (as list	ed below) are	more than two	years old and	d/or have l	seen retained for			
1			fied in the Agoura Hills Records Retention								
1			fficient for identification, including the retenti								
retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c)											
i e	records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority										
to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction											
	shall be shredding.										
	List of Records Recommended for Destruction:  Date of Records  Citation  Cutoff										
			listed on file label)	From:	To:	Numb		Date:			
			ements (includes Contracted Consu	<del></del>	r			<del></del>			
	David F.	· · · · · ·		06/22/95	h	G. C. 81		06/30/17			
Adams,	Vincent	D.		02/28/02	02/28/02	G. C. 81	1009	06/30/17			
Allen, B	rian Jose	eph		02/12/13	06/30/06	G. C. 81	1009	06/30/17			
Anderso	on, David	l H.		03/08/00	03/29/01	G. C. 81	1009	06/30/17			
Arrellan	o, Giova	nni <i>(Consultant)</i>	)	03/29/05	04/02/07	G. C. 81	1009	06/30/17			
Aune, C	hristoph	er Patrick		03/16/05	06/29/06	G. C. 81	1009	06/30/17			
Berkma	n, Kenne	eth Alan		06/16/05	03/27/00	G. C. 81	1009	06/30/17			
Barnath	, Erika A	ntonetta		03/09/10	12/11/04	G. C. 81	1009	06/30/17			
Bird, Ce	leste Ro	mney (Administ	trative Analyst)*	03/28/02	03/02/06	G. C. 81	1009	06/30/17			
Blue, Ar	nne (Legi	islative Advocat	e)	03/24/10	03/24/10	G. C. 81	1009	06/30/17			
Boga, T	errance	R. <i>(Attorney)</i>		03/18/03	02/26/08	G. C. 81	1009	06/30/17			
		. (Legislative A	dvocate)	03/24/10	03/24/10	G. C. 81	1009	06/30/17			
			lvisory Committee)	09/22/08	03/29/10	G. C. 81	1009	06/30/17			
		(Accounting S _I		03/08/00	03/09/06	G. C. 8	1009	06/30/17			
Brown,		, , ,		03/20/00	03/20/00	G. C. 8		06/30/17			
Clark, J	······································			03/18/03	05/12/05	G. C. 8		06/30/17			
		(Consultant)	***************************************	03/09/98	04/03/07	G. C. 8		06/30/17			
		enior Planner)*		03/28/05		G. C. 8		06/30/17			
		Engineering Aid	/e)*	03/02/06	03/02/06	G. C. 8		06/30/17			
		(Consultant)		03/31/05	03/31/05	G. C. 8		06/30/17			
		chitectural Revie	ew Panel)	04/02/07	04/02/07	G. C. 8		06/30/17			
	<del></del>	ie B. (Associate		02/19/03	03/02/06	G. C. 8		06/30/17			
	uale, Syl		Trainier)	02/19/06	03/24/99	G. C. 8		06/30/17			
	laleea D.	V.Q.	03/09/00	02/15/02	G. C. 8		06/30/17				
		oura Vilalge Ta	sk Force)	07/15/05	04/07/08	G. C. 8		~~~			
		<del></del>		03/17/05	05/30/08	G. C. 8		06/30/17 06/30/17			
Evren, Robert E. (General Plan Advisory Committee) 03/17/05 05/30/08 G. C. 81009 06/30/17 *Position no longer required to file								00/30/17			
, GGIGOTI	no longe	, roquired to me									
			DESTRUCTION AUT	HORIZAT	ION			150			

Date Date Date Date Date

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



Departr			Prepared by: (Type Name/Initial Form)	Date:	Agoura H	ills Box	Access	Storage Box
City Cle	rk		Kimberly M. Rodrigues	06/19/07	<u> </u>		No.: N/A	
Page	Item	1	Title and Contents (as listed in R	ecords Rete	ntion Sche	dule):		
	<u> </u>		Economic Interest - Forms 700					
			t the records prepared for destruction (as listified in the Agoura Hills Records Retention			•		
ı			fficient for identification, including the reten					
retention r	equirement	s, and destruction o	date. I further certify that the records listed	no longer have	any administr	rative, legal, ev	idential, fis	scal, research, or
			ffecting the title of real property or liens the					
			r (d) records less than two years old; and, to 090 of the California Government Code. U		_		-	
shall be sl						and only chann,		sa or acouraction
List of F	Records	Recommended	l for Destruction:	Date of	Records	Citatio	on	Cutoff
(Descrip	tion or tit	le of records as	listed on file label)	From:	То:	Numb	er:	Date:
Designa	ted City E	Employee's Stat	ements (includes Contracted Cons	ultants and C	Committee /	Appointment	ts)	
Falcon	e, Tony J			03/14/00	03/27/07	G. C. 8	1009	06/30/17
Fares,	Jean (Co	nsultant)		03/31/08	03/31/08	G. C. 8	1009	06/30/17
Fisher,	Kelly (Er	ngineering Aide,	Assistant Engineer)*	02/06/03	03/06/06	G. C. 8′	1009	06/30/17
Friedla	nder, Dar	niel Alexander (	General Plan Advisory Committee)	09/16/08	09/16/08	G. C. 8′	1009	06/30/17
Gonzal	ez, Frank	ίΤ.		01/04/08	03/31/10	G. C. 8′	1009	06/30/17
Hall, Tl	nomas			03/20/00	03/20/00	G. C. 8′	1009	06/30/17
Harada	ı, Roger			02/20/02	06/09/05	G. C. 8′	1009	06/30/17
Holt, G	eorgette l	Marie		05/15/97	05/09/08	G. C. 8′	1009	06/30/17
Ireland	, Jed Dav	rid		02/21/02	02/04/04	G. C. 8′	1009	06/30/17
Janowi	cz, Jasch	ı K.		03/23/04	03/23/04	G. C. 8	1009	06/30/17
Jones,	David All	en <i>(Legislative i</i>	Advocate)	03/24/10	03/24/10	G. C. 8′	1009	06/30/17
Kiepke	, Elroy			03/05/96	01/14/97	G. C. 8′	1009	06/30/17
Larsen	, James E	E. (Architectural	Review Board)	07/31/98	07/31/98	G. C. 8′	1009	06/30/17
Latta, F	Rebecca I	Katherine (Cons	sultant)	02/11/04	03/26/07	G. C. 8′	1009	06/30/17
Lazo, N	/lardonio	Ancheta		09/26/05	01/12/05	G. C. 8′	1009	06/30/17
Lebowi	tz, Jennif	er C. <i>(General F</i>	Plan Advisory Committee)	03/29/07	03/29/10	G. C. 8	1009	06/30/17
Littmar	i, Howard	(Architectural F	Review Board)	02/26/99	02/26/99	G. C. 81	1009	06/30/17
Madrig	al, Renee	(Assistant Plar	iner)*`	03/27/03	03/23/06	G. C. 8′	1009	06/30/17
Manola	itou, Vane	essa Katerina		10/05/05	03/03/06	G. C. 8′	1009	06/30/17
Mathev	v, S. Gay	е		03/10/03	03/02/06	G. C. 8′	1009	06/30/17
McMen	amin-Tor	res, K. C. <i>(Agol</i>	ura Village Task Force)	06/29/05	10/20/08	G. C. 8	1009	06/30/17
Melo, N	/larie Emi	ly		02/05/04	03/02/06	G. C. 8′	1009	06/30/17
Merrim	an, Richa	ard A. <i>(Architect</i>	ural Review Panel)	03/22/05	03/22/05	G. C. 8	1009	06/30/17
Mollaya	an, Girard	D.		06/16/05	06/16/05	G. C. 8′	1009	06/30/17
Moorho	ouse, Tho	mas Glen <i>(Con</i>	sultant)	02/18/08	02/18/08	G. C. 8′	1009	06/30/17
Mulick,	David Ja	mes		03/18/01	02/28/02	G. C. 8	1009	06/30/17
*Positior	no longe	er required to file	)					
			DESTRUCTION AUT	THORIZAT	ION		-	

	DESTRUCTION AUTHORI	ZATION
DEPARTMENT HEAD: Signature	Signature O& -28 -13	CITY CLERK: Signature 8/31/7
Date	Date	Date
Date Destruction of Records Appro	ved by City Council:	Actual Destruction Date:



Departn	nent:		Prepared by: (Type Name/Initial Form)	(Type Name/Iniţial Form) Date: Agoura Hil		ills Box Access Storage Bo		Storage Box			
City Cle	rk		Kimberly M. Rodrigues	06/19/07	No.: N/A		No.: N/A				
Page No.: 30	Item No.: 47	2	Title and Contents (as listed in R Economic Interest - Forms 700	ecords Rete	ntion Sche	dule) :					
***************************************	Section 2017	Annual Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the	t the records prepared for destruction (as lis	sted below) are	more than tw	o years old an	d/or have l	peen retained for			
the minim	um retentio	n period, as speci	fied in the Agoura Hills Records Retention	n/Destruction S	chedule adop	oted by Resolu	ution No. 1	6-1825. The list			
	includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates,										
retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c)											
records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority											
o destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.											
List of F	Records	Recommended	l for Destruction:	Date of	Records	Citati	on	Cutoff			
(Descrip	tion or titi	le of records as	listed on file label)	From:	To:	Numb	er:	Date:			
Designa	ted City E	Employee's Stat	ements (includes Contracted Const	ultants and C	Committee ,	Appointmen	ts)				
Nearm	an, Bruce	: Francis		09/27/05	03/28/08	G. C. 8	1009	06/30/17			
Newkir	k, Nick Y	uri		02/05/04	03/02/06	G. C. 8	1009	06/30/17			
Novak,	Carol An	in		02/27/02	03/02/06	G. C. 8	1009	06/30/17			
Oberm	an, Lori (	General Plan Ad	dvisory Group)	06/30/06	02/22/07	G. C. 8	1009	06/30/17			
O'Hara	, Jennifer	•		02/27/96	03/01/02	G. C. 8	1009	06/30/17			
Parker-	-Bozylinsł	ki, Joyce (Consi	ultant)	03/16/05	04/03/08	G. C. 8	1009	06/30/17			
					,						
Petersi	I, Leslie F	. (General Plan	Advisory Committee)	04/01/05	04/01/10	G. C. 8	1009	06/30/17			
Petit, M	leredith S	Seaton		03/16/05	03/25/10	G. C. 8	1009	06/30/17			
Petrelli	, Shelley	A.		03/16/05	03/04/06	G. C. 8	1009	06/30/17			
Polich,	Cynthia L	ouise (Adminis	trative Secretary I)*	03/24/05	03/28/06	G. C. 8	1009	06/30/17			
			ive Secretary I)*	03/15/05	03/02/06	G. C. 8	1009	06/30/17			
		Architectural Re		04/15/99	04/02/10	G. C. 8	1009	06/30/17			
Roseni	neim, Bra	d Michael (Gen	eral Plan Advisory Committee)	03/29/05	03/29/10	G. C. 8	1009	06/30/17			
Ruff, Li	ly (City T	reasurer)		03/25/99	03/30/10	G. C. 8	1009	06/30/17			
Sander	s, Karen	Marnie (Building	g Permit Technician)*	02/24/04	03/02/06	G. C. 8	1009	06/30/17			
Schnei	der, Sara	Irene		02/28/96	03/02/06	G. C. 8	1009	06/30/17			
Schrup	p, Sheila	Ann		08/18/06	08/08/06	G. C. 8	1009	06/30/17			
Stepan	icich, Gre	gory (Attorney)		03/08/95	01/15/98	G. C. 8	1009	06/30/17			
		L. (Attorney)		03/28/96	03/09/04	G. C. 8	1009	06/30/17			
Sumer	sille, Mary	/ "Dale" K.		03/16/98	03/29/06	G. C. 8	1009	06/30/17			
Susskii	nd, Aman	da (Attorney)		02/11/97	07/06/99	G. C. 8	1009	06/30/17			
Thorse	n, James	Edward		08/07/97	03/02/06	G. C. 8	1009	06/30/17			
Tubelis	, Carol E			03/27/97	02/14/06	G. C. 8	1009	06/30/17			
*Positior	no longe	er required to file	9								
	in the second		DESTRUCTION AUT	THORIZAT	ION						
DEPAR	IMENT H	IEAD:	CITY ATTORNEY:			CITY CLEI	RK:				
Signatur	1/27/10	7	Signature 08.24.	7	•	Signature		-			
Date	<del>1 -                                   </del>	<b>4</b>	Date		•	Date					

Actual Destruction Date: _____

Date Destruction of Records Approved by City Council: _____



Department:			Prepared by:	Date:	Agoura Hi	ils Box	Access Storage Box
City Clerk			Kimberly M. Rodrigues		No.: N/A	i i	No.: N/A
Page	Item	Pocord Sorie	s Title and Contents (as listed in R				
		Subject Files	s Title and Contents (as listed in the	ecorus Mere	muon sonec	iui <del>e</del> ) .	
			nt the records prepared for destruction (as lis	ted below) are	more than two	o years old and	or have been retained for
the minii	num retentio	on period, as spec	ified in the Agoura Hills Records Retention	n/Destruction S	Schedule adop	ted by Resoluti	ion No. 16-1825. The list
			ufficient for identification, including the reten				
			date. I further certify that the records listed affecting the title of real property or liens the				
			arrecting the title of real property of heris the or (d) records less than two years old, and, to				
			4090 of the California Government Code. U				
	by shredding						
		ommended fo			Records	Citatio	1
			s listed on file label)	From:	То:	Numbe	
			nity Redevelopment Program (பேவு)		1998	G. C. 34	
Backgr	ound Info	on Consolidate	d Fire Protection District	2011	2011	G. C. 34	
Teleco	nferencing	Tips		2003	2004	G. C. 34	090 06/30/17
9/80 O	oen Busin	ess Hours for C	ity	1998	1998	G. C. 34	090 06/30/17
PowerF	oint Work	shop		1998	1998	G. C. 34	090 06/30/17
Teleph	one Syste	m - Norstar		1991	1992	G. C. 34	090 06/30/17
······································			Working files!	2009	2014	G. C. 34	
		<u> </u>	7 1 1 2 1				
		-		-			
							,
			DECEDUCTION AND		TION		
	and the second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second s		DESTRUCTION AUT	HURIZA	IIUN		
DEPAF	RTMENT H	HEAD:	CITY ATTORNEY:			CITY/CLER	K: UU
Signati	ire		Signature			Signature 8/3	1
	7/26/2	017	08.24.1		_	8 3	1117
Date	1		Date		<del>_</del>	Date	
Date Ci	ty Council	Approved Reco	ords for Destruction:		Actual Date F	Records Dest	troyed:

#### Attachment A-7

Records Destruction Request Forms
(Community Services)



Departi			In the second		<u> </u>		
ı	inent. inity Servi	000	Prepared by: (Type Name/Initial Ford Cynthia L. Polich	· 1	Agoura Hil		Access Storage Box
		1			No.: CS-24		No.: CO0131753
Page No.:33	Item No.: 6	Facilities Rese	s <b>Title and Contents</b> (as listed in ervation Forms			,	
By my init	tials above,	I hereby certify the	at the records prepared for destruction (a	as listed below) are	more than two	years old and	d/or have been retained for
includes a	a descriptio	n of each record s	cified in the Agoura Hills Records Rete ufficient for identification, including the re	ntion/Destruction S	chedule adopt	ed by Resolut	tion No. 16-1825. The list
retention i	requirement	s, and destruction	date. I further certify that the records lis	ted no longer have	aye 110., recon	u series title a itiva lacal avi	na contents, record dates,
historic va	alue and are	not: (a) records a	affecting the title of real property or liens	s thereon; (b) court	records on an	v subiect whe	re litigation is pending: (c)
records re	equired to be	e kept by statute; c	or (d) records less than two years old; an	d, to my knowledge	e, are no longe	r required by t	he City. I request authority
to destroy	v same purs	suant to Section 3	4090 of the California Government Code	e. Unless otherwise	e directed by the	ne City Clerk,	the method of destruction
shall be s		<b>D</b>					
			d for Destruction:	Date of	Records	Citatio	
			s listed on file label)	From:	То:	Numb	er: Date:
Park Re	ntals 201	4		01/01/14	12/31/14	G. C. 34	06/30/17
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Signature	010		Signature 08.28.1		-	Signature	VI V-
	0171	17	08.28.1	7		8/31	1/12
Date		1	Date		Ī	Date	, i 7
Date Des	truction o	f Records Appr	oved by City Council:				
200	4011011 0	, πουσιαό Αμβί	oved by only council:	· · · · · · · · · · · · · · · · · · ·	Actual Dest	ruction Date	ə:



Departr	nent:		Prepared by: (Type I	Prepared by: (Type Name/Initial Form) Date:			Agoura Hills Box Access Storage Bo			
	nity Servi	ces	Cynthia L. Polich	CLE	05/23/17	7 No.: P-181 No.: COO			10115167	
Page	Item	Record Series	s Title and Content strations/Waivers of	t <b>s</b> (as listed in Re	cords Rete	ntion Sched	ule) :			
By my init	ials above.	I hereby certify tha	t the records prepared for	LIADIIIIY	ad halaw) ara	more then two	Voore ald a	-1/		
the minim	ium retentio	n period, as speci	fied in the Agoura Hills	or destruction (as list Records Retention/	eu below) are Destruction S	more man two Schedule adopt	years old an ed hy Resoli	d/or have	been retained for	
includes a	a description	n of each record su	fficient for identification,	including the retenti	on schedule p	page no., recor	d series title :	and conte	nts record datas	
retention i	requirement:	s, and destruction (	date. I further certify tha	it the records listed n	o longer have	anv administra	itive, legal, ev	vidential fi	scal research or	
historic va	alue and are	e not: (a) records a	ffecting the title of real p	property or liens ther	eon; (b) court	records on an	v subject whi	ere litioatio	on is nending: (a)	
recoras re	quired to be	e kept by statute; or	´ (d) records less than tv	vo years old; and, to	mv knowleda	e, are no longe	r required by	the City I	request authority	
shall be si	' same purs hreddina	uant to Section 34	090 of the California Go	overnment Code. Un	less otherwise	e directed by ti	ne City Clerk,	the meth	od of destruction	
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		•	Date				Date			
Date Desi	truction of	f Records Appro	ved by City Council	l:	_	Actual Dest	ruction Dat	e:		



Department:	Prepared by: (Type Name/Initial Form)	Date:	I Amorra I III	I_ D	T.	
Community Services	Cynthia L. Polich	ı	Agoura Hil No.: P-174	IS BOX		Storage Box
					INO.: CO	0115160
No.: 34 No.: 12 Program Regi	s Title and Contents (as listed in Restrations/Waivers of Liability	ecoras Rete	ention Schedi	ule):		
By my initials above, I hereby certify that	at the records prepared for destruction (as list	ted below) are	more than two	vears old an	d/or have	hoon ratained for
ine minimum retention period, as spec	rified in the Agoura Hills Records Retention,	/Destruction S	Schedule adopte	ed by Resoli	ition No. 1	16-1825 The liet
includes a description of each record si	ufficient for identification, including the retent	ion schedule i	page no., record	d series title :	and conter	te record datas
retention requirements, and destruction	date. I further certify that the records listed r	o longer have	any administrat	tive legal ev	ridential fi	scal research or
records required to be kept by statuto; a	affecting the title of real property or liens the	reon; (b) court	records on any	/ subject who	ere litigatio	n is pending; (c)
to destroy same pursuant to Section 34	or (d) records less than two years old; and, to 1090 of the California Government Code. Ur	my knowledgi Ness othorwis	e, are no longer	required by	the City. I	request authority
shall be shredding.	occo of the camorna dovernment code. Of	iiess oliieiwisi	e airectea by th	ie City Cierk,	the meth	od of destruction
List of Records Recommended	d for Destruction:	Date of	Records	Citati	on	Cutoff
(Description or title of records as	listed on file label)	From:	To:	Numb		Date:
Summer Registrations 2011 A-R		05/01/11	09/30/11	G. C. 3		06/30/17
		00/01/11	00/00/11	0. 0. 0.	+030	00/30/17
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	DESTRUCTION AUTI		ION			
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DEPARTMENT HEAD:	CITY ATTORNEY:		С	ITY CLER	K:	
Signatura		>		USU	un	
	Signature 08.28.17		S	ignature į		
Date					1117	
Date *	Date		D	ate		
Date Destruction of Records Appro	oved by City Council:	_	Actual Destr	ruction Dat	e:	



Department:	Prepared by: (Type Name/Initial Form)	Date:	Agoura Hil	lo Pov	ΙΔ	01
Community Services	Cynthia L. Polich	i	No.: P-172	IIS DUX		Storage Box
	es Title and Contents (as listed in R	A series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the series of the		(ule) ·	JNO CO	0113172
No.:34 No.:12 Program Reg	istrations/Waivers of Liability					
By my initials above, I hereby certify th	at the records prepared for destruction (as lis	ted below) are	more than two	years old ar	d/or have b	een retained for
includes a description of each record s	cified in the Agoura Hills Records Retention ufficient for identification, including the retent	/Destruction S	chedule adopt	ed by Resolu	ution No. 1	6-1825. The list
retention requirements, and destruction	date. I further certify that the records listed i	non scriedule p no longer have	age no., record anv administra	a series title : ative legal ev	and conten vidential fic	ts, record dates,
historic value and are not: (a) records	affecting the title of real property or liens the	reon; (b) court	records on an	v subiect wh	ere litigation	n is pendina: (c)
records required to be kept by statute; of	or (d) records less than two years old; and, to	my knowledge	e, are no longei	r required by	the City Lr	equest authority
shall be shredding.	4090 of the California Government Code. U	nless otherwise	e directed by th	ne City Clerk	, the metho	d of destruction
List of Records Recommende	d for Destruction:	Date of	Records	Citati	on I	Cutoff
(Description or title of records as	s listed on file label)	From:	To:	Numb	1	Date:
Summer Registrations 2011 S-Z	7	05/01/11	09/30/11	G. C. 3		06/30/17
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	DESTRUCTION AUT	HORIZAT	ION			
DEPARTMENT HEAD:	CITY ATTORNEY!			ITY CLER	k:	
TIVWIZ			_	(B/	LRIU	_
Signature 8/3/17	Signature 08.28.1		S	Signature 8	31/17.	
Date	Date		Ī	Date	-011+	,
Date Destruction of Records Appr	roved by City Council:		Actual Dest		'o ·	



Department:	Prepared by: (Type Name/Initial Form)	Date:	Agoura Hil	ls Roy	Access S	torage Box
Community Services	Cynthia L. Polich	l .	No.: P-180	io box		) (15/69
Page Item Record Series No.:34 No.:12 Program Regis	s <b>Title and Contents</b> (as listed in Restrations/Waivers of Liability			ule) :		
	at the records prepared for destruction (as list	ted helow) are	more than two	vears old an	dar hava h	non votaine de
the minimum retention period, as speci	ified in the Agoura Hills Records Retention.	Destruction S	chedule adopte	ed by Resolu	ition No. 16	-1825 The list
includes a description of each record su	ifficient for identification, including the retent	ion schedule p	age no., record	d series title a	and contents	s record dates
retention requirements, and destruction	date. I further certify that the records listed r	o longer have	anv administrat	tive, legal, ev	vidential fisc	al research or
records required to be kept by statute a	affecting the title of real property or liens the	eon; (b) court	records on any	/ subject whe	ere litigation	is pending; (c)
to destroy same nursuant to Section 34	r (d) records less than two years old; and, to 1090 of the California Government Code. Ur	my knowledge	e, are no longer	required by	the City. I re	quest authority
shall be shredding.	oo of the Camorna Government Code. Up	iless otnerwise	e airectea by th	e City Clerk,	the method	d of destruction
List of Records Recommended	d for Destruction:	Date of	Records	Citatio	on I	Cutoff
(Description or title of records as		From:	To:	Numb	i i	Date:
Fall Registrations 2011 A-M		07/15/11	12/31/11	G. C. 34	4090	06/30/17
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	DESTRUCTION AUTI	HORIZAT	ION			
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Signature				ייכד")	1101.	
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8/3/17	( X X 1		S	ignature	<u>Caru</u> 31.112	
Date	Signature 08 · 28 · 17		******	(BV	31/12	



Departr	nent:		Prepared by: (Type	Name/Initial Form)	Date:	Agoura Hi	lle Roy	Accord	Storage Box
i -	nity Servi	ces	Cynthia L. Polich		8	No.: P-176	iis box		0115152
Page No.:34	Item No.:12	Record Series Program Regis	s Title and Conter strations/Waivers o	<b>nts</b> (as listed in R of Liability	ecords Rete	ention Sched	lule):		
the minim includes a retention r historic va	ials above, um retention description equirement due and are	I hereby certify that n period, as specion of each record substruction of not: (a) records a	t the records prepared fied in the Agoura Hil. fficient for identification date. I further certify th ffecting the title of real	for destruction (as lists Records Retention, including the retention at the records listed in property or liens the	n/Destruction S tion schedule p no longer have reon: (b) court	Schedule adopt page no., recon any administra t records on an	ed by Resolo d series title ntive, legal, en v subject wh	ution No. 1 and conten vidential, fis ere litigation	16-1825. The list ats, record dates, scal, research, or
to destroy shall be st	same purs	uant to Section 34	r (d) records less than 1 090 of the California (	two years old; and, to Government Code. Ui	my knowledge nless otherwise	e, are no longe e directed by tl	r required by he City Clerk	the City. I if	request authority od of destruction
B			l for Destruction: listed on file label)		Date of From:	Records To:	Citati Numb		Cutoff Date:
Fall Reg	jistration	s 2011 N-Z			07/15/11	12/31/11	G. C. 3		06/30/17
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				UCTION AUT	HORIZAT	ION			
DEPART	MENT HE	EAD:	CITY (	ATTORNEY:	>	C	ITY CLER	RK:	
Signature	3/17	-	Signa	ture 08.28.17	****	S	Signature	31/17	
Date Date Dest	ruction of	Records Appr	Date  Date  Oved by City Counc	<i>ii-</i>			Date		
-410 000	acaon on	Mecolus Apple	ved by Gity Gound	n		Actual Dest	ruction Dai	te:	



Department:		Prepared by: (Type	Name/Initial Form)	Date:	Agoura Hi	ile Roy	Access	Storage Box
Community Servi	ces	Cynthia L. Polich	CLB	В	No.: P-182			0115174
Page Item No.:34 No.:12	Record Series Program Regis	s Title and Contenstrations/Waivers o	<b>its</b> (as listed in Re f Liability	ecords Rete	ntion Sched	lule) :		
the minimum retention includes a description retention requirements historic value and are records required to be to destroy same purs shall be shredding.	n period, as spec of each record su s, and destruction onot: (a) records a kept by statute; o uant to Section 34	It the records prepared ified in the Agoura Hill ifficient for identification date. I further certify the ffecting the title of real r (d) records less than the California Comments.	s Records Retention, n, including the retent at the records listed n property or liens ther wo years old; and, to	Destruction S ion schedule p o longer have eon; (b) court my knowledge	chedule adopt page no., recor any administra records on ar e, are no longe	ted by Resoluted series title attive, legal, evalues subject who is required by	ution No. 1 and conten vidential, fis ere litigatio the City. I	16-1825. The list of this, record dates, scal, research, or on is pending; (c)
		for Destruction:		Date of	Records	Citati	on	Cutoff
		listed on file label)		From:	То:	Numb	er:	Date:
Senior Membersh				01/01/11	12/31/11	G. C. 3	4090	06/30/17
Balance Registers	<u> </u>			01/01/11	12/31/11	G. C. 3	4090	06/30/17
Invoices				01/01/11	12/31/11	G. C. 3	4090	06/30/17
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			***************************************					
		DESTR	UCTION AUTI	-IORIZAT	ION			
DEPARTMENT HI	EAD:		ATTORNEY:		TANDARUS TANSALATI MENAGENGEN TUMAN	CITY CLER	ι <b>Κ</b> :	
Signature 3	. <u>.                                   </u>	Signat	Ture 08.28.17		3	Signature 8	<u>чи</u> 31/17	
Date		Date			ī	Date	.,,7	
Date Destruction of	f Records Appro	oved by City Counc	il:	_	Actual Desi		e:	



Department:		Prepared by: (Type N		Date:	Agoura Hi		Access S	torage Box
Community Servi	7	Cynthia L. Polich	cets	A company of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of t	No.: P-187		No.: CO	115138
Page Item	Record Series	Title and Content	<b>s</b> (as listed in Re	cords Rete	ntion Sched	lule) :		
No.:34 No.:12	Program Regis	strations/Waivers of	Liability			,		
By my initials above,	I hereby certify tha	t the records prepared fo	r destruction (as liste	ed below) are	more than two	years old and	d/or have b	een retained for
ine minimum retentio includes a description	on perioa, as speci n of each record su	fied in the Agoura Hills	Records Retention/L	Destruction S	chedule adopi	ted by Resolu	tion No. 16	6-1825. The list
retention requirement	ts. and destruction of	fficient for identification, date. I further certify that	including the retention the records listed no	n scheaule p Llonger have	age no., recor	'd series title a	ind content	s, record dates,
historic value and are	e not: (a) records a	ffecting the title of real p	roperty or liens there	on: (b) court	records on ar	auve, legal, ev. IV subiect whe	re litigation	cal, research, or
records required to be	e kept by statute; oi	r (d) records less than tw	o years old; and, to r	ny knowledge	e, are no longe	er required by t	he City I re	equest authority
to destroy same purs	suant to Section 34	090 of the California Go	vernment Code. Unl	ess otherwise	directed by t	he City Clerk,	the method	d of destruction
shall be shredding.	Doormondoo	I for Destruction:						
					Records	Citatio	- 1	Cutoff
		listed on file label)		From:	То:	Numb	er:	Date:
Winter Registration	ons 2012 A-M			01/01/12	03/31/12	G. C. 34	090	06/30/17
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DEPARTMENT H	EAD:	CITYA	TTORNEY:		(	CITY ÇĻĘŖ	K:	
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signature Q /2	1.7	Signatu	E. 28. 13		- 5	Signature,	1	
	. L <i>J</i>		8 - 48 . 19		_	- t	117	
Date	-	Date			Ī	Date		
ate Destruction o	f Records Appro	ved by City Council:	•		Actual Deed	truction Date		



<b>Departi</b> Commu	<b>ment:</b> ınity Servi	ces	Prepared by: (Type Cynthia L. Polich	Name/Initial Form)	Date: 05/23/17	Agoura Hil No.: P-192	ı	ess Storage Box
Page	Item	Record Series	Title and Conten	ts (as listed in R			ule):	000103161
No.:34	4	Program Regis	strations/Waivers o	f Liability			•	
By my inii the minim	tials above, num retentic	I hereby certify tha on period, as spec	t the records prepared i	for destruction (as lis	ted below) are	more than two	years old and/or h	nave been retained for
includes a	a description	n of each record su	ified in the Agoura Hill officient for identification	s Records Retention . including the retent	Destruction S ion schedule r	cnedule adopte	ed by Resolution .	No. 16-1825. The list
retention i	requirement	s, and destruction (	date. I further certify the	at the records listed r	io longer have	anv administra	tive, legal, evident	ial fiscal research or
nistoric va	alue and are	e not: (a) records a	ffecting the title of real	property or liens the	reon; (b) court	records on an	v subject where lit	idation is pending: (a)
recoras re	equired to be	e kept by statute; o	r (d) records less than t	νο years old; and, to	my knowledge	e, are no longei	required by the C	ity. I request authority
shall be si	r same purs hreddina.	uani io Section 34	1090 of the California G	overnment Code. Ur	iless otherwis	e directed by th	ne City Clerk, the i	method of destruction
		Recommended	for Destruction:		Date of	Records	Citation	Cutoff
			listed on file label)		From:	To:	Number:	Date:
		ons 2012 N-Z	<u> </u>		01/01/12	03/31/12	G. C. 34090	
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	- W. J							
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			DESTR	UCTION AUT	HORIZAT	ION		
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ignature	8191		Signat	dre D		S	ignature, ,	
	7/71	! <i> </i>		08.78.13			8(3111	7
Date		,	Date			D	ate	
ate Des	truction o	f Records Appro	oved by City Counci	l:	•	Actual Desti	ruction Date:	



Departm			Prepared by: (Type Na	ame/Initial Form)	Date:	Agoura H	ills Box	Access S	Storage Box
Commur	nity Servi	ces	Cynthia L. Polich	CC	05/23/17	No.: P-18			1115171
	Item	Record Series	Title and Contents	(as listed in Red	and the second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second s				
No.:34		Program Regis	trations/Waivers of L	lability					
the minim	ais above, i	nereby certify that	the records prepared for	destruction (as liste	d below) are	more than tw	o years old and	d/or have b	een retained for
includes a	description	of each record su	fied in the Agoura Hills I	Records Retention/L	Destruction S	chedule adop	oted by Resolu	tion No. 16	3-1825. The list
retention re	aesurpiion eauirements	or each record sur	fficient for identification, in	riciuaing the retentio	n schedule p	age no., reco	ord series title a	nd content	s, record dates,
historic val	lue and are	not: (a) records as	late. I further certify that i	ine records listed no	ionger nave	any administi	rative, legal, evi	idential, fisc	cal, research, or
records red	quired to he	kent hy statute: or	fecting the title of real products (d) records less than two	operty of heris there	on; (b) court	records on a	ny subject whe	re litigation	ı is pending; (c)
to destroy	same nursi	uant to Section 34	(d) records less than two	o years olu; anu, lo ri rorement Cede I lek	ny knowleage	, are no long	er required by t	he City. I re	equest authority
shall be sh	reddina	dant to occitor of	090 of the California Gov	errinerii Code. Onii	ess omerwise	airectea by	the City Clerk,	the method	d of destruction
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		ns 2012 A-Z			03/01/12	06/30/12	🖭 G. C. 34	090	06/30/17
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Date	1711	/		.28.17		_	8[3	1117	***************************************
			Date				Date		
Date Desti	ruction of	Records Appro	ved by City Council:			Actual Des	truction Date	);	



Department: Community Services	Prepared by: (Type Na Cynthia L. Polich	me/Initial Form)	Date:	Agoura Hill No.: CS-282	1	Access Storage Box
	I					No.:
Page34 Item 13 Record Series No.: 43 No.: 34 Program Files	(City-Particination)	(as listed in Re	coras Rete	ntion Schedi	ıle):	
By my initials above, I hereby certify the	at the records prepared for	destruction (as lis	ted below) an	e more than two	vears old and	or have been retained
tne minimum retention period, as specific	ed in the Agoura Hills Reco	ords Retention/Desi	ruction Sched	dule adopted by	Resolution No.	16-1825. The list include
a description of each record sufficient to	or identification, including :	the retention sched	lule page no.	record series i	title and content	ts record dates retenti
requirements, and destruction date. I fundate to the value and are not: (a) records affecting	urther certify that the recor the title of real property of	'ds listed no longer or liens thereon: (h	have any ac	lministrative, leg	gal, evidential, fi	scal, research, or histo
required to be kept by statute; or (d) reco	ords less than two years of	d; and, to my know	r court record rledge, are no	longer required	ct where litigation in the literal re	on is pending; (c) record
same pursuant to Section 34090 of the	e California Government (	Code. Unless other	wise directed	by the City C	Elerk, the metho	d of destruction shall
shredding. List of Records Recommended						
(Description or title of records as				Records	Citatio	
1st Transit November 2008	iisted on tile taberj		From:	To:	Numbe	
1st Transit November 2009			11/01/08	11/30/08	G. C. 340	
	7		11/01/09	11/30/09	G. C. 340	
Ventura County Billing 2006-2007			01/01/06	12/31/07	G. C. 340	
Ventura County Billing 2007-2008	3		01/01/07	12/31/08	G. C. 340	
MTA Billing 2007-2008			01/01/07	12/31/08	G. C. 340	
NTD Transit Agency 2008-2009			1/1/2008	12/31/09	G. C. 340	
Shuttle Express 2008			1/1/2008	12/31/08	G. C. 340	
Summer Beach Bus 1995-2001			1/1/2005	12/31/01	G. C. 340	090 06/30/17
LA City Paratransit Agreements 2	2006		01/01/06	12/31/06	G. C. 340	090 06/30/17
Dial A Ride Agreement 2008			01/01/08	12/31/08	G. C. 340	
Dial A Ride Misc. 2008-2009			01/01/08	12/31/09	G. C. 340	090 06/30/17
LA City Billing 2008-2010			01/01/08	12/31/10	G. C. 340	06/30/17
LA City Billing 20007-2008			01/01/07	12/31/08	G. C. 340	090 06/30/17
MTA Billing 2009-2010			01/01/09	12/31/10	G. C. 340	090 06/30/17
Ventura City Billing 2005-2006			01/01/05	12/31/06	G. C. 340	090 06/30/17
Ventura City Billing 2004-2005			01/01/04	12/31/05	G. C. 340	090 06/30/17
Ventura City Billing 2003-2004			01/01/03	12/31/04	G. C. 340	090 06/30/17
Ventura City Paratransit Agreeme	ent		07/01/06	06/30/10	G. C. 340	090 06/30/17
Beach Bus 2009			01/01/09	12/31/09	G. C. 340	090 06/30/17
Beach Bus 2008			01/01/08	12/31/08	G. C. 340	090 06/30/17
	in the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of the first of th	A CALLA CARACTER SERVICE SERVICE AND ACCUSANCE AND ACCUSAN				

	DESTRUCTION AUTHO	PRIZATION
DEPARTMENT HEAD:	CITY ATTORNEY	CITY CLERK:
Date 8/3/17	Signature	Signature 8   31   17   Date
Date Destruction of Records Approv		Actual Destruction Date:



Department:	Prepared by: (Type Name/Initial Form)	Date:	Agoura Hill	s Box	Access	Storage Box
Community Services	Cynthia L. Polich	8	No.: CS-283		No.:	Storage Box
Page 24 Item 12 Record Series	s Title and Contents (as listed in Re				110	
No.: 13 No.: 34 Program Files	(City-Participation)	000000	ndon denede	<i></i>		
By my initials above, I hereby certify tha	at the records prepared for destruction (as li	sted below) are	e more than two	years old and	l/or have b	een retained for
the minimum retention period, as specific	ed in the Agoura Hills Records Retention/Des	struction Sched	dule adopted by	Resolution No.	16-1825	The list includes
a description of each record sufficient fo	or identification, including the retention sche	dule page no.,	record series t	title and conter	its, record	dates retention
requirements, and destruction date. I to	urther certify that the records listed no longer	er have any ao	lministrative, leg	gal, evidential,	fiscal, rese	arch, or historic
required to be kept by statute: or (d) rec	the title of real property or liens thereon; (lords less than two years old; and, to my kno	o) court record	s on any subject	ct where litigati	ion is pend	ding; (c) records
same pursuant to Section 34090 of the	e California Government Code. Unless other	erwise directed	d by the City C	lerk the meth	equestaut od of desi	nonty to destroy
shredding.				ioni, aro mour	ou or ucsi	raciion shall be
List of Records Recommended		Date of	Records	Citatio	n	Cutoff
(Description or title of records as	listed on file label)	From:	То:	Numb	er:	Date:
D.A.R. General Administration 20	007-2008	01/01/07	12/31/08	G. C. 34	090	06/30/17
D.A.R. Statistics 2006-2007		01/01/06	12/31/08	G. C. 34		06/30/17
D.A.R. Invoices November 2006		01/01/06	12/31/06	G. C. 34		06/30/17
D.A.R. Invoices January 2007		01/01/07	01/31/07	G. C. 34		06/30/17
D.A.R. Invoices February 2007		02/01/07	02/28/07	G. C. 34		06/30/17
D.A.R. Invoices March 2007		3/1/2007	03/31/07	G. C. 34		
LA City Billing D.A.R. 2010-2011		1/1/2010	12/31/11	G. C. 34		06/30/17
Beach Bus 2000		1/1/2010	12/31/11			06/30/17
Beach Bus 1999				G. C. 34		06/30/17
RFT Production Agreement 2008		01/01/99	12/31/99	G. C. 34		06/30/17
KET Production Agreement 2008		01/01/08	12/31/08	G. C. 34	090	06/30/17
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	DESTRUCTION AUT	HODIZVI	TION			
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DEPARTMENT HEAD:	CITY ATTORNEY:	•		CITY CLER	K:	-
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Date	Date		7	δί. Date	2111	

Actual Destruction Date:

Date Destruction of Records Approved by City Council:



Department:

Department:	Prepared by: (Type Name/Initial Form)	Date:	Agoura Hill	s Box A	ccess Storage Box
Community Services	Cynthia L. Polich	06/06/17	No.: CS-285	1	o.:
Page Item 3 Record Series No.: 8 No.: 8 Program Files	S Title and Contents (as listed in Re	ecords Rete	ntion Schedu		
By my initials above, I hereby certify that	at the records prepared for destruction (as li	sted below) ar	e more than two	vears old and/o	r have been retained for
une minimum retention perioa, as specific	ea in the Agoura Hills Records Retention/De:	struction Sche	dule adonted by	Resolution No. 1	6.1995 The liet in alert
a description of each record sufficient to	or identification, including the retention sche	edule page no.	record series	title and contents	rocord datas material
requirements, and destruction date. Int	irther certify that the records listed no longe	er have anv ad	lministrative led	ral evidential fic	cal rapparation or biotic
required to be kept by statute; or (d) reco	the title of real property or liens thereon; (I ords less than two years old; and, to my kno	o) court record wledae are no	is on any subje Llonger required	Ct where litigation	is pending; (c) records
same pursuant to section 34090 of the	e California Government Code. Unless other	erwise directe	d by the City C	lerk, the method	dest authority to destroy of destruction shall be
Silieuding.					
List of Records Recommended			Records	Citation	1
(Description or title of records as	iisted on tile label)	From:	To:	Number	: Date:
D.A.R. Records Jan 2010		01/01/10	01/31/10	G. C. 340	90 06/30/17
D.A.R. Records Feb 2010		02/01/10	02/28/10	G. C. 340	90 06/30/17
D.A.R. Records Mar 2010		03/01/10	03/31/10	G. C. 340	90 06/30/17
D.A.R. Records Apr 2010		04/01/10	04/31/10	G. C. 340	90 06/30/17
D.A.R. Records May 2010		05/01/10	05/31/10	G. C. 3409	90 06/30/17
D.A.R. Records Jun 2010		6/1/2010	6/30/2010	G. C. 3409	90 06/30/17
D.A.R. Records Jul 2010		7/1/2010	7/31/2010	G. C. 3409	90 06/30/17
D.A.R. Records Aug 2010		8/1/2010	8/31/2010	G. C. 3409	90 06/30/17
D.A.R. Records Sep 2010		09/01/10	09/30/10	G. C. 3409	90 06/30/17
D.A.R. Records Oct 2010		10/01/10	10/31/10	G. C. 3409	90 06/30/17
D.A.R. Records Nov 2010		11/01/10	11/30/10	G. C. 3409	90 06/30/17
D.A.R. Records Dec 2010		12/01/10	12/31/10	G. C. 3409	
D.A.R. Financials 2009-2010		01/01/09	12/31/10	G. C. 3409	
NTD-MTA 2009-2010		01/01/09	12/31/10	G. C. 3409	
MTA Jul thru Dec 2009		07/01/09	12/31/09	G. C. 3409	
First Transit Jan thru Jun 2012		01/01/12	06/30/12	G. C. 3409	
First Transit Sept thru Dec 2011		09/01/11	12/31/11	G. C. 3409	
NTD 2011-2012		01/01/11	12/31/12	G. C. 3409	
First Transit Apr thru Jun 2009		04/01/09	06/30/09	G. C. 3409	
First Transit Jan thru Aug 2011		01/01/11	08/31/11	G. C. 3409	
					00/00/17
	DESTRUCTION AUT	HORIZAT	ION		
DEPARTMENT HEAD:	CITY ATTORNEY?		(	CITY CLERK:	<b>1.</b> .
Signature 6/21	Signature	<del>\</del>	-	Signature	W
<i>~\?\?\</i> \?\	08.28.17	•	`	8   3 i	17
Date	Date		ī.	Date	F /
Date Destruction of Records Appro	ved by City Council:		Actual Destri		
		<del>-</del>	Desil		



Department:

Community Services

## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Date:

06/05/17

Agoura Hills Box

No.: CS-284

Access Storage Bo

No.:

Prepared by: (Type Name/Initial_Form)

Cynthia L. Polich

		11ton 00 204	JNO	
Page Item 3 Record Series Title and Contents (as listed in Figure 1) No.: When the Program Files (City-Participation)	Records Retent	ion Schedule	·):	
By my initials above, I hereby certify that the records prepared for destruction (as	listed holow) are n	ages than two w		
the minimum retention period, as specified in the Agoura Hills Records Retenti	on/Destruction Sc.	iore inan iwo ye hedule adonted	ears old and/or have . hv. Resolution No. :	been retained for
includes a description of each record sufficient for identification, including the rete	ntion schedule pa	ge no., record s	series title and conter	nts record dates
retention requirements, and destruction date. I further certify that the records listed	d no longer have a	nv administrativ	e, legal, evidential, fi	scal research or
Inistoric value and are not: (a) records affecting the title of real property or liens ti	hereon; (b) court r	ecords on anv s	subject where litigation	n is pendina: (c)
records required to be kept by statute; or (d) records less than two years old; and, to destroy same pursuant to Section 34090 of the California Government Code. Un	to my knowledge, less otherwise dire	are no longer re	equired by the City. I	request authority
be shredding.	iess otherwise une	cled by the City	Cierk, the method of	destruction shall
List of Records Recommended for Destruction:	Date of	Records	Citation	Cutoff
(Description or title of records as listed on file label)	From:	То:	Number:	Date:
Laidlaw Invoices April 2007	04/01/07	04/31/07	G. C. 34090	06/30/17
Laidlaw Invoices May 2007	05/01/07	05/31/07	G. C. 34090	06/30/17
Laidlaw Invoices June 2007	06/01/07	06/30/07	G. C. 34090	06/30/17
Laidlaw Invoices July 2007	07/01/07	07/31/07	G. C. 34090	06/30/17
Laidlaw Invoices August 2007	08/01/07	08/31/07	G. C. 34090	06/30/17
NTD Report 2006-2007	1/1/2008	12/31/09	G. C. 34090	06/30/17
LA City Billing D.A.R. 2006-2007	1/1/2006	12/31/07	G. C. 34090	06/30/17
NTD Billing - Agoura Hills 2007-2008	1/1/2007	12/31/08	G. C. 34090	06/30/17
Summer Shuttle 2011	01/01/06	12/31/06	G. C. 34090	06/30/17
Laidlaw January 2008	01/01/08	01/31/08	G. C. 34090	06/30/17
Laidlaw February 2008	02/01/08	02/28/08	G. C. 34090	06/30/17
Laidlaw March 2008	03/01/08	03/31/08	G. C. 34090	06/30/17
Laidlaw April 2008	04/01/08	04/30/08	G. C. 34090	06/30/17
Laidlaw May 2008	05/01/08	05/31/08	G. C. 34090	06/30/17
Laidlaw June 2008	06/01/08	06/30/08	G. C. 34090	06/30/17
Laidlaw September 2007	09/01/07	09/30/07	G. C. 34090	06/30/17
Laidlaw October 2007	10/01/07	12/31/07	G. C. 34090	06/30/17
Laidlaw November 2007	11/01/07	11/31/07	G. C. 34090	06/30/17
Laidlaw December 2007	12/01/07	12/31/07	G. C. 34090	
Laidlaw July 2008	07/01/08	07/31/08	G. C. 34090	06/30/17
Laidlaw August 2008	08/01/08	08/31/08		06/30/17
LA County Billing 2008-2009	01/01/08	12/31/09	G. C. 34090	06/30/17
Laidlaw September 2008	09/01/08	09/30/08	G. C. 34090	06/30/17
Laidlaw October 2008	10/01/08		G. C. 34090	06/30/17
MTA Billing 2008-2009		10/31/08	G. C. 34090	06/30/17
First Transit 2010-2011	01/01/08	12/31/09	G. C. 34090	06/30/17
First Transit Jan thru March 2009	01/01/10	12/31/11	G. C. 34090	06/30/17
City Shuttle 2009	1/1/2009	03/31/09	G. C. 34090	06/30/17
Volunteer Recognition 2008	01/01/09 12/01/07	12/31/09	G. C. 34090	06/30/17
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DEPARTMENT HEAD: CITY ATTORNEY:			CITY CLERK:	
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Signature 993117 Signature Signature			Signature 8[31]	
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Date Destruction of Records Approved by City Council:			ruction Date:	



Department:			Prepared by: (Type Name/Initial Form)	Date:	Agoura Hi	lls Box Acc	ess Storage Box
-	unity Servi	ces	Kimberly M. Rodrigues	1	No.: N/A	1	: N/A
	Item	Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Committee of the Commit	Title and Contents (as listed in F				
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			it the records prepared for destruction (as li	sted below) are	more than two	vears old and/or l	nave been retained for
			ified in the Agoura Hills Records Retentio				
includes	a description	n of each record su	ufficient for identification, including the reter	ntion schedule _l	page no., recor	rd series title and c	ontents, record dates,
			date. I further certify that the records listed				
			iffecting the title of real property or liens the r (d) records less than two years old; and, t				
			r (d) records less than two years old, and, t 1090 of the California Government Code. L				
	shredding.	suam to Goodion o				,,	
List of	Records	Recommende	d for Destruction:	Date of	Records	Citation	Cutoff
(Descr	iption or tit	le of records as	listed on file label)	From:	То:	Number:	Date:
Meals	on Wheels	Recipient Lists	;	1998	2001	G. C. 34090	06/30/17
Meals	Meals on Wheels - Delivery Receipts				1998	G. C. 34090	06/30/17
Meals on Wheels - Delivery Receipts				1999	1999	G. C. 34090	06/30/17
		- Delivery Rec		2000	2000	G. C. 34090	
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DEPARTMENT HEAD: CITY ATTORNEY:						CITY CLERK:	7
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Signati	ure	2017	Signature 08.28.1			Signature 8 31   1	7_
D.:	1106/	101 P			_		T
Date	•		Date			Date	

Actual Destruction Date:

Date Destruction of Records Approved by City Council: _____

# Attachment A-8 Records Destruction Request Forms (Finance)



Depart	ment:		Prepared by: (Type Name/Initial Form)	Date:	Agoura Hi	ills Box	Access	Storage Box
Finance	)		Kimberly Rodrigues	07/05/17	No.: Box 1		No.: N/A	
Page	ltem	Record Series	Title and Contents (as listed in Re	cords Rete	ntion Sched	dule):		
		Daily Cash Red		·				
			the records prepared for destruction (as list					
			fied in the Agoura Hills Records Retention/ fficient for identification, including the retention		•	-		
			date. I further certify that the records listed					
or historic	c value and a	are not: (a) records	affecting the title of real property or liens the	ereon; (b) cou	rt records on a	any subject wh	ere litigatio	on is pending; (c)
			(d) records less than two years old; and, to					
-	y same purs shredding.	suant to Section 34	090 of the California Government Code. Un	ess otnerwise	e airectea by t	the City Clerk,	tne metno	od of destruction
		Recommended	for Destruction:	Date of	Records	Citatio	on	Cutoff
			listed on file label)	From:	To:	Numb	er:	Date:
Sales T	ax And Re	evenue Stream	(STARS)					
STAR	S - Third C	Quarter		2001	2001	G. C. 3	4090	06/30/17
STAR	S - Fourth	Quarter		2001	2001	G. C. 3	4090	06/30/17
STARS - First Quarter				2002	2002	G. C. 3	4090	06/30/17
STAR	S - Secon	d Quarter		2002	2002	G. C. 3	4090	06/30/17
STARS - Third Quarter				2002	2002	G. C. 34	4090	06/30/17
STAR	S - Fourth	Quarter		2002	2002	G. C. 3	4090	06/30/17
STAR	S - First Q	uarter		2003	2003	G. C. 3	4090	06/30/17
STAR	S - Secon	d Quarter		2003	2003	G. C. 3	4090	06/30/17
STAR	S - Third C	Quarter		2003	2003	G. C. 34	4090	06/30/17
		Quarter (2 Cop	ies)	2003	2003	G. C. 34	4090	06/30/17
	S - First Q			2004	2004	G. C. 34	4090	06/30/17
STAR	S - Secon	d Quarter		2004	2004	G. C. 3	4090	06/30/17
	S - Third C			2004	2004	G. C. 3	4090	06/30/17
	S - Third C			2005	2005	G. C. 3	4090	06/30/17
	S - First Q			2006	2006	G. C. 3	4090	06/30/17
STAR	S - Secon	d Quarter		2006	2006	G. C. 3	4090	06/30/17
	S - Third C			2006	2006	G. C. 3	4090	06/30/17
	S - Secon			2007	2007	G. C. 3	4090	06/30/17
	S - Third C			2007	2007	G. C. 3	4090	06/30/17
	S - Fourth			2007	2007	G. C. 3	4090	06/30/17
	S - First Q			2008	2008	G. C. 3	4090	06/30/17
	S - Secon			2008	2008	G. C. 3	4090	06/30/17
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	DESTRUCTION AUTHOR	IZATION
DEPARTMENT HEAD:	CITY APTORNEY	CITY CLERK:
Signature	Signature 08.28.17	Signature 8 (31 / 17
Date	Date	Date
Data Destruction of Records Approx	ved by City Council:	Actual Destruction Date:



Date Destruction of Records Approved by City Council: ___

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

Departı	nent:		Prepared by: (Type Name/Initial Form)	Date:	Agoura Hi		ess Storage Box		
Finance	)		Kimbely Rodrigues	07/05/17	No.: Box 2	No.:	No.: N/A		
Page	Item	Record Serie	s Title and Contents (as listed in F	Records Rete	ntion Sched	lule) :			
No.: 39		Daily Cash Re							
			at the records prepared for destruction (as li						
			offied in the Agoura Hills Records Retention						
			ufficient for identification, including the retendate. I further certify that the records liste						
			s affecting the title of real property or liens ti						
			or (d) records less than two years old; and, t						
			4090 of the California Government Code. U						
shall be s									
			d for Destruction:	Date of	Records	Citation	Cutoff		
(Descri _l	otion or tit	le of records as	s listed on file label)	From:	To:	Number:	Date:		
Sales T	ax And R	evenue Stream	(STARS)						
STAR	S - Third (	Quarter		2008	2008	G. C. 34090	06/30/17		
		Quarter (Prelir	minary)	2008	2008	G. C. 34090	06/30/17		
			······································	2008	2008	G. C. 34090			
STARS - Fourth Quarter STARS - First Quarter					2009	G. C. 34090	06/30/17		
					2009	G. C. 34090	06/30/17		
STARS - Second Quarter				2009	+				
	STARS - Third Quarter				2009	G. C. 34090	06/30/17		
	S - Fourth			2009	2009	G. C. 34090	06/30/17		
STAR	S - First C	uarter		2010	2010	G. C. 34090	06/30/17		
STAR	S - Secon	d Quarter		2010	2010	G. C. 34090	06/30/17		
STAR	S - Third (	Quarter		2010	2010	G. C. 34090	06/30/17		
STAR	S - Fourth	Quarter		2010	2010	G. C. 34090	06/30/17		
STAR	S - First C	uarter		2011	2011	G. C. 34090	06/30/17		
STAR	S - Secon	d Quarter		2011	2011	G. C. 34090	06/30/17		
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Actual Destruction Date:



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Department:	Prepared by: (Type Name/Initial Form		Agoura Hil	IS BOX	8	Storage Box
Finance	Monica Hanson		No.: F394	***************************************	No.: 3020	06538
No.: 39 No.: 13	Record Series Title and Contents (as listed in Daily Cash Receipts			•		
	I hereby certify that the records prepared for destruction (a					
	on period, as specified in the Agoura Hills Records Reter					
	n of each record sufficient for identification, including the re s, and destruction date. I further certify that the records list					
	e not: (a) records affecting the title of real property or liens					
records required to be	e kept by statute; or (d) records less than two years old; and	d to my knowledai	e are no longei	r required by	the City I n	equest authority
	suant to Section 34090 of the California Government Code					
	Recommended for Destruction:	Date of	Records	Citati	on I	Cutoff
(Description or tit	le of records as listed on file label)	From:	To:	Numb	•	Date:
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Departi			Prepared by: (Type Name/Initial Form		Agoura Hi	1	Access Storage Box	
Finance	~~~	I	Monica Hanson		No.: F395		30206537	
Page			Title and Contents (as listed in	Records Rete	ention Sched	lule):		
		Daily Cash Re		lists of his love)	41 4			
the minin	uais above, num retentio	i nereby certity tha in neriod, as speci	t the records prepared for destruction (as fied in the Agoura Hills Records Retent	: listed below) are	more than two Schedule, adopt	years old and/or ha	ve been retained for	
			fficient for identification, including the ret					
retention	requirement	s, and destruction o	date. I further certify that the records liste	ed no longer have	any administra	ative, legal, evidentia	l, fiscal, research, or	
historic va	alue and are	not: (a) records a	ffecting the title of real property or liens	thereon; (b) coun	t records on an	y subject where litig	ation is pending; (c)	
records re	equired to be	e kept by statute; o	r (d) records less than two years old; and	, to my knowledg	e, are no longe	r required by the Cit	y. I request authority	
		uant to Section 34	090 of the California Government Code.	Unless otherwis	e directed by ti	he City Clerk, the m	ethod of destruction	
shall be s	The state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the s	Pacammandae	I for Destruction:	Data of	December I	0:4-4:		
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Finance			Monica Hanson	1	No.: F396	1	s Storage Box 0206536
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Department:	Propaged by: (Time Name Well 15)	Date:	Agoura Hi	llo Dov	A
Finance	Prepared by: (Type Name/Initial Form) Monica Hanson	I			Access Storage Box
			No.: F397		No.: 30206539
	es Title and Contents (as listed in Re	ecords Rete	ntion Sched	lule):	
No.: 39 No.: 13 Daily Cash R					
the minimum retention period as spe	hat the records prepared for destruction (as lis acified in the Agoura Hills Records Retention	ted below) are	more than two	years old and	/or have been retained for
includes a description of each record	sufficient for identification, including the retent	rion schedule r	page no recon	eu by Resoluli d series title ar	nd contents record dates
	n date. I further certify that the records listed i				
	affecting the title of real property or liens the				
records required to be kept by statute;	or (d) records less than two years old; and, to	my knowledge	e, are no longe	r required by th	he City. I request authority
	34090 of the California Government Code. Ui	nless otherwise	e directed by t	he City Clerk, i	the method of destruction
shall be shredding.				***************************************	
List of Records Recommend		Date of	Records	Citatio	
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Daily Cash Receipts		03/01/08	04/30/08	G. C. 34	090 06/30/17
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Financ		Y	Monica Hanson		No.: F408		3023805	6
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			t the records prepared for destruction (as lis	ted below) are	more than two	vears old an	d/or have I	neen retained for
the minii	num retentic	on period, as speci	fied in the Agoura Hills Records Retention	Destruction S	chedule adopte	ed by Resolu	ition No. 1	6-1825. The list
includes	a description	n of each record su	fficient for identification, including the retent	ion schedule p	age no., record	d series title a	and conten	ts, record dates,
retention historic v	requirement and are	s, and destruction (	date. I further certify that the records listed i ffecting the title of real property or liens the	no longer have	any administra	tive, legal, ev	idential, fis	cal, research, or
records i	equired to be	e kept by statute; o	r (d) records less than two years old; and, to	my knowledge	e, are no longei	r required by	the Citv. I	n is penaing; (c) request authority
to destro	y same purs	suant to Section 34	090 of the California Government Code. U	nless otherwise	e directed by th	ne City Clerk,	the metho	od of destruction
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			DESTRUCTION AUT	HORIZAT	ION			
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Date	1191	<u> </u>	Date	_	· - [	Date		
Date De	struction o	of Records Appr	oved by City Council:	er-	Actual Desi	truction Da	te:	



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<b>Depart</b> Financ			Prepared by: (Type Name/Initial Form)	Date:	Agoura Hil		Access Storage Box
		In in i	Monica Hanson	way and the second second second second	No.: F409		30238064
Page	item	Record Series Daily Cash Re	s Title and Contents (as listed in F	Records Rete	ention Sched	ule):	
			t the records prepared for destruction (as li	isted helow) are	more than two	veare old and	Var have been retained f
the minii	num retentic	on period, as spec	ified in the Agoura Hills Records Retention	n/Destruction S	Chedule adopte	ed bv Resolut	ion No. 16-1825. The li
includes	a description	า of each record รเ	ufficient for identification, including the reter	ntion schedule p	page no., record	l series title ar	nd contents, record date:
retention	requirement	s, and destruction	date. I further certify that the records listed	no longer have	any administra	tive, legal, evid	dential, fiscal, research, d
nistoric v records i	alue and are required to be	e not: (a) records a e kent hy statute: o	affecting the title of real property or liens ther (d) records less than two years old; and, i	ereon; (b) court	records on any	/ subject wher	re litigation is pending; (d
to destro	y same purs	suant to Section 34	4090 of the California Government Code. L	Inless otherwise	e, are no longer e directed by th	ne Citv Clerk.	the method of destruction
shall be .	shredding.				-		
			d for Destruction:	Date of	Records	Citatio	1
(Descri	ption or tit	le of records as	: listed on file label)	From:	То:	Numbe	er: Date:
Daily C	ash Recei	pts		09/01/08	10/31/08	G. C. 34	090 06/30/17
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			DESTRUCTION AU	THORIZAT	ION		
DEPAR	TMENTH	EAD:	CITY AFTORNEY:		(	CITY CLER	K: M
Signatu	re 7/3/	117	Signature	19		Signature 8/31	117
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Departme	nt:		Prepared by: (Type Name/Initial Form		Agoura Hil	1	ccess Storage Box
Finance		<b>.</b>	Monica Hanson		No.: F410		)238060
. – .			Title and Contents (as listed in	Records Rete	ention Sched	ule):	
		Daily Cash Re					
			t the records prepared for destruction (as				
includes a de	retention secription	n penoa, as speci of each record su	fied in the Agoura Hills Records Retent fficient for identification, including the ret	rion/Destruction S	Schedule adopti	ed by Resolutio.	1 No. 16-1825. The list
retention real	iirement.	s and destruction o	date. I further certify that the records liste	ention schedule j ad no longer have	oaye 110., record	u series uue arid ativo logal evide	contents, record dates,
historic value	and are	not: (a) records a	ffecting the title of real property or liens	thereon: (b) court	records on an	v subject where	litigation is nending: (c)
records requi	red to be	kept by statute; or	r (d) records less than two years old; and	, to my knowledge	e, are no longe	r required by the	City. I request authority
to destroy sa	me purs	uant to Section 34	090 of the California Government Code.	Unless otherwise	e directed by th	he City Clerk, th	e method of destruction
shall be shred							
4			l for Destruction:	Date of	Records	Citation	Cutoff
(Descriptio	n or titi	e of records as	listed on file label)	From:	To:	Number	: Date:
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DEPARTM	ENTH	EAD:	CITY ATTORNEY:		(	CITY CLERK	: 'W
Signature 7/3	31/1-	7	Signature 28	.17		Signature 8/3//	17
Date			Date			Date	
Date Destru	iction c	of Records Appr	oved by City Council:		Actual Des	truction Date:	



TD									
Department:			Prepared by: (Type Name/Initial Form)  Date:		Agoura Hills Box		Access Storage Box		
Finance	T		Monica Hanson		No.: F411		30238063		
Page	item	Record Series	Title and Contents (as listed in F	Records Rete	ntion Sched	lule):			
		Daily Cash Re							
By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for									
the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. The list									
includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or									
historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c)									
records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority									
to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction									
shall be shredding.									
List of Records Recommended for Destruction: (Description or title of records as listed on file label)				Date of Records		Citatio			
			listed on file label)	From:	To:	Numbe	er: Date:		
Daily Ca	sh Recei	ots		01/16/09	03/31/09	G. C. 34	090 06/30/17		
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			DESTRUCTION AUT	THORIZAT	TON				
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Signature 7/31/17			Signature 08 28 · I	Signature 08 28 · Pr		Signature 8/3/1/7			
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			t the records prepared for destruction (as lis	sted helow) are	more than two	vears old and/	or have been retained for
			ified in the Agoura Hills Records Retention				
includes	a descriptior	n of each record su	ıfficient for identification, including the reten	tion schedule p	age no., recor	d series title and	d contents, record dates,
			date. I further certify that the records listed				
			iffecting the title of real property or liens the r (d) records less than two years old; and, to				
			1090 of the California Government Code. U				
shall be s	shredding.						
			d for Destruction:	Date of	Records	Citation	1 1
(Descri	ption or titi	le of records as	listed on file label)	From:	To:	Numbe	
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160			DESTRUCTION AUT	THORIZAT	ION		
DEPAR	TMENTH	IEAD:	CITY ATTORNEY:			CITY CLERK	(: U-
Signatu	re 7/3/	117	Signature CK . 28	声		Signature 8 2 1	17
Date			Date		- <u>-</u>	Date	
Date De	struction o	of Records Appr	oved by City Council:		Actual Des	truction Date	:



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Departmen	t:		Prepared by: (Type Name/Initial Form)	Date:	Agoura Hi	lls Box	1	Storage Box
Finance			Monica Hanson		No.: F413		3023805	54
Page	Item		Title and Contents (as listed in Re	cords Rete	ntion Sched	lule):		
			ceipts, Budget Development Files					
			cords prepared for destruction (as listed belo Agoura Hills Records Retention/Destruction S					
			fication, including the retention schedule pa					
			certify that the records listed no longer have					
value and are	not: (a) recor	ds affecting the tit	le of real property or liens thereon; (b) cour	t records on a	any subject wh	ere litigation	on is pend	ing; (c) records
			ss than two years old; and, to my knowledge					
same pursuan shredding.	t to Section	34090 of the Calif	fornia Government Code. Unless otherwise	directed by ti	he City Clerk,	the metho	od of desti	ruction shall be
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DEPARTME	NT HEAD	)	CITY ATTORNEY:			CITY CL	ERK:	
Signature	7/31/1	7	Signature 08.28.			Signatur	e 1112	
Date	491		Date			Date	IIIT	
Date Destruc	ction of Red	ords Approved	by City Council:		Actual Des	truction	Date:	

# Attachment A-9 Records Destruction Request Forms (Planning)



Departn	nent:		Prepared by: (Type N	ame/Initial_Form)	Date:	Agoura Hi	lls Box	Access	Storage Box
Planning			Amber Victoria	(OIV)	02/02/17	No.: N/A		No.: N/A	
Page	ltem	B	Title and Contents	s (as listed in Red	cords Rete	ntion Sched	lule):		
	2	<u> </u>	mission Agendas		***************************************	***************************************			
			t the records prepared fo fied in the Agoura Hills						
			fficient for identification,						
			date. I further certify that						
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			'd) records less than two rledge, are no longer req					-	•
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			I for Destruction:		Date of	Records	Citatio		Destruction
(Descrip	tion or tit	le of records as	listed on file label)		From:	To:	Numb		Date:
Planning	g Commis	ssion Meeting -	Agenda Packets (Co	pies)	01/05/12	01/05/12	G. C. 34	1090	07/01/17
			Agenda Packets (Co	·	01/19/12	01/19/12	G. C. 34		07/01/17
Planning	Commis	ssion Meeting	Agenda Packets (Co	pies)	02/02/12	02/02/12	G. C. 34	1090	07/01/17
Planning	g Commis	ssion Meeting -	Agenda Packets (Co	pies)	02/16/12	02/16/12	G. C. 34		07/01/17
Planning	Commis	ssion Meeting -	Agenda Packets (Co	pies)	03/01/12	03/01/12	G. C. 34		07/01/17
Planning	Commis	ssion Meeting -	Agenda Packets (Co	pies)	03/15/12	03/15/12	G. C. 34	1090	07/01/17
Planning	g Commis	ssion Meeting -	Agenda Packets (Co	pies)	04/05/12	04/05/12	G. C. 34	1090	07/01/17
Planning	g Commis	ssion Meeting -	Agenda Packets (Co	pies)	04/19/12	04/19/12	G. C. 34		07/01/17
Planning	Commis	ssion Meeting -	Agenda Packets (Co	pies)	05/03/12	05/03/12	G. C. 34	1090	07/01/17
Planning	g Commis	ssion Meeting -	Agenda Packets (Co	pies)	05/17/12	05/17/12	G. C. 34	1090	07/01/17
Planning	g Commis	ssion Meeting -	Agenda Packets (Co	pies)	06/07/12	06/07/12	G. C. 34	1090	07/01/17
Planning	g Commis	ssion Meeting -	Agenda Packets (Co	pies)	06/21/12	06/21/12	G. C. 34	1090	07/01/17
Planning	Commis	ssion Meeting -	Agenda Packets (Co	pies)	07/05/12	07/05/12	G. C. 34	1090	07/01/17
Planning	g Commis	ssion Meeting -	Agenda Packets (Co	pies)	07/19/12	07/19/12	G. C. 34	1090	07/01/17
Planning	g Commis	ssion Meeting -	Agenda Packets (Co	pies)	08/02/12	08/02/12	G. C. 34	1090	07/01/17
Planning	g Commis	ssion Meeting -	Agenda Packets (Co	pies)	08/16/12	08/16/12	G. C. 34	1090	07/01/17
Planning	g Commis	ssion Meeting -	Agenda Packets (Co	pies)	09/06/12	09/06/12	G. C. 34	1090	07/01/17
Planning	g Commis	ssion Meeting -	Agenda Packets (Co	pies)	09/20/12	09/20/12	G. C. 34	1090	07/01/17
Planning	g Commis	ssion Meeting -	Agenda Packets (Co	pies)	10/04/12	10/04/12	G. C. 34	4090	07/01/17
Planning	Commis	ssion Meeting -	Agenda Packets (Co	pies)	10/18/12	10/18/12	G. C. 34	1090	07/01/17
Planning	g Commis	ssion Meeting -	Agenda Packets (Co	pies)	11/01/12	11/01/12	G. C. 34		07/01/17
Planning	g Commis	ssion Meeting -	Agenda Packets (Co	pies)	11/15/12	11/15/12	G. C. 34	4090	07/01/17
Planning	g Commis	ssion Meeting -	Agenda Packets (Co	pies)	12/06/12	12/06/12	G. C. 34		07/01/17
Planning	g Commis	ssion Meeting -	Agenda Packets (Co	pies)	12/20/12	12/20/12	G. C. 34	4090	07/01/17
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DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

CITY ATTORNEY:

Signature

Signature

OF - 2F - 17

Date

Date

Date Destruction of Records Approved by City Council:

Actual Destruction Date:



Departi	nent:		Prepared by: (Type Na	เศายุ/ไก่itial Form)	Date:	Agoura Hi	lls Box	Access Storage Box	
Plannin	g	\	Amber Victoria ,	194V)	02/02/17	No.: N/A		No.: N/A	
Page	ltem	1	Title and Contents	as listed in Re	cords Rete	ntion Sched	dule) :		
			mission Agendas				The state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the s		***
			t the records prepared for fied in the Agoura Hills I						
			fficient for identification, i						
retention .	requirement	s, and destruction o	date. I further certify that	the records listed no	longer have	any administr	ative, legal, ev	ridential, fi	scal, research, o
			ffecting the title of real pr						
			d) records less than two ledge, are no longer requ						
			erwise directed by the Cit						
			I for Destruction:		Date of	Records	Citati		Destruction
(Descrip	otion or tit	le of records as	listed on file label)	······································	From:	To:	Numb	er:	Date:
Plannin	g Commis	sion Meeting - A	Agenda Packets (Co	pies)	01/03/13	01/03/13	G. C. 3	4090	07/01/17
Plannin	g Commis	sion Meeting - A	Agenda Packets (Co	pies)	01/17/13	01/17/13	G. C. 3	4090	07/01/17
Plannin	g Commis	sion Meeting - A	Agenda Packets (Co	pies)	02/07/13	02/07/13	G. C. 3	4090	07/01/17
Plannin	g Commis	sion Meeting - A	Agenda Packets (Co	pies)	02/21/13	02/21/13	G. C. 3	4090	07/01/17
Plannin	g Commis	sion Meeting - A	Agenda Packets (Co	pies)	03/07/13	03/07/13	G. C. 3	4090	07/01/17
Plannin	g Commis	sion Meeting - A	Agenda Packets (Co	pies)	03/21/13	03/21/13	G. C. 3	4090	07/01/17
Plannin	g Commis	sion Meeting - A	Agenda Packets (Co	pies)	04/04/13	04/04/13	G. C. 3	4090	07/01/17
Plannin	g Commis	sion Meeting - A	Agenda Packets (Co	pies)	04/18/13	04/18/13	G. C. 3	4090	07/01/17
Plannin	g Commis	sion Meeting - A	Agenda Packets (Co	pies)	05/02/13	05/02/13	G. C. 3	4090	07/01/17
Plannin	g Commis	sion Meeting - A	Agenda Packets (Co	pies)	05/16/13	05/16/13	G. C. 3	4090	07/01/17
Plannin	g Commis	sion Meeting - A	Agenda Packets (Co	pies)	06/06/13	06/06/13	G. C. 3	4090	07/01/17
Plannin	g Commis	ssion Meeting - A	Agenda Packets (Co	pies)	06/20/13	06/20/13	G. C. 3	4090	07/01/17
Plannin	g Commis	ssion Meeting - A	Agenda Packets (Co	pies)	07/04/13	07/04/13	G. C. 3	4090	07/01/17
Plannin	g Commis	ssion Meeting - A	Agenda Packets (Co	pies)	07/18/13	07/18/13	G. C. 3	4090	07/01/17
Plannin	g Commis	ssion Meeting - A	Agenda Packets (Co	pies)	08/01/13	08/01/13	G. C. 3	4090	07/01/17
Plannin	g Commis	ssion Meeting - A	Agenda Packets (Co	pies)	08/15/13	08/15/13	G. C. 3	4090	07/01/17
Plannin	g Commis	sion Meeting - A	Agenda Packets (Co	pies)	09/05/13	09/05/13	G. C. 3	4090	07/01/17
Plannin	g Commis	sion Meeting - A	Agenda Packets (Co	pies)	09/19/13	09/19/13	G. C. 3	4090	07/01/17
Plannin	g Commis	sion Meeting - A	Agenda Packets (Co	pies)	10/03/13	10/03/13	G. C. 3	4090	07/01/17
Plannin	g Commis	ssion Meeting - A	Agenda Packets (Co	pies)	10/17/13	10/17/13	G. C. 3	4090	07/01/17
Plannin	g Commis	ssion Meeting - A	Agenda Packets (Co	pies)	11/07/13	11/07/13	G. C. 3	4090	07/01/17
Plannin	g Commis	ssion Meeting	Agenda Packets (Co	pies)	11/21/13	11/21/13	G. C. 3	4090	07/01/17
Plannin	g Commis	ssion Meeting - A	Agenda Packets (Co	pies)	12/05/13	12/05/13	G. C. 3	4090	07/01/17
Plannin	g Commis	sion Meeting - A	Agenda Packets (Co	pies)	12/19/13	12/19/13	G. C. 3	4090	07/01/17
		<del>\</del>							
			NECTOL	ICTION ALIT	JODIZAT	TION			

DEPARTMENT HEAD:

Signature

Signature

Signature

Date

Date

Date

CITY CLERK:

Signature

Signature

Date

Actual Destruction Date:



Department: Prepared by: (Type Name/Initial Form)	Date:	Agoura Hi		ess Storage Box
Planning Amber Victoria	02/02/17	L		: N/A
Page Item Record Series Title and Contents (as listed in Re	cords Rete	ntion Sched	dule):	
No.: 48 No.: 17 Planning Commission Agendas				
By my initials above, I hereby certify that the records prepared for destruction (as list the minimum retention period, as specified in the Agoura Hills Records Retention/				
includes a description of each record sufficient for identification, including the retenti				
retention requirements, and destruction date. I further certify that the records listed n	o longer have	any administra	ative, legal, eviden	tial, fiscal, research, oi
historic value and are not: (a) records affecting the title of real property or liens ther				
records required to be kept by statute; (d) records less than two years old; (e) the n Board or Commission, and, to my knowledge, are no longer required by the City. I				
California Government Code. Unless otherwise directed by the City Clerk, the method				Section 34090 or the
List of Records Recommended for Destruction:		Records	Citation	Destruction
(Description or title of records as listed on file label)	From:	To:	Number:	Date:
Planning Commission Meeting - Agenda Packets (Copies)	01/02/14	01/02/14	G. C. 3409	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	01/16/14	01/16/14	G. C. 3409	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	02/06/14	02/06/14	G. C. 3409	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	02/20/14	02/20/14	G. C. 3409	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	03/06/14	03/06/14	G. C. 3409	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	03/20/14	03/20/14	G. C. 3409	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	04/03/14	04/03/14	G. C. 3409	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	04/17/14	04/17/14	G. C. 3409	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	05/01/14	05/01/14	G. C. 3409	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	05/15/14	05/15/14	G. C. 3409	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	06/05/14	06/05/14	G. C. 3409	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	06/19/14	06/19/14	G. C. 3409	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	07/03/14	07/03/14	G. C. 3409	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	07/17/14	07/17/14	G. C. 3409	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	08/07/14	08/07/14	G. C. 3409	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	08/21/14	08/21/14	G. C. 3409	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	09/04/14	09/04/14	G. C. 3409	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	09/18/14	09/18/14	G. C. 3409	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	10/02/14	10/02/14	G. C. 3409	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	10/16/14	10/16/14	G. C. 3409	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	11/06/14	11/06/14	G. C. 3409	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	11/20/14	11/20/14	G. C. 3409	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	12/04/14	12/04/14	G. C. 3409	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	12/18/14	12/18/14	G. C. 3409	07/01/17

	DESTRUCTION AUTHOR	IZATION
DEPARTMENT HEAD:	CITY APTORNEY:	CITY GLERK:
Signature	Signature <b>08.28.17</b>	Signature 8/3/1/2
Date	Date	Date
Date Destruction of Records Approve	ed by City Council:	Actual Destruction Date:



Departi	nent [.]		Prepared by: (Type Name/Initial Fgrm)	Date:	Agoura Hi	lls Roy	Access	Storage Box
Plannin			Amber Victoria	02/02/17		no Dox	No.: N/A	
Page	ltem	Record Series	Title and Contents (as listed in Re			lule) •		
-	1		mission Agendas	00/40 / (010)	ntion conce	<i>iaio)</i> :		
By my ini	tials above,	I hereby certify tha	t the records prepared for destruction (as list					
			ified in the Agoura Hills Records Retention/					
			ifficient for identification, including the retenti- date. I further certify that the records listed n					
			ffecting the title of real property or liens ther					
records re	equired to be	e kept by statute; (	d) records less than two years old; (e) the n	ninutes, ordina	ances or resol	utions of the I	egislative .	body or of a City
			viedge, are no longer required by the City. I				nt to Sect	tion 34090 of the
			erwise directed by the City Clerk, the method I for Destruction:	~	Records	citati	Ωn	Destruction
			listed on file label)	From:	To:	Numb		Destruction Date:
فسنسسف			Agenda Packets (Copies)	01/01/15	01/01/15	G. C. 3		07/01/17
			Agenda Packets (Copies)	01/15/15	01/15/15	G. C. 3		07/01/17
	<del></del>	<del></del>	Agenda Packets (Copies)	02/05/15	02/05/15	G. C. 3		07/01/17
	<u> </u>		Agenda Packets (Copies)	02/19/15	02/19/15	G. C. 3		07/01/17
	<del>7</del>	<del></del>	Agenda Packets (Copies)	03/05/15	03/05/15	G. C. 3		07/01/17
			Agenda Packets (Copies)	03/19/15	03/19/15	G. C. 3		07/01/17
	X		Agenda Packets (Copies)	04/02/15	04/02/15	G. C. 3		07/01/17
	Z		Agenda Packets (Copies)	04/16/15	04/16/15	G. C. 3		07/01/17
			Agenda Packets (Copies)	05/07/15	05/07/15	G. C. 3		07/01/17
	<del></del>		Agenda Packets (Copies)	05/21/15	05/21/15	G. C. 3		07/01/17
	F		Agenda Packets (Copies)	06/04/15	06/04/15	G. C. 3	4090	07/01/17
	*		Agenda Packets (Copies)	06/18/15	06/18/15	G. C. 3	4090	07/01/17
			Agenda Packets (Copies)	07/02/15	07/02/15	G. C. 3	4090	07/01/17
Plannin	g Commis	sion Meeting -	Agenda Packets (Copies)	07/16/15	07/16/15	G. C. 3	4090	07/01/17
Plannin	g Commis	sion Meeting -	Agenda Packets (Copies)	08/06/15	08/06/15	G. C. 3	4090	07/01/17
Plannin	g Commis	sion Meeting -	Agenda Packets (Copies)	08/20/15	08/20/15	G. C. 3	4090	07/01/17
Plannin	g Commis	sion Meeting - A	Agenda Packets (Copies)	09/03/15	09/03/15	G. C. 3	4090	07/01/17
Plannin	g Commis	sion Meeting - A	Agenda Packets (Copies)	09/17/15	09/17/15	G. C. 3	4090	07/01/17
Plannin	g Commis	ssion Meeting -	Agenda Packets (Copies)	10/01/15	10/01/15	G. C. 3	4090	07/01/17
Plannin	g Commis	ssion Meeting	Agenda Packets (Copies)	10/15/15	10/15/15	G. C. 3	4090	07/01/17
Plannin	g Commis	ssion Meeting	Agenda Packets (Copies)	11/05/15	11/05/15	G. C. 3	4090	07/01/17
Plannin	g Commis	ssion Meeting	Agenda Packets (Copies)	12/03/15	12/03/15	G. C. 3	4090	07/01/17
Plannin	g Commis	ssion Meeting	Agenda Packets (Copies)	12/17/15	12/17/15	G. C. 3	4090	07/01/17
Plannin	g Commis	ssion Meeting	Agenda Packets (Copies)			G. C. 3	4090	07/01/17

	DESTRUCTION AUTHORI	ZATION
DEPARTMENT HEAD:	CITY ATTORNEY:	CITY CLERK:
Signature	Signature 08.28.13	Signature 8/3/1/17
Date Date	Date	Date
Date Destruction of Records Approv	ed by City Council:	Actual Destruction Date:



Department:	Prepared by: (Type	/ 1 // 1		Agoura Hi			torage Box
Planning	Amber Victoria	to (as the day in Da		No.: IPL 00		No.: N/A	
Page Item Record Ser No.: 52 No.: 28 Planning - P	ies Title and Contenuel in the information Mate			ntion Sched	auie):		
By my initials above, I hereby certify t	that the records prepared f	or destruction (as list	ed below) are	more than two	o years old and	l/or have b	een retained for
the minimum retention period, as sp includes a description of each record							
retention requirements, and destruction	on date. I further certify the	at the records listed n	o longer have	any administr	ative, legal, evi	dential, fisc	cal, research, or
historic value and are not: (a) records							
records required to be kept by statute to destroy same pursuant to Section							
shall be shredding.		***************************************					
List of Records Recommend (Description or title of records				Records	Citatio		Cutoff
Public Information - Developm		2006	From: 01/01/01	To: 12/31/06	Numbe G. C. 340		Date:
Public Information - Developm	· · · · · · · · · · · · · · · · · · ·	·	06/01/07	09/30/09	G. C. 340		06/30/17 06/30/17
Public Information - Developm			03/01/10	12/31/14	G. C. 340		06/30/17
			1 30,0 11,10	12/01/11	0. 0. 0 10	,00.,	00/00/17
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Market Art Art Art Art Art Art Art Art Art Ar							****
MARKET BANK TO THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE							
	DESTR	UCTION AUT	HORIZAT	ION			
DEPARTMENT HEAD:	CITY	- $  -$			CITY CLER	·K·	
A)//		27	2	_	( <i>B</i> V	Mh	
Signature	Signe	10 6 . 28 . 1°	~	-	Signature	a l.=	
7/3///7	Dete	08.20.1		-	8/.	31/17	
Date	Date				Date		

Actual Destruction Date:

Date Destruction of Records Approved by City Council:

# Attachment A-10 Records Destruction Request Forms (Planning / Block Grants)



Departr			Prepared by: (Type Name/Initial/Form) Date: Ag				Access Storage Box		
Planning	g/Block G	rants	Amber Victoria	(AV)	07/26/17	No.: IPL 00	5	No.: N/A	
Page No.: 57	Item No.: 1		<b>Title and Contents</b> (as I B Program Administration I		cords Rete	ntion Sched	lule) :		
By my init	ials above,	I hereby certify tha	the records prepared for destru	iction (as liste	d below) are	more than two	years old an	d/or have t	een retained for
the minim	um retentio	on period, as speci	fied in the Agoura Hills Record	ls Retention/L	Destruction S	chedule adop	ted by Resolu	ution No. 1	6-1825. The list
retention i	requirement	r or each record su 's, and destruction (	fficient for identification, includin date. I further certify that the rec	g uie retentio ords listed no	n scheaule p longer have	age no., recol anv administr	u series title a ative, legal et	ana conten Jidential fic	is, record dates,
historic va	alue and are	not: (a) records a	ffecting the title of real property	or liens there	on; (b) court	records on a	ny subject wh	ere litigatio	n is pending: (c)
records re	quired to be	e kept by statute; or	r (d) records less than two years	old; and, to r	ny knowledge	, are no longe	er required by	the City. I i	request authority
to destroy shall be si		suant to Section 34	090 of the California Governme	nt Code. Unl	ess otherwise	directed by t	he City Clerk,	the metho	od of destruction
20190222222		Recommended	for Destruction:		Date of	Records	Citati	on	Cutoff
(Descrip	otion or tit	le of records as	listed on file label)		From:	То:	Numb		Date:
Grants (	DBG 20	01-2002			07/01/01	06/30/02	29 CFR	97.42	06/30/17
Grants (	DBG 20	02-2003			07/01/02	06/30/03	29 CFR		06/30/17
Grants (	DBG 20	03-2004			07/01/03	06/30/04	29 CFR		06/30/17
Grants (	DBG 20	04-2005			07/01/04	06/30/05	29 CFR	97.42	06/30/17
Grants (	DBG 20	05-2006			07/01/05	06/30/06	29 CFR	97.42	06/30/17
Grants (	DBG 20	06-2007			07/01/06	06/30/07	29 CFR	97.42	06/30/17
Grants (	DBG 20	07-2008			07/01/07	06/30/08	29 CFR	97.42	06/30/17
Grants (	DBG 20	08-2009			07/01/08	06/30/09	29 CFR	97.42	06/30/17
Grants (	DBG 20	09-2010			07/01/09	06/30/10	29 CFR	97.42	06/30/17
Grants (	DBG 200	03 - 2008 Cons	olidated Plan		07/01/03	06/30/08	29 CFR	97.42	06/30/17
Planning	Project Fil	es 2001-2005 Mi	sc Agreements (Three Agree	ments)	01/01/01	05/31/05	G. C. 3	4090	06/30/17
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					,				
			DESTRUCTION	AN ALITE	IODIZAT	ION			
				-	IURIZAT				
DEPAR	TMENT H	IEAD:	CITY ATTOF	RNEY:			CITY CLE	RK:	_
Signatur		···	Signatura	3	<u> </u>		Signatura	arm	
Signatúr	12//-	,	Signature	20.P	•		Signature 8/	3/1/2	
Date	5111/	•		- 1			Date	- +   +	

Actual Destruction Date: _____

Date Destruction of Records Approved by City Council: _____

# Attachment A-11 Records Destruction Request Forms (Planning / Code Enforcement)



Departn	nent:		Prepared by: (Type Name/Injtjak;Form)	Date:	Agoura Hi	IIs Box A	Access Storage Box
•		nforcement	Amber Victoria		No.: IPL 00		lo.: N/A
Page	ltem	<del></del>	Title and Contents (as listed in R		<u></u>		
No.: 60			ment - Case Files			-/-	
			t the records prepared for destruction (as lis				
			ified in the Agoura Hills Records Retention				
			ifficient for identification, including the retendate. I further certify that the records listed in				
			ffecting the title of real property or liens the				
records re	quired to be	e kept by statute; o	r (d) records less than two years old; and, to	my knowledge	e, are no longe	er required by the	e City. I request authority
		uant to Section 34	090 of the California Government Code. U	nless otherwise	e directed by t	he City Clerk, ti	he method of destruction
shall be st		Recommender	for Destruction:	Data of	Records	Citation	n Cutoff
			listed on file label)	From:	To:	Numbe	
	goura Ro		included of the labory ( ) (DAU)	02/02/11	02/28/11	P. C. 80	···
		oura Road		09/09/10	10/11/10	P. C. 80	
	goura Ro		1144451/444	10/12/10	10/13/10	P. C. 80	
	uarius Av			01/09/12	02/15/12	P. C. 80	
	goura Ro			07/30/08	06/16/10	P. C. 80	
	goura Ro			06/04/10	06/13/10	P. C. 80	
	goura Ro			10/28/09	11/19/11	P. C. 80	······································
	goura Ro			04/18/09	06/27/11	P. C. 80	
28222 A	goura Ro	ad		10/11/10	05/10/11	P. C. 80	06/30/17
28219 A	goura Ro	ad		02/01/11	03/07/11	P. C. 80	
5305 Alf	onso Driv	/e		12/27/10	05/26/11	P. C. 80	06/30/17
6324 Aq	uarius Av	/e		09/19/13	10/21/13	P. C. 80	06/30/17
28902 A	goura Ro	ad		02/02/11	02/28/11	P. C. 80	06/30/17
28661 A	cacia Gle	en St		05/20/13	06/17/13	P. C. 80	06/30/17
28247 A	goura Ro	ad		06/05/12	06/13/12	P. C. 80	06/30/17
28811 B	arragan S	St		09/10/12	10/10/12	P. C. 80	06/30/17
28318 V	V. Balkins	Drive		04/04/07	06/20/07	P. C. 80	06/30/17
28363 B	alkins Dr	ive		08/19/10	09/27/10	P. C. 80	06/30/17
28834 B	arragan S	St		12/28/05	11/16/10	P. C. 80	06/30/17
28005 B	alkins Dr	ive		09/23/10	12/10/10	P. C. 80	06/30/17
28613 B	amfield D	rive		08/13/09	09/11/09	P. C. 80	06/30/17
28915 B	urleson S	St		05/30/13		P. C. 80	06/30/17
5374 Ch	esebro R	oad		05/30/11		P. C. 80	06/30/17
28811 C	anwood			05/30/10	06/03/10	P. C. 80	
28650 C	anwood			06/10/10	06/17/10	P. C. 80	06/30/17
		19 Agoura Road		10/28/13		P. C. 80	06/30/17
APN: 20	61 012 0	20 Agoura Road	d	06/16/10	09/16/10	P. C. 80	06/30/17
APN: 20	61 029 0	04 Agoura Road	d	01/23/13	12/04/13	P. C. 80	06/30/17
		38 Blythedale		05/14/12		P. C. 80	
APN: 20	61 013 1	33 Palo Comad	0	06/16/10	09/16/10	P. C. 80	06/30/17
			DESTRUCTION AUT	HORIZAT	TION		
DEPAR	TMENT H	IEAD:	CITY ATTORNEY:			CITY CLERI	K: Laru
Signatur			Signature		_	Signature	i wa

Actual Destruction Date: ___

Date Destruction of Records Approved by City Council:



Departr		J.	Prepared by: (Type Name/Initial Form	Date:	Agoura Hills Box		Access Storage Box	
		nforcement	Amber Victoria	07/26/17	No.: IPL 003	<u> </u>	lo.: N/A	
Page	Item	R	Title and Contents (as listed in	Records Rete	ntion Sched	ule) :		
No.: 60			nent - Case Files	listed below				
			the records prepared for destruction (as fied in the Agoura Hills Records Reten					
			fficient for identification, including the ret					
retention i	requirement	s, and destruction o	date. I further certify that the records liste	ed no longer have	any administra	itive, legal, evid	lential, fiscal, research, or	
			ffecting the title of real property or liens					
			r (d) records less than two years old; and 090 of the California Government Code.					
shall be si		dani lo Section 54	oso of the Camorna Government Code.	. Offices officiwise	directed by th	ie City Cierk, ti	ne metriod or destruction	
List of I	Records	Recommended	for Destruction:	Date of	Records	Citatio	n Cutoff	
(Descrip	tion or tit	le of records as	listed on file label) (CWKU)	From:	To:	Numbe		
27801 B	lythedale	Road		02/27/07	01/12/09	P. C. 80	06/30/17	
5304 De	erry Ave			06/09/08	09/16/10	P. C. 80		
28028 B	alkins Dr	ive		03/24/10	05/20/10	P. C. 80	06/30/17	
3945 Ur	ited Roa	d		01/14/08	04/19/11	P. C. 80	06/30/17	
28376 A	goura Ro	ad		05/16/11	08/27/13	P. C. 80	06/30/17	
3001 To	rrepines	Place		01/10/05	08/07/12	P. C. 80	06/30/17	
29370 F	Roadside	Drive		08/20/07	01/19/11	P. C. 80		
5615 Ma	ainmast P	lace		03/26/09	07/07/09	P. C. 80		
28710 C	anwood	St		10/01/08	06/20/12	P. C. 80		
30077 A	goura Ro	pad		04/16/07	12/12/07	P. C. 80		
	goura Ro			02/04/05	01/13/10	P. C. 80		
	imberlan	<del></del>		08/22/13	02/11/14	P. C. 80		
5719 La	ke Linder	o Drive		07/15/06	07/31/06	P. C. 80		
	lock Vista			07/11/07	05/24/09	P. C. 80		
	oura Gle			07/11/07	12/10/10	P. C. 80		
	reen Gra		THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE P	10/14/08	01/13/09	P. C. 80		
	lillrise Dri		The state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the s	10/17/05	02/17/07	P. C. 80		
	irview Pla			04/01/11	08/08/11	P. C. 80		
<del></del>	wis Road			07/12/07	07/26/07	P. C. 80		
	ıstling Oa			02/29/12	05/01/12	P. C. 80		
	eadow Vis			04/29/08	07/11/13	P. C. 80		
		anwood Street	The state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the s	09/02/09	10/01/09	P. C. 80		
	anwood			07/08/13	01/30/14	P. C. 80		
	othill Driv			03/23/06	04/06/06	P. C. 80	<del></del>	
002210	Ottilli Diiv			03/23/00	04/00/00	1.0.00	00/30/1/	
						······································		
			·					
			DESTRUCTION A	ITUODIZAT			<u>l</u>	
				UTHORIZAT			_	
DEPAR'	TMENT	IEAD:	CITY ATTORNEY:		(	CITY CLERI	<b>Κ:</b> (Πυ	
Signatur	/ <i>    </i>  //		Signatura		· <del>-</del>	Signatura	MW-	
Signatul	<u> </u>		Signature OF 2.5	1	,	Signature 8/:	21/12	

Date Destruction of Records Approved by City Council: _____

Date

Actual Destruction Date: _____



Depart	ment:		Prepared by: (Type Name/Initial Form)	Date:	Agoura Hi	IIs Box Acc	ess Storage Box
Plannir	ng/Code Ei	nforcement	Amber Victoria (W/)	07/26/17	No.: IPL 00		_
Page	ltem	Record Series	Title and Contents (as listed in I	Records Rete	ntion Sched	lule):	
	No.: 1	Code Enforcen	nent - Case Files				
			the records prepared for destruction (as				
			fied in the Agoura Hills Records Retention fficient for identification, including the rete				
			date. I further certify that the records listed				
historic v	alue and are	not: (a) records a	ffecting the title of real property or liens th	nereon; (b) court	records on ar	ny subject where lit	igation is pending; (c)
records i	equired to be	e kept by statute; or	r (d) records less than two years old; and,	to my knowledge	e, are no longe	er required by the C	ity. I request authority
		suant to Section 34	090 of the California Government Code.	Unless otherwise	e directed by t	he City Clerk, the	method of destruction
	shredding.	Pacammandad	I for Destruction:	Data of	Records	Citation	Cutoff
			listed on file label) (Losed)	From:	To:	Number:	Cutoff Date:
	Canwood :		7 60 100 304 7	01/24/11	02/10/11	P. C. 801	06/30/17
	hesebro R		***************************************	05/09/12	05/16/12	P. C. 801	06/30/17
	hesebro R			12/28/08	12/01/09	P. C. 801	06/30/17
	anan Road		V 1447 - MARKA WARANA AND AND AND AND AND AND AND AND AND	12/12/06	12/16/06	P. C. 801	06/30/17
	T.O. Blvd			08/01/06	10/05/06	P. C. 801	06/30/17
	Trailway L	ane	The state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the s	02/10/07	03/01/07	P. C. 801	06/30/17
	Trailway L			10/31/07	11/10/07	P. C. 801	06/30/17
	Timberland			03/23/09	03/30/09	P. C. 801	06/30/17
28743	Timberland	e St		07/02/08	07/03/08	P. C. 801	06/30/17
28746	Timberlne	St		07/24/06	12/07/06	P. C. 801	06/30/17
28400	Tulare Lar	ne		05/14/08	03/27/09	P. C. 801	06/30/17
29321	Trailway L	ane		08/09/09	09/15/09	P. C. 801	06/30/17
29324	Tree Hollo	w Glen		08/07/09	08/28/09	P. C. 801	06/30/17
28746	Timberland	e St		03/23/09	04/18/09	P. C. 801	06/30/17
29447	Trailway L	ane		04/01/08	12/09/09	P. C. 801	06/30/17
30651	T.O. Blvd			06/13/07	07/05/07	P. C. 801	06/30/17
29353	Trailway L	ane		01/26/10	04/08/10	P. C. 801	06/30/17
5842 V	/heelhouse	e Lane		08/05/08	12/08/08	P. C. 801	06/30/17
29736	Windsong	Lane		08/11/08	08/15/08	P. C. 801	06/30/17
5815 V	/heelhouse	e Lane		11/08/07	02/14/08	P. C. 801	06/30/17
5953 V	/heelhouse	e Lane	7. Table 1.	06/13/05		P. C. 801	06/30/17
30701	Whaleboat	t Place		04/22/08		P. C. 801	06/30/17
29015	T.O. Blvd		0.000	02/03/10	03/23/10	P. C. 801	06/30/17
29041	T.O. Blvd		William Walland	11/30/08		P. C. 801	06/30/17
	Timberland	e St	( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )	06/12/06		P. C. 801	06/30/17
	T.O. Blvd		***************************************	08/11/06	08/12/06	P. C. 801	06/30/17
	Trailway L	ane		09/21/06	09/28/06	P. C. 801	06/30/17
	Timberland			07/24/06	08/29/06	P. C. 801	06/30/17
		mberlane St		09/23/06	10/03/06	P. C. 801	06/30/17
		33, Chesebro		01/23/13		P. C. 801	06/30/17
			DESTRUCTION AU	THORIZAT	ION		
DEPAR	RTMENT H	łΕΔD•	CITY ANTORNEY:			CITY ÇLERK:	
DLF AF		:LAU.		1		(KIII)	W
Signati	ire		Signature	13/	-	Signature	

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



Department:	Prepared by: (Type Name/Initial F	(.) (.)			Access Storage Box	
Planning/Code Enforcement	Amber Victoria (SW)		No.: IPL 00	lo.: N/A		
•	s <b>Title and Contents</b> (as listed ment - Case Files	d in Records Rete	ntion Sched	lule):		
By my initials above, I hereby certify tha						
the minimum retention period, as spec includes a description of each record su						
retention requirements, and destruction						
historic value and are not: (a) records a						
records required to be kept by statute; o	r (d) records less than two years old;	and, to my knowledge	, are no longe	er required by th	e City. I request authority	
to destroy same pursuant to Section 34	1090 of the California Government C	ode. Unless otherwise	directed by t	he City Clerk, t	he method of destruction	
shall be shredding. List of Records Recommended	for Destruction:	Date of	Records	Citatio	n Cutoff	
(Description or title of records as	listed on file label) Choced	) From:	To:	Numbe		
5888 Cape Horn Drive		03/20/12	05/14/12	P. C. 80	06/30/17	
28820 Calabria Drive		04/24/12	05/01/12	P. C. 80	06/30/17	
5815 Calmfield Ave		10/24/11	11/30/12	P. C. 80	06/30/17	
4901 Calle Montecillo		04/18/13	07/10/13	P. C. 80	06/30/17	
5427 Colodny Drive		08/02/12	08/28/12	P. C. 80	06/30/17	
5427 Colodny Drive		10/03/11	11/21/12	P. C. 80	06/30/17	
6353 Capricorn Ave		07/12/10	04/06/11	P. C. 80	06/30/17	
6055 Rustling Oaks Drive		07/24/13	08/05/13	P. C. 80	06/30/17	
28756 Pisces St		07/26/11	11/07/11	P. C. 80	06/30/17	
30471 Passageway Place		08/01/13	08/08/13	P. C. 80	06/30/17	
29020 Saddlebrook Drive		11/16/11	12/09/11	P. C. 80	06/30/17	
30720 Passageway Place	1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.	04/23/13	08/12/13	P. C. 80	06/30/17	
28724 Pisces Place		04/16/14	07/02/14	P. C. 80	06/30/17	
5547 Old Salt Lane		01/02/06	01/17/06	P. C. 80	06/30/17	
5676 Meadow Vista Way		09/11/10	10/14/10	P. C. 80	01 06/30/17	
5439 Meadow Vista Way		02/15/11	05/11/11	P. C. 80	06/30/17	
5567 Medea Valley Drive		04/28/11	06/14/11	P. C. 80		
28944 Marlies St		07/05/12		P. C. 80		
28836 Michelle Drive		02/19/13	04/08/13	P. C. 80		
28842 Michelle Drive		09/19/13	10/22/13	P. C. 80		
5477 Meadow Vista Way		08/12/13	12/05/13	P. C. 80		
5634 Lake Lindero Drive		05/08/14	05/14/14	P. C. 80		
5866 Lake Lindero Drive		04/12/12	05/21/12	P. C. 80		
5866 Lake Lindero Drive		12/11/12	12/17/12	P. C. 80		
5928 Lake Lindero Drive		07/26/05	08/08/05	P. C. 80		
5751 Lake Lindero Drive		03/15/11	06/14/11	P. C. 80		
5330 Lewis Road		07/15/13		P. C. 80		
30711 Lake Front Drive		04/23/13	06/06/12	P. C. 80		
30658 Lake Front Drive	07/26/13		P. C. 8			
5883 Larboard Lane		08/23/13		P. C. 8		
	DESTRUCTION	AUTHORIZAT	ION			
DEPARTMENT HEAD:	CITY-ATTORNE			CITY CLER	K:	
Signature	Signature	28.17	•	Signature 8/3	2/12	
<u> </u>		- 0 1/	•	Date	LILF	

Actual Destruction Date:

Date Destruction of Records Approved by City Council: _____



Departn			Prepared by: (Type Name Anjtial Form) Date:		Agoura Hills Box		Access Storage Box		
Planning	/Code Er	nforcement	Amber Victoria	(SH)	07/26/17	7 No.: IPL 001A No.: N/A			
Page No.: 60			Title and Contents nent - Case Files	(as listed in Re	cords Rete	ntion Sche	dule) :		
By my initi	als above,	l hereby certify that	the records prepared for						
the minim	um retentio	n period, as speci	fied in the Agoura Hills F	Records Retention/L	Destruction Se	chedule adopt	ted by Resolu	ition No. 1	6-1825. The list
			fficient for identification, in late. I further certify that t						
			fecting the title of real pro						
			(d) records less than two						
		uant to Section 34	090 of the California Gov	ernment Code. Unl	ess otherwise	directed by t	he City Clerk,	the metho	d of destruction
shall be shredding.  List of Records Recommended for Destruction:  Date of Records Citation Cutoff									
			listed on file label) (	2104ca 1	From:	To:	Numb	1	Date:
	vetail Dri				08/22/01	09/17/01	P. C. 8	301	06/30/17
5853 Do	vetail Dri	ve			02/01/05	12/29/05	P. C. 8	301	06/30/17
6054 Fa	irview Pla	ace			11/29/05	12/29/05	P. C. 8	301	06/30/17
5320 De	rry Ave		W-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1		04/19/02	06/18/02	P. C. 8	301	06/30/17
5630 Fo	othill Driv	'e	***************************************		10/01/01	03/24/03	P. C. 8	301	06/30/17
4836 Ca	nyon Wa	У			04/14/04	12/23/04	P. C. 8	301	06/30/17
5540 Co	lodny Dri	ve			05/23/01	10/30/02	P. C. 8	301	06/30/17
28710 C	anwood (	St			08/08/02	10/15/02	P. C. 8	301	06/30/17
30503 P	assagew	ay Place			06/21/07	01/08/10	P. C. 8	301	06/30/17
29163 H	illrise Dri	ve			05/29/09	08/17/09	P. C. 8	301	06/30/17
6047 Ha	ckers La	ne			09/14/09	12/11/09	P. C. 8	301	06/30/17
6030 Ha	ckers Lai	ne			03/23/10	04/26/10	P. C. 8	301	06/30/17
5502 Gla	adehollow	v Court			03/02/10	04/02/10	P. C. 8	301	06/30/17
29319 G	amebird	Court			03/26/09	08/19/09	P. C. 8	301	06/30/17
29303 G	amebird	Court			02/25/09	04/09/09	P. C. 8	301	06/30/17
28833 E	ngleton S	St			05/22/09	07/10/09	P. C. 8	301	06/30/17
5408 Fa	irgrange	Dr	******		08/22/05	04/06/09	P. C. 8	301	06/30/17
5545 Fo	othill Driv	re			12/08/09	04/20/10	P. C. 8	301	06/30/17
5872 Do	vetail Dri	ve			04/27/10	05/13/10	P. C. 8	301	06/30/17
29301 C	astlehill [	Drive			04/24/09	08/06/09	P. C. 8	301	06/30/17
28811 C	anwood \$	St			02/03/10	02/16/10	P. C. 8	301	06/30/17
28916 B	ardell Dri	ve			02/15/09	02/24/09	P. C. 8	301	06/30/17
5530 Bu	ffwood P	lace			05/01/08	11/18/09	P. C. 8	301	06/30/17
30125 A	goura Ro	ad Units I & J			01/17/09	04/15/09	P. C. 8	801	06/30/17
30125 A	goura Ro	ad Units E & F			02/23/09	03/05/09	P. C.	801	06/30/17
28886 A	rgos St				11/17/09	01/06/10	P. C. 8	801	06/30/17
29899 A	goura Ro	ad			04/18/09	11/19/04	P. C. 8	801	06/30/17
APN: 20	4800913	1, Drive Ave			04/10/09	05/20/10	P. C.	801	06/30/17
Misc Sto	ps W.O./	Comm Cases			02/11/00	09/30/05	P. C.	801	.06/30/17
			DESTRU	CTION AUTI	HORIZAT	ION			
DEPART	MENT H	IEAD:	CITY A	FTORNEY:			CITY CLE	RK: N ú 11d	
Signatur			Signatu	re 8.25.19			Signature	131/17	***************************************
<u></u>	31/17		Date	16.60			<u>δ</u> Date	101117	· · · · · · · · · · · · · · · · · · ·

Actual Destruction Date:

Date Destruction of Records Approved by City Council: _____



Department:	Prepared by: (Type Name/Initial Form)	Date:	Agoura Hi	lls Box	Access Storage Box			
Planning/Code Enforcement	Amber Victoria (W)	1 1	No.: IPL 00:		No.: N/A			
_ ,	s Title and Contents (as listed in Re	ecords Rete	ntion Sched	lule):				
	nent - Case Files		***************************************	***************************************				
	t the records prepared for destruction (as list ified in the Agoura Hills Records Retention,							
	ifficient for identification, including the retenti							
retention requirements, and destruction o	date. I further certify that the records listed n	o longer have	any administr	ative, legal, ev	idential, fiscal, research, or			
	ffecting the title of real property or liens their							
	r (d) records less than two years old; and, to 1990 of the California Government Code. Ur.							
o destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.								
List of Records Recommended	for Destruction:	Date of	Records	Citatio	on Cutoff			
(Description or title of records as	listed on file label) (Mised)	From:	To:	Numb	er: Date:			
30309 Eagleton St		08/27/13	02/18/14	P. C. 8	301 06/30/17			
28735 Eagleton St		01/14/13	08/14/13	P. C. 8	301 06/30/17			
5810 Dovetail Drive		08/27/12	09/04/12	P. C. 8	301 06/30/17			
28253 Dorothy Drive		10/28/11	02/06/12	P. C. 8				
5312 Derry Ave		06/28/11	05/13/11	P. C. 8	301 06/30/17			
4002 Defender Drive		10/25/10	01/05/11	P. C. 8				
4002 Defender Drive		08/03/07	09/29/07	P. C. 8	301 06/30/17			
5576 Cedarhaven Drive		04/03/08	05/08/08	P. C. 8	301 06/30/17			
5339 Captains Place		04/24/06	07/10/06	P. C. 8	301 06/30/17			
5824 Calmfield Ave		10/24/11	03/14/13	P. C. 8	301 06/30/17			
5800 Calmfield Ave		01/14/13	02/21/13	P. C. 8	301 06/30/17			
5739 Carell Ave		01/17/12	02/29/12	P. C. 8	301 06/30/17			
5115 Clareton Ave		08/19/11	08/19/11	P. C. 8	301 06/30/17			
5920 Carell Ave		07/30/11	08/02/11	P. C. 8	301 06/30/17			
5451 Colodny Drive		09/23/11	09/28/11	P. C. 8	301 06/30/17			
27520 Country Glen		10/07/13	11/26/13	P. C. 8	301 06/30/17			
27305 Country Glen		07/14/11	11/07/11	P. C. 8	301 06/30/17			
5901 Calmfield Ave		10/02/13	10/11/13	P. C. 8	301 06/30/17			
5539 Captains Place		09/23/13	10/11/13	P. C. 8	301 06/30/17			
5522 Captains Place		09/23/13	10/11/13	P. C. 8	301 06/30/17			
5512 Captains Place		08/19/13	10/11/13	P. C. 8	301 06/30/17			
4900 Calle Montecito		01/30/14	02/11/14	P. C. 8	301 06/30/17			
4901 Calle Montecito		01/30/14	02/11/14	P. C. 8	301 06/30/17			
5355 Captains Place		09/23/13	02/12/14	P. C. 8	301 06/30/17			
5866 Carell Ave		05/26/11	06/30/11	P. C. 8	301 06/30/17			
5768 Carell Ave		02/27/08	03/04/08	P. C. 8	301 06/30/17			
27317 Country Glen Drive		05/25/11	05/28/11	P. C. 8	301 06/30/17			
5571 Cedarhaven Drive		12/27/10	01/26/11	P. C. 8	301 06/30/17			
5768 Carell Ave	10/26/09	11/05/09	P. C. 8					
APN: 2055 012 051		05/12/13	10/29/13	P. C. 8	301 06/30/17			
	DESTRUCTION AUT	HORIZAT	ION					
DEPARTMENT HEAD:	CITY ATTORNEY:	- Andrews Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of the Company of		CITY CLEE	Glana			
Signature	Signature		•	Signaturo				
2/31/17	Signature DE . 25 . 1	X		8	13117			

Date

Date Destruction of Records Approved by City Council:

Date

Actual Destruction Date:



Signature

# CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Departn		-	Prepared by: (Type Name/Initial Form		Agoura Hi		ess Storage Box		
		nforcement	Amber Victoria		No.: IPL 002		N/A		
Page No.: 60	Item No · 1		<b>s Title and Contents</b> ( <i>as listed ir</i> nent - Case Files	n Records Rete	ntion Sched	ule):			
	By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for								
the minim	he minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. The list								
			officient for identification, including the re						
			date. I further certify that the records list ffecting the title of real property or liens						
			r (d) records less than two years old; and						
to destroy	same purs		1090 of the California Government Code						
shall be sh		Dagammandag	I for Destruction:	l Doto of	December 1	Citation	I Cutoff		
			listed on file label) (Closed)	From:	Records To:	Citation Number:	Cutoff		
	board La		isted out the label) COVONIX	05/01/13	01/29/14	P. C. 801	Date: 06/30/17		
	n Dodsor			05/10/13	04/02/13	P. C. 801	06/30/17		
	n Dodsor			04/12/13	04/02/13	P. C. 801	06/30/17		
	n Dodsor		***************************************	04/12/13	04/26/13	P. C. 801	06/30/17		
	n Dodsor			04/12/13	04/26/13	P. C. 801	06/30/17		
	n Dodsor		***************************************	04/05/11	05/02/11	P. C. 801	06/30/17		
	n Bowie F		***************************************	07/14/11	11/01/11	P. C. 801	06/30/17		
	n Bowie F		***************************************	07/14/11	09/02/11	P. C. 801	06/30/17		
	ritage Dr			03/06/14	03/10/14	P. C. 801	06/30/17		
	illrise Dri			09/03/13	10/11/13	P. C. 801	06/30/17		
	ey Rock I			05/09/12	<del>                                     </del>	P. C. 801	06/30/17		
	oodsprin			09/19/12	12/07/12	P. C. 801	06/30/17		
	oodsprin			08/27/13	09/24/13	P. C. 801	06/30/17		
	oodsprin	<del></del>		08/27/13	09/19/13	P. C. 801	06/30/17		
29409 G	reen Gra	iss Court		07/11/13	07/19/13	P. C. 801	06/30/17		
28466 F	oothill Dr	ive		12/08/09	04/19/10	P. C. 801	06/30/17		
5533 Fa	irview Pla	ace		03/04/13	06/25/13	P. C. 801	06/30/17		
27411 F	reetown I	Lane		11/14/11	03/01/12	P. C. 801	06/30/17		
28327 D	river Ave			11/26/13	04/30/14	P. C. 801	06/30/17		
27437 F	reetown I	Lane		04/12/11	04/20/11	P. C. 801	06/30/17		
27437 F	reetown l	_ane		06/03/13	06/20/13	P. C. 801	06/30/17		
5467 Fa	irview Pla	ace		01/07/13	03/19/13	P. C. 801	06/30/17		
6160 Fa	irview Pla	ace		01/07/13	03/15/13	P. C. 801	06/30/17		
5401 Fa	irview Pla	ace		12/01/11	03/20/13	P. C. 801	06/30/17		
5533 Fo	othill Driv	'e		02/21/12	03/14/12	P. C. 801	06/30/17		
28537 F	ountain F	Place		04/01/11		P. C. 801	06/30/17		
5520 Fa	irview Pla	ace		12/08/09	01/21/10	P. C. 801	06/30/17		
5521 Fa	irview Pla	ace		12/08/09	01/21/10	P. C. 801	06/30/17		
28855 E	agleton S	St		09/06/11	09/16/11	P. C. 801	06/30/17		
28921 E	agleton S	St		09/20/12	09/26/12	P. C. 801	06/30/17		
			DESTRUCTION A	UTHORIZAT	ION				
DEPAR	IMENT H	IEAD:	CITY ATTORNEY	<b>//</b>		CITY/CLERK:	_		
	10-	- Andrews				CITY CLERK:	The		

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

Date



Depart		inforcement	Prepared by: (Type Na	me/Initial Form)	Date:	Agoura Hi		Access Storage Box	
***************************************		Inforcement	Amber Victoria	NV -		No.: IPL 00		o.: N/A	
Page No.: 60	Item No.: 1		s Title and Contents ment - Case Files	(as listed in Re	ecords Rete	ntion Sched	lule):		
By my in	itials above,	I hereby certify that	t the records prepared for	destruction (as list	ed below) are	more than two	years old and/or	have been retained for	
			ified in the Agoura Hills I						
			ifficient for identification, in date.  I further certify that i						
			ffecting the title of real pr						
records i	required to b	e kept by statute; or	r (d) records less than two	years old; and, to	my knowledge	e, are no longe	r required by the	City. I request authority	
	y same pur shredding.	suant to Section 34	1090 of the California Gov	ernment Code. Ur	less otherwise	directed by t	he City Clerk, the	method of destruction	
		Recommended	for Destruction:		Date of	Records	Citation	Cutoff	
				Closed)	From:	To:	Number:		
·	aurel Bluf			Doorco	10/06/09		P. C. 801		
5889 L	arboard L	ane			05/17/10	05/19/10	P. C. 801		
28207	Laura La I	Plante			08/12/10	09/20/10	P. C. 801		
5645 S	licers Circ	:le			09/04/07	12/11/07	P. C. 801		
5786 L	ake Linde	ro Drive			05/21/14	06/17/14	P. C. 801		
30714	Lake Fron	nt Drive			09/19/13	10/03/13	P. C. 801		
5647 K	anan Roa	ıd			02/03/10	03/04/10	P. C. 801		
5623 K	anan Roa	ıd			02/26/10	03/04/10	P. C. 801	06/30/17	
5679 K	anan Roa	ıd			02/03/10	02/24/10	P. C. 801	06/30/17	
5675 K	anan Roa	ıd			02/03/10	02/24/10	P. C. 801	06/30/17	
5617 K	anan Roa	ıd			02/25/10	03/04/10	P. C. 801	06/30/17	
5687 K	anan Roa	ıd			01/11/10	01/18/10	P. C. 801	06/30/17	
5697 K	anan Roa	ıd			01/11/10	02/02/10	P. C. 801	06/30/17	
5695 K	anan Roa	ıd			07/06/09	07/15/09	P. C. 801	06/30/17	
5623 K	anan Roa	ıd			05/02/09	05/05/09	P. C. 801	06/30/17	
5635 K	anan Roa	ıd			08/05/09	09/18/09	P. C. 801	06/30/17	
5727 K	anan Roa	ıd			04/09/09	04/22/09	P. C. 801	06/30/17	
28191	Laura La I	Plante			05/20/09	08/28/09	P. C. 801	06/30/17	
5827 L	arboard L	ane			06/25/09	07/30/09	P. C. 801	06/30/17	
5927 L	ake Linde	ro Drive			11/20/09	01/06/10	P. C. 801	06/30/17	
5927 L	ake Linde	ro Drive			05/15/09	06/30/09	P. C. 801	06/30/17	
5927 L	ake Linde	ro Drive			04/27/10	05/11/10	P. C. 801	06/30/17	
5344 L	ewis Road	d			12/02/08	11/18/09	P. C. 801	06/30/17	
5622 F	oothill Driv	ve			01/10/14	01/13/14	P. C. 801	l 06/30/17	
5634 L	ake Linde	ro Drive			03/28/14	05/08/14	P. C. 801	06/30/17	
5736 L	ake Linde	ro Drive			05/14/14	05/29/14	P. C. 801	l 06/30/17	
5389 R	eyes Ado	be Road	***************************************		03/04/14	03/18/14	P. C. 801	l 06/30/17	
5561 A	delina Co	urt			02/02/14	03/18/14	P. C. 801	l 06/30/17	
4915 Vejar					02/02/14		P. C. 801		
4PN: 2	061 016 0	)54			06/20/09	04/08/10	P. C. 801	06/30/17	
			DESTRU	CTION AUT	HORIZAT	ION		_	
DEPAF	RTMENT	HEAD:	CITY A	TTØRNEY:			CITY CLERK		
	~ / <b>/</b>		//	10 .00' .00'				, , , , , , , , , , , , , , , , , , , ,	

DEPARTMENT HEAD:	CITY ATTORNEY:	CITY CLERK:
Signature /	Signature Signature	Signature 8/31 //7
Date	Date	Date
Date Destruction of Records Approve	ed by City Council:	Actual Destruction Date:



Department:	Prepared by: (Type Name/fifitial Form)	by: (Type Name)/ரிழ்வு Form) Date: Ago			Agoura Hills Box Access Storage Box		
Planning/Code Enforcement	Amber Victoria	07/26/17 No.: IPL 001C No.: N/A					
	s Title and Contents (as listed in Rement - Case Files	ecords Rete	ntion Sched	lule):			
	t the records prepared for destruction (as list	ed below) are	more than two	years old an	d/or have b	een retained for	
	ified in the Agoura Hills Records Retention.						
	ufficient for identification, including the retent						
	date. I further certify that the records listed ra affecting the title of real property or liens the						
	r (d) records less than two years old; and, to						
to destroy same pursuant to Section 34	1090 of the California Government Code. Ur						
shall be shredding.				***************************************			
List of Records Recommended	d for Destruction:	***************************************	Records	Citati	1	Cutoff	
(Description or title of records as	listed on file label) ( / WSLa )	From:	То:	Numb		Date:	
29486 Quail Run Drive	<u> </u>	06/13/14	06/16/14	P. C. 8		06/30/17	
29923 Quail Run Drive		12/03/10	02/02/11	P. C. 8	301	06/30/17	
29749 Quail Run Drive		10/11/10	10/14/10	P. C. 8	301	06/30/17	
29901 Agoura Road		04/18/09	11/19/09	P. C. 8	301	06/30/17	
30801 Agoura Road		01/23/09	02/02/09	P. C. 8	301	06/30/17	
30651 - F. Thousand Oaks Blvd		08/19/08	08/27/08	P. C. 8	301	06/30/17	
29841 Trailway Lane		04/02/08	04/07/08	P. C. 8	301	06/30/17	
30684 Thousand Oaks Blvd		09/13/08	05/10/08	P. C. 8		06/30/17	
29015 Thousand Oaks Blvd		04/15/07	04/22/07	P. C. 8		06/30/17	
30686 Thousand Oaks Blvd	77.10.0.2009/27/04/11/12/2006/27/27/27/27/27/27/27/27/27/27/27/27/27/	10/02/08	11/01/08	P. C. 8		06/30/17	
29235 Trailway Lane		08/09/05	03/28/07	P. C. 8		06/30/17	
29332 Trailway Lane		05/16/07	03/20/07	P. C. 8			
			03/04/08			06/30/17	
6321 Trailway Lane		08/08/06	1	P. C. 8		06/30/17	
28009 Via Amistosa		08/14/08	<del>                                     </del>	P. C. 8		06/30/17	
30701 & 30705 Whaleboat Place	9	04/07/09	04/08/10	P. C. 8		06/30/17	
30782 Mainmast Drive	MARKAN AND AND AND AND AND AND AND AND AND A	03/16/12	06/19/13	P. C.	801	06/30/17	
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				100			
			<u> </u>				
	DESTRUCTION AUT	<b>HORIZAT</b>	TION				
DEPARTMENT HEAD:	CITY ATTORNEY:			CITY CLEI	RK:		
N.K.					Caru		
Signature	Signature		-	Signature,	,		
7/31/17	Signature 08 · 28 · 13			81.	31117		
Date	Date		-	Date	<del></del>		

Actual Destruction Date:

Date Destruction of Records Approved by City Council:



Departr		nforcement	Prepared by: (Type Name/Initial Form) Amber Victoria		Agoura Hil No.: IPL 002		ss Storage Box
	Item		Title and Contents (as listed in		2		WA
No.: 60	1		nent - Case Files	Records Rele	muon scriedi	uie):	
			t the records prepared for destruction (as	listed below) are	more than two	years old and/or ha	ve been retained for
he minim	um retentid	on period, as speci	ified in the Agoura Hills Records Retenti	on/Destruction S	chedule adopte	ed by Resolution No	o. 16-1825. The list
			officient for identification, including the rete				
			date. I further certify that the records listed fecting the title of real property or liens to				
			r (d) records less than two years old; and,				
o destroy	same purs		090 of the California Government Code.				
shall be si		Decemberde	I for Doctruction	Data of	Dagarda I	O:t-t:	
LIST OF F	tion or tit	kecommenaed lo of rocords as	I for Destruction: listed on file label)(Closed)		Records To:	Citation Number:	Cutoff
	uail Run		isted on the laber)(Coxa)	From: 12/29/05	12/29/05	P. C. 801	Date:
	uail Run			12/29/03	12/29/05		06/30/17
				06/20/14	06/21/14	P. C. 801	06/30/17
	alnut Ride		1	<del></del>		P. C. 801	06/30/17
	trick Hen	-ut-u		05/17/12	07/03/12	P. C. 801	06/30/17
	assagew Iainmast			03/28/11	03/29/11	P. C. 801	06/30/17
			***************************************	02/21/12	02/21/12	P. C. 801	06/30/17
	ke Linder	o Drive		05/24/12	05/29/12	P. C. 801	06/30/17
5420 Lu		Zood	THE WASHINGTON AND THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF THE PARTY OF	07/23/12 07/14/11	08/01/12	P. C. 801	06/30/17
	n Bowie F		AND AND AND AND AND AND AND AND AND AND		08/08/11	P. C. 801	06/30/17
	n Bowie F			07/14/11	07/25/11	P. C. 801	06/30/17
	n Bowie F			07/14/11	07/25/11	P. C. 801	06/30/17
	irview Pla			12/08/09	01/11/10	P. C. 801	06/30/17
	oothill Dr			12/08/09	01/11/10	P. C. 801	06/30/17
	oothill Dr			12/08/09	01/11/10	P. C. 801	06/30/17
	othill Driv			12/08/09	01/11/10	P. C. 801	06/30/17
	oothill Dr			12/08/09	01/11/10	P. C. 801	06/30/17
	oothill Dr	ive		12/08/09	01/11/10	P. C. 801	06/30/17
	.O. Blvd			07/29/11	08/01/11	P. C. 801	06/30/17
	imberlan			09/20/12	09/20/12	P. C. 801	06/30/17
	nnyson E	rive		03/18/11	<del> </del>	P. C. 801	06/30/17
	.O. Blvd			08/09/06	<del>                                     </del>	P. C. 801	06/30/17
	imberlan			06/30/08	09/11/08	P. C. 801	06/30/17
	orrepines			07/30/07	08/01/07	P. C. 801	06/30/17
	ver Valle			08/03/04	08/03/09	P. C. 801	06/30/17
		/ Hill Drive		03/26/08	04/09/08	P. C. 801	06/30/17
		/ Hill Drive		09/24/09	<del></del>	P. C. 801	06/30/17
	n Valley			07/28/10	<del></del>	P. C. 801	06/30/17
	trawberry			09/30/09	<del>!                                    </del>	P. C. 801	06/30/17
		lainmast Drive		08/14/06	<del></del>	P. C. 801	06/30/17
ı ımberla	ane & Ca	pricorn		06/07/10	06/09/10	P. C. 801	06/30/17
			DESTRUCTION AU	JTHORIZA1	rion	1000000	
DEPAR	TMENT H	łEAD:	CITY ATTORNEY!			CITY CLERK:	
	7 /					115/1/6	71.

Date Destruction of Records Approved by City Council: _____

Actual Destruction Date:



<b>Departi</b> Plannin		inforcement	Prepared by: (Type Name/Ipittal Form) Amber Victoria	Date: 07/26/17	Agoura Hi No.: IPL 00		Storage Box
Page	ltem		Title and Contents (as listed in Re				1
	No.: 1		nent - Case Files	ecorus Rete	ntion scriet	iuie):	
By my init	tials above,	I hereby certify that	the records prepared for destruction (as list	ed below) are	more than two	years old and/or have	been retained for
he minin	num retenti	on period, as speci	fied in the Agoura Hills Records Retention.	Destruction S	chedule adop	ted by Resolution No.	16-1825. The list
ncludes a retention	a descriptio requiremen	n of each record su ts_and destruction o	fficient for identification, including the retent date. I further certify that the records listed r	ion schedule p	age no., recor	d series title and conte	nts, record dates,
historic va	alue and ar	re not: (a) records a	ffecting the title of real property or liens the	reon: (b) court	records on ar	auve, iegai, evideriliai, i nv subiect where litigati	on is nendina: (c)
records re	equired to b	e kept by statute; or	r (d) records less than two years old; and, to	my knowledge	e, are no longe	er required by the City.	request authority
		suant to Section 34	090 of the California Government Code. Ur	less otherwise	directed by t	he City Clerk, the metl	nod of destruction
shall be s		Recommended	for Destruction:	Date of	Records	Citation	Cutoff
			listed on file label) (Cloyed)	From:	To:	Number:	Date:
		wind Way	The state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the s	02/20/04		P. C. 801	06/30/17
	oftwind W			08/07/03		P. C. 801	06/30/17
	icers Circ	<del>r</del>		06/03/08		P. C. 801	06/30/17
***************************************	rboard La			03/16/09		P. C. 801	06/30/17
	wis Road			05/12/09		P. C. 801	06/30/17
	wis Road			01/13/11	01/18/11	P. C. 801	06/30/17
5261 Le	wis Road	<u> </u>		11/12/09		P. C. 801	06/30/17
	Canwood			10/01/09		P. C. 801	06/30/17
30669 C	Canwood	St		03/26/10	····	P. C. 801	06/30/17
3040 Cl	nesebro F	Road		03/04/10		P. C. 801	06/30/17
5115 CI	areton Dr	rive		11/14/09	02/08/10	P. C. 801	06/30/17
3150 Cl	nesebro F	Road		10/09/08	04/21/09	P. C. 801	06/30/17
5137 CI	areton Di	rive		03/17/09	05/26/10	P. C. 801	06/30/17
28505 -	B Canwo	ood St		01/23/09	05/26/10	P. C. 801	06/30/17
5116 Cł	nesebro F	Road		02/03/10	05/26/10	P. C. 801	06/30/17
30313 C	Canwood	St		02/25/10	02/26/10	P. C. 801	06/30/17
28505 -	B Canwo	ood St	·	10/31/09	02/28/10	P. C. 801	06/30/17
28501 -	B2 Canw	vood St		02/03/10	02/26/10	P. C. 801	06/30/17
30313 C	Canwood	St		02/03/10	03/08/10	P. C. 801	06/30/17
28505 -	A Canwo	ood St		02/03/10	03/04/10	P. C. 801	06/30/17
5234 Cl	nesebro F	Road		02/03/10	03/10/10	P. C. 801	06/30/17
5879 Ca	ape Horn	Drive		05/16/09	01/01/10	P. C. 801	06/30/17
5263 Co	olodny Dr	ive		07/21/05	01/20/10	P. C. 801	06/30/17
5523 M	eadow Vi	sta Way		01/26/10	04/20/10	P. C. 801	06/30/17
5470 M	eadow Vi	sta Way		01/26/10	03/03/10	P. C. 801	06/30/17
5615 M	ainmast F	Place		01/05/09		P. C. 801	06/30/17
	anan Roa		MARKO 4	02/03/10	05/26/10	P. C. 801	06/30/17
	anan Roa			02/28/09		P. C. 801	06/30/17
5909 Kanan Road				02/28/09		P. C. 801	06/30/17
5903-7	Kanan Ro	oad		02/28/09	02/28/09	P. C. 801	06/30/17
			DESTRUCTION AUT	HORIZAT	ION		
		A WOOD AND A STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE OF THE STATE	· ·				

	<u> </u>	
DEPARTMENT HEAD:	CITY ATTORNEY:	CITY CLERK:
10711		BULLIN
Signature	Signature	Signature
	08.78.19	8/31/17
Date	Date	Date
Date Destruction of Records Approve	ed by City Council:	Actual Destruction Date:



Date Destruction of Records Approved by City Council: ____

# CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Departr			Prepared by: (Type Name/Initial Form)	Date:	Agoura Hil		ss Storage Box
	T	nforcement	Amber Victoria		No.: IPL 002	·····	N/A
Page No.: 60	Item		<b>s Title and Contents</b> (as listed in R ment - Case Files	ecords Rete	ntion Sched	ule) :	
	<u> </u>		t the records prepared for destruction (as lis	sted below) are	more than two	vears old and/or ha	ve been retained fo
			ified in the Agoura Hills Records Retention				
			ufficient for identification, including the reten				
			date. I further certify that the records listed affecting the title of real property or liens the				
			r (d) records less than two years old; and, to				
			1090 of the California Government Code. U				
shall be sl				~~~			
	st of Records Recommended for Destruction: Description or title of records as listed on file label)				Records	Citation	Cutoff
	ited Roa		Instead on the laber Cowa j	From: 06/25/10	To: 06/26/10	Number: P. C. 801	Date:
		ghts Drive		08/10/08	08/16/08	P. C. 801	06/30/17
	heelhous	*		08/20/09	08/20/09	P. C. 801	06/30/17
	heelhous			07/12/12	07/12/12	P. C. 801	06/30/17 06/30/17
	Valford C			05/25/06	06/11/06	P. C. 801	06/30/17
	heelhous			11/15/05	11/15/05	P. C. 801	06/30/17
	heelhous		**************************************	01/18/08	01/24/08	P. C. 801	06/30/17
	llowtree I		***************************************	07/22/09	08/21/09	P. C. 801	06/30/17
	atertree C		Production Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of the Control of	06/01/12	06/05/12	P. C. 801	06/30/17
	nkee Driv			12/17/07	05/09/08	P. C. 801	06/30/17
	nkee Driv			11/16/09	11/16/09	P. C. 801	06/30/17
5637 Ka	nan Road	d		11/26/07	11/26/07	P. C. 801	06/30/17
28951 N	larlies St			08/21/07	09/11/07	P. C. 801	06/30/17
5512 Me	eadow Vis	sta Way		08/23/06	08/28/06	P. C. 801	06/30/17
28951 N	larlies St			08/14/07	08/23/07	P. C. 801	06/30/17
28951 N	larlies St			11/13/08	11/13/08	P. C. 801	06/30/17
5832 Mi	ddle Cres	t Drive		11/10/08	11/24/08	P. C. 801	06/30/17
30788 N	lainmast	Drive		08/05/08	08/05/08	P. C. 801	06/30/17
5849 - 5	855 Ridg	ebrook		06/04/14	06/05/14	P. C. 801	06/30/17
5568 <b>M</b> e	eadow Vis	sta Way		06/06/07	06/07/07	P. C. 801	06/30/17
5650 <b>M</b> e	edeabrool	k Place		11/02/10	11/02/10	P. C. 801	06/30/17
5557 Ol	d Salt Lar	ne		06/21/11	06/27/11	P. C. 801	06/30/17
5512 Oa	kfen Ct			11/14/05	11/14/05	P. C. 801	06/30/17
3628 Pa	rk Colony	/ Ct		08/10/06	08/17/06	P. C. 801	06/30/17
3919 Pa	trick Hen	ry		08/09/05	09/10/05	P. C. 801	06/30/17
20457 P	enrod Dr	ive		11/28/05	11/29/05	P. C. 801	06/30/17
APN: 20	54 022 0	4, Jon Dodson		05/25/11	06/09/11	P. C. 801	06/30/17
			***************************************				
			***************************************				
			DESTRUCTION AUT	<b>THORIZAT</b>	ION	revision de	
DEPAR	TMENT H	łEAD:	CITY ATTORNEY:			CITY CLERK:	
	/_/					18/1/0	41

Actual Destruction Date: ___



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-		nforcement	Prepared by: (Type Name Amber Victoria	neumiyaj Form)		Agoura Hi No.: IPL 00		Access St No.: N/A	orage Box	
	ltem	_	<u> </u>	(as listed in Pa	B		I	NO.: IV/A		
	age Item Record Series Title and Contents (as listed in Records Retention Schedule):  o.: 60 No.: 1 Code Enforcement - Case Files									
By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for										
the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. The list										
includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or										
historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c)										
records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority										
to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.										
		Recommended	for Destruction:	Date of Records   Citation   Cutoff						
(Description or title of records as listed on file label)/Closed)					From:	To:	Numb	•	Date:	
5842 Wh	eelhous	e Lane		Ź	03/02/12	03/15/12	P. C. 8	01	06/30/17	
28009 Via Amistosa					05/12/11	08/29/11	P. C. 8	301	06/30/17	
4915 Vejar Drive					04/18/13	05/01/13	P. C. 8	01	06/30/17	
4921 Vejar Drive					04/08/13	05/01/13	P. C. 8	01	06/30/17	
5860 Wheelhouse Lane					12/10/13	12/30/13	P. C. 8	301	06/30/17	
28403 Waring Place					09/10/13	11/13/13	P. C. 8	301	06/30/17	
5957 Wheelhouse Lane					06/24/13	08/01/13	P. C. 8	301	06/30/17	
29491 Trailway Lane					08/22/11	08/22/11	P. C. 8	801	06/30/17	
3930 Tarrytown Lane					02/07/12	02/21/12	P. C. 8	801	06/30/17	
29207 Trailway Lane					10/20/11	10/20/11	P. C. 8	301	06/30/17	
6275 Timberlane St					03/07/12	03/23/12	P. C. 8	801	06/30/17	
28746 Timberlane St					07/13/12	07/21/12	P. C. 8	801	06/30/17	
30064 W. Torreypines Place					05/19/10	10/21/10	P. C. 8	301	06/30/17	
29481 Trailway Lane					08/27/10	10/05/10	P. C. 8		06/30/17	
30651 Thousand Oaks Blvd					02/18/11	03/14/11	P. C. 8		06/30/17	
29327 Tree Hollow Glen					09/28/04	08/13/10	P. C. 8		06/30/17	
28964 Timberlane St					06/23/14	08/11/14	P. C. 8		06/30/17	
28945 Timberlane St					04/16/14	05/30/14	P. C. 8		06/30/17	
28924 Timberlane St					06/17/13	08/12/13	P. C. 8		06/30/17	
28940 Timberlane St					05/20/13		P. C. 8		06/30/17	
3263 Timberlane St					03/12/13		P. C. 8		06/30/17	
5679 Slicers Circle					03/05/13		P. C. 8		06/30/17	
5678 Slicers Circle					03/05/13	03/13/13	P. C. 8		06/30/17	
5636 Slicers Circle					07/09/13		P. C. 8		06/30/17	
29678 Ridgeway Drive					05/09/12	06/26/12	P. C. 8		06/30/17	
3131 Rustling Oaks Drive					09/13/11	03/11/13	P. C. 8		06/30/17	
5955 Rainbow Hill Drive					06/07/11	08/16/11	P. C. 8		06/30/17	
5521 Rainbow Crest Drive					01/19/10	03/11/13	P. C. 8		06/30/17	
3969 Pat					12/03/12 05/25/11	12/19/12	P. C. 8		06/30/17	
3966 Patrick Henry Place						06/02/11	P. C. 8	301	06/30/17	
DESTRUCTION AUTHORIZATION										
DEPARJ	MENT H	IEAD:	CITY AT	TØRNEY:	***************************************	CITY CLERK;				
//			,	907 AN			1 1 1 1 1	a ~		

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