



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-7	Community Services
Exhibit A-2	Administration / Personnel	Exhibit A-8	Finance
Exhibit A-3	Administration / Risk Management	Exhibit A-9	Planning
Exhibit A-4	Administration / Transportation	Exhibit A-10	Planning / Block Grants
Exhibit A-5	Building & Safety	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, AND PLANNING (PLANNING, 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.

Resolution No. 17-1856
Page Two

PASSED, APPROVED, and ADOPTED this 12th day of September, 2017, by the following vote, to wit:

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

Denis Weber, Mayor

ATTEST:

Kimberly M. Rodrigues, MPPA, MMC
City Clerk

Attachment A-1

Records Destruction Request Forms
(Administration / City Manager)

Attachment A-2

Records Destruction Request Forms
(Administration / Personnel)



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Administration/Personnel	Prepared by: (Type Name/Initial Form) Amber Victoria <i>AV</i>	Date: 03/16/17	Agoura Hills Box No.: P101	Access Storage Box No.: 40211884
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Page No.: 7	Item No.: 6	Record Series Title and Contents (as listed in Records Retention Schedule): Personnel Files
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Deletion Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
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	08/27/09	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 "Brittney"	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: Signature _____ Date <u>3/16/17</u>	CITY ATTORNEY: Signature _____ Date <u>08.28.17</u>	CITY CLERK: Signature _____ Date <u>8/31/17</u>
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Date Destruction of Records Approved by City Council: _____ **Actual Destruction Date:** _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Administration/Personnel	Prepared by: (Type Name/Initial/Form) Amber Victoria <i>AV</i>	Date: 03/16/17	Agoura Hills Box No.: P101	Access Storage Box No.: 40211884
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Page No.: 7	Item No.: 6	Record Series Title and Contents (as listed in Records Retention Schedule) : Personnel Files
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Deconstruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Adirim, Gabriella	05/23/07	08/24/11	G. C. 12946/34090	07/01/17
Ballesteros, Maria	11/06/07	08/23/11	G. C. 12946/34090	07/01/17
Bhattacharya, Christina	05/14/08	01/03/11	G. C. 12946/34090	07/01/17
Callaghan, M.C.	10/01/04	08/23/11	G. C. 12946/34090	07/01/17
Condercuri, Ryan - Worker's Comp DOI	10/05/08	12/31/08	G. C. 12946/34090	07/01/17
Condercuri, Ryan	09/23/07	03/08/10	G. C. 12946/34090	07/01/17
Cox, Julianne	02/12/07	06/18/10	G. C. 12946/34090	07/01/17
Freeman, Janice	07/10/95	01/06/10	G. C. 12946/34090	07/01/17
Freeman, Janice - Worker's Comp DOI	07/17/98	07/31/98	G. C. 12946/34090	07/01/17
Friedline, Andrea	11/26/08	08/23/11	G. C. 12946/34090	07/01/17
Glazer, Hanna	09/15/09	08/26/10	G. C. 12946/34090	07/01/17
Graham, Vanessa	03/28/08	01/04/10	G. C. 12946/34090	07/01/17
Grimaldo, Adrian	06/24/09	08/24/11	G. C. 12946/34090	07/01/17
Herbst de Cortina, Galen	05/26/09	08/24/11	G. C. 12946/34090	07/01/17
Jarsen, Jennifer	11/29/10	05/04/11	G. C. 12946/34090	07/01/17
Kuperberg, Dan	12/04/95	12/06/11	G. C. 12946/34090	07/01/17
Ladd, Xaviara	10/06/06	08/23/11	G. C. 12946/34090	07/01/17
Menges, Katy	06/14/06	05/19/11	G. C. 12946/34090	07/01/17
Metcalfe, Stephanie	04/13/11	04/27/11	G. C. 12946/34090	07/01/17
Nicholsan, Trissa	06/20/09	11/01/11	G. C. 12946/34090	07/01/17
Nikoomanesh, Tina	05/23/07	01/03/11	G. C. 12946/34090	07/01/17
Peoples, Ryan	04/11/08	08/24/11	G. C. 12946/34090	07/01/17
Polich, Rebecca	05/23/07	08/24/11	G. C. 12946/34090	07/01/17
Reingold, Sheri	05/06/09	01/03/11	G. C. 12946/34090	07/01/11
Retana, Jason	08/01/09	01/03/11	G. C. 12946/34090	07/01/11
Ruff, Lily	06/01/83	03/03/11	G. C. 12946/34090	07/01/11
Smith, Kale	08/04/08	08/24/11	G. C. 12946/34090	07/01/11
Stane, Chris	06/18/09	08/24/11	G. C. 12946/34090	07/01/17

ON AUTHORIZATION

DEPARTMENT HEAD: Signature _____ Date <u>3/16/17</u>	CITY ATTORNEY: Signature _____ Date <u>07/3</u>	CITY CLERK: Signature _____ Date _____
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Date Destruction of Records Approved by City Council: _____ **Actual Destruction Date:** _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Administration/Personnel	Prepared by: (Type Name/Initial Form) Amber Victoria <i>(AV)</i>	Date: 03/16/17	Agoura Hills Box No.: P9	Access Storage Box No.: 30176297
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Page No.: 7	Item No.: 6	Record Series Title and Contents (as listed in Records Retention Schedule) : Personnel Files
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Amini, Darya	03/16/04	02/15/08	G. C. 12946/34090	07/01/17
Birnbaum, 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, Aaron	11/03/05	03/18/08	G. C. 12946/34090	07/01/17
Condello, John	05/23/07	01/29/08	G. C. 12946/34090	07/01/17
Dworman, 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, William	05/15/05	03/18/08	G. C. 12946/34090	07/01/17
Hexon, 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, Georgette	02/10/97	05/09/08	G. C. 12946/34090	07/01/17
Jacobellis, Lynne	10/10/06	10/31/08	G. C. 12946/34090	07/01/17
Kohan, Kevin	09/27/05	10/31/08	G. C. 12946/34090	07/01/17
Krofta, Yitka	06/28/00	10/31/08	G. C. 12946/34090	07/01/17
Lal, Perin	05/30/06	10/31/08	G. C. 12946/34090	07/01/17
Lohan, 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, Erma	09/29/06	03/18/08	G. C. 12946/34090	07/01/17
Norris, 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, Helen	07/21/03	10/31/08	G. C. 12946/34090	07/01/17
Pillai, Vidya	05/16/06	03/18/08	G. C. 12946/34090	07/01/17
Shabooti, Nadia	07/19/06	03/18/08	G. C. 12946/34090	07/01/17
Swanson, 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 AUTHORIZATION

DEPARTMENT HEAD: Signature _____ Date <u>3/16/17</u>	CITY ATTORNEY: Signature _____ Date <u>08.28.17</u>	CITY CLERK: Signature _____ Date <u>8/31/17</u>
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Date Destruction of Records Approved by City Council: _____ **Actual Destruction Date:** _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Administration/Personnel	Prepared by: (Type Name/Initial Form) Amber Victoria <i>AV</i>	Date: 03/16/17	Agoura Hills Box No.: P9A	Access Storage Box No.: 30176297
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Page No.: 7	Item No.: 6	Record Series Title and Contents (as listed in Records Retention Schedule): Personnel Files
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Allen, Brian	10/22/03	06/01/07	G. C. 12946/34090	07/01/17
Barari, Omead	03/04/05	08/14/07	G. C. 12946/34090	07/01/17
Bealer, Kelsey	01/03/07	01/23/07	G. C. 12946/34090	07/01/17
Berkman, Ken	06/01/04	03/01/07	G. C. 12946/34090	07/01/17
Boer, Courtney	09/17/06	07/16/07	G. C. 12946/34090	07/01/17
Daniels, Jeremy	09/07/06	05/01/07	G. C. 12946/34090	07/01/17
Dobler, Michelle	07/07/06	03/27/07	G. C. 12946/34090	07/01/17
Falcone, Tony	09/04/97	07/27/07	G. C. 12946/34090	07/01/17
Ginell, Cary	12/01/00	07/30/07	G. C. 12946/34090	07/01/17
Holl, Matthew	08/22/05	03/20/07	G. C. 12946/34090	07/01/17
Klodt, Matthew	06/13/06	07/01/07	G. C. 12946/34090	07/01/17
Lea, Marvin	05/14/07	07/31/07	G. C. 12946/34090	07/01/17
Lindley, Jamie	05/04/04	07/30/07	G. C. 12946/34090	07/01/17
Ma, David	06/24/02	08/21/07	G. C. 12946/34090	07/01/17
Polk, Kelly	09/22/04	12/14/07	G. C. 12946/34090	07/01/17
Waisbren, Bennett	08/13/07	02/20/08	G. C. 12946/34090	07/01/17
Weaver, Timothy	02/25/08	10/31/08	G. C. 12946/34090	07/01/17
Weieter, Cody	03/10/04	10/31/08	G. C. 12946/34090	07/01/17
You, Wesley	11/07/07	05/22/08	G. C. 12946/34090	07/01/17
Zarrabian, Tucson	08/01/05	08/21/07	G. C. 12946/34090	07/01/17
Zarrabian, Vala	06/23/03	08/21/07	G. C. 12946/34090	07/01/17

ON AUTHORIZATION

DEPARTMENT HEAD:

 Signature

 Date 3/16/17

CITY ATTORNEY:

 Signature *page*

 Date *2017*

CITY CLERK:

 Signature

 Date

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

Attachment A-3

Records Destruction Request Forms
(Administration / Risk Management)



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Administration/Risk Mgmt	Prepared by: (Type Name/Initial Form) Celeste Bird <i>CB</i>	Date: 03/16/17	Agoura Hills Box No.: N/A	Access Storage Box No.: N/A
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Page No.: 9	Item No.: 1,2	Record Series Title and Contents (as listed in Records Retention Schedule): Accident/Incident Reports & Claims (against the City) files
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Accident/Incident Reports	01/01/04	12/31/04	G. C. 34090	07/01/17
Agoura Storage LP	02/01/06	02/28/07	G. C. 34090	07/01/17
Agoura Lube & Smog	02/28/06	02/28/07	G. C. 34090	07/01/17
Bea, Mim	07/24/06	10/05/06	G. C. 34090	07/01/17
Berri, Bryan	08/08/06	11/09/06	G. C. 34090	07/01/17
Chretien, Nancy	07/20/07	02/19/08	G. C. 34090	07/01/17
Claims, "Who, What, Where & When" (training)	08/31/98	08/31/98	G. C. 34090	07/01/17
Crawford, Glenn & Lorraine	06/21/06	12/22/06	G. C. 34090	07/01/17
Dorkam, Ziv	05/19/05	01/31/07	G. C. 34090	07/01/17
DeSimone, Benedict	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 & Laura	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 Michael	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, Diane	02/22/08	07/02/08	G. C. 34090	07/01/17
Kemmerer, Agneta	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
Mercury Ins/Cleveland 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
Rodriguez, Soveida	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
Rubin, Rita & Robert	12/28/06	06/18/07	G. C. 34090	07/01/17
Sack, Robert	11/15/06	01/24/07	G. C. 34090	07/01/17
Shokri, Josh	03/11/08	03/11/08	G. C. 34090	07/01/17
Starr, Leonard & Joan	11/29/07	04/21/08	G. C. 34090	07/01/17
Thomas, Dayle	08/24/06	01/21/08	G. C. 34090	07/01/17

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature _____
 Date 3/16/17

CITY ATTORNEY:

 Signature _____
 Date 08/28/17

CITY CLERK:

 Signature _____
 Date 8/31/17

Date Destruction of Records Approved by City Council: _____

Actual Destruction Date: _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Administration/Risk Management	Prepared by: (Type Name/Initial Form) Celeste Bird <i>CB</i>	Date: 03/16/17	Agoura Hills Box No.: A-132	Access Storage Box No.: 30176292
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Page No.: 9	Item No.: 2	Record Series Title and Contents (as listed in Records Retention Schedule) : Claims (against the City) files
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Abu-Dalu, Dr. Joseph	04/04/09	07/26/11	G. C. 34090	07/01/17
Amiransari, Giti	04/18/10	06/09/11	G. C. 34090	07/01/17
Berl, Elenore	06/07/10	12/31/11	G. C. 34090	07/01/17
Bray, Charles	11/10/10	01/27/11	G. C. 34090	07/01/17
Buron, Tyler	05/26/11	10/16/11	G. C. 34090	07/01/17
Daily, Helen	01/06/11	12/11/11	G. C. 34090	07/01/17
De Souza, Rosa	01/10/11	01/27/12	G. C. 34090	07/01/17
Edison, Southern California	12/07/10	07/14/11	G. C. 34090	07/01/17
Fischer, Michele	02/25/11	02/28/12	G. C. 34090	07/01/17
Flesch, Emily	07/24/10	03/10/12	G. C. 34090	07/01/17
Fletcher, Michelle	09/11/07	01/13/10	G. C. 34090	07/01/17
Hood, John	02/22/11	03/11/11	G. C. 34090	07/01/17
Labrum, Cathy	12/02/11	10/17/12	G. C. 34090	07/01/17
Ladin, Harold	03/06/11	10/14/11	G. C. 34090	07/01/17
Miller, Elizaber (Enterprise Rent-A-Car)	09/23/11	02/29/12	G. C. 34090	07/01/17
Monsour, Rami	03/21/11	04/22/11	G. C. 34090	07/01/17
Parker, Esther	07/20/10	08/24/11	G. C. 34090	07/01/17
Patrick Henry Place (3848)	04/18/10	06/01/11	G. C. 34090	07/01/17
Pike, Darlene	04/06/10	07/02/10	G. C. 34090	07/01/17
Riberdy, Sharon	11/08/10	02/03/11	G. C. 34090	07/01/17
Rogers, Jennifer	04/20/11	12/31/12	G. C. 34090	07/01/17
Rojas, Jose	08/29/09	12/01/11	G. C. 34090	07/01/17
Schuster, Bob	01/01/11	12/30/11	G. C. 34090	07/01/17
Tucker, Francis	05/10/10	11/23/10	G. C. 34090	07/01/17
Wechler, Robert	12/02/09	06/08/10	G. C. 34090	07/01/17
Wyner, Eric	02/08/11	08/24/11	G. C. 34090	07/01/17

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature _____
 Date 3/16/17

CITY ATTORNEY:

 Signature _____
 Date 03.28.17

CITY CLERK:

 Signature _____
 Date 8/31/17

Date Destruction of Records Approved by City Council: _____

Actual Destruction Date: _____

Attachment A-4

Records Destruction Request Forms
(Administration / Transportation)

Attachment A-5

Records Destruction Request Forms
(Building & Safety)

Attachment A-6

Records Destruction Request Forms
(City Clerk)



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: City Clerk	Prepared by: <i>(Type Name/Initial Form)</i> Kimberly M. Rodrigues	Date: 05/30/17	Agoura Hills Box No.: N/A	Access Storage Box No.: N/A
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Page No.: 28	Item No.: 37	Record Series Title and Contents <i>(as listed in Records Retention Schedule)</i> : Organizations Files - Government Agencies
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Disposition 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: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		
City and County of San Francisco - Good Government Guide	2007	2008	G. C. 34090	06/30/17
City of Laguna Hills - Record Retention/Disposition Schedule	1999	1999	G. C. 34090	06/30/17
2005-2006 Civil Grand Jury, County of Los Angeles, Final Report	2005	2006	G. C. 34090	06/30/17
County of Los Angeles Correspondence (Touchscreen Voting System)	2001	2001	G. C. 34090	06/30/17
County of Los Angeles Correspondence (VIMS Lite Pilot Program)	2001	2001	G. C. 34090	06/30/17
County of Los Angeles Correspondence (Subdivision Improvement Bonds)	2004	2004	G. C. 34090	06/30/17
County of Los Angeles 2002 Fire Code; Title 13	2002	2002	G. C. 34090	06/30/17
FPPC California Political Reform Act of 1996 "Prop. 208"	1996	1996	G. C. 34090	06/30/17
FPPC Bulletin - Volume 27, No. 1	Feb 01	Feb 01	G. C. 34090	06/30/17
FPPC Statements of Economic Interests Article II List	2006	2006	G. C. 34090	06/30/17
FPPC Filing Officer Workshop - Proposition 208	1997	1997	G. C. 34090	06/30/17
FPPC Workshop for City and County Clerks - Duties of Filing Officer/Official	2006	2006	G. C. 34090	06/30/17
FPPC Filing Officers' Workshop	2006	2006	G. C. 34090	06/30/17
FPPC Filing Officers Duties - Workshop for City, County, Multi-County Agencies	2011	2011	G. C. 34090	06/30/17
City of Calabasas - Ralph M. Brown Act	1994	1994	G. C. 34090	06/30/17
California Attorney General - Open Meeting Laws	1984	1984	G. C. 34090	06/30/17
California Commission on Campaign Financing - The New Gold Rush	1985	1985	G. C. 34090	06/30/17
Secretary of State - Procedure for Recalling State and Local Officials	1997	1997	G. C. 34090	06/30/17
Secretary of State - Official Voting Information Guide	11/07/00	11/07/00	G. C. 34090	06/30/17
Secretary of State - Signature Verification Guidelines	2001	2001	G. C. 34090	06/30/17
City of Thousand Oaks - Cable TV Ordinances/Franchises	2012	2012	G. C. 34090	06/30/17

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: _____ Signature 7/26/2017 _____ Date	CITY ATTORNEY: _____ Signature 08.28.17 _____ Date	CITY CLERK: _____ Signature 8/31/17 _____ Date
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Date Destruction of Records Approved by City Council: _____ **Actual Destruction Date:** _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: City Clerk	Prepared by: (Type Name/Initial Form) Kimberly Rodrigues <i>KR</i>	Date: 01/27/17	Agoura Hills Box No.: N/A	Access Storage Box No.: N/A
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Page No.: 28	Item No.: 38	Record Series Title and Contents (as listed in Records Retention Schedule): Organizations Files - Professional Organizations
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; (d) records less than two years old; (e) the minutes, ordinances or resolutions of the legislative body or of a City Board or Commission, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label) <i>Publications</i>	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		
Best Best & Krieger - Public Records Act 2000	2000	2000	G. C. 34090	06/30/17
California Elections Report	2007	2007	G. C. 34090	06/30/17
California Elections Report (Seiler) - Volume 1, Issue 2	Feb-00	Feb-00	G. C. 34090	06/30/17
California Elections Report (Seiler) - Volume 1, Issue 3	Mar-00	Mar-00	G. C. 34090	06/30/17
California Elections Report (Seiler) - Volume 1, Issue 5	Jun-00	Jun-00	G. C. 34090	06/30/17
California Elections Report (Seiler) - Volume 1, Issue 7	Aug-00	Aug-00	G. C. 34090	06/30/17
California Elections Report (Seiler) - Volume 1, Issue 8	Sep-00	Sep-00	G. C. 34090	06/30/17
California Elections Report (Seiler) - Volume 1, Issue 9	Nov-00	Nov-00	G. C. 34090	06/30/17
California Elections Report (Seiler) - Volume 1, Issue 10	Dec-00	Dec-00	G. C. 34090	06/30/17
California Elections Report (Seiler) - Volume 1, Issue 11	Dec-00	Dec-00	G. C. 34090	06/30/17
California Elections Report (Seiler) - Volume 2, Issue 1	Jan-01	Jan-01	G. C. 34090	06/30/17
California Elections Report (Seiler) - Volume 2, Issue 3	Apr-01	Apr-01	G. C. 34090	06/30/17
California Elections Report (Seiler) - Volume 2, Issue 4	May-01	May-01	G. C. 34090	06/30/17
California Elections Report (Seiler) - Volume 2, Issue 5	Jun-01	Jun-01	G. C. 34090	06/30/17
California Elections Report (Seiler) - Volume 2, Issue 6	Jul-01	Jul-01	G. C. 34090	06/30/17
California Elections Report (Seiler) - Volume 2, Issue 9	Nov-01	Nov-01	G. C. 34090	06/30/17
California Elections Report (Seiler) - Volume 2, Issue 10	Dec-01	Dec-01	G. C. 34090	06/30/17
California JPIA - The Write Stuff Workshop	2007	2007	G. C. 34090	06/30/17
California JPIA - Training Academies	2007	2007	G. C. 34090	06/30/17
California JPIA - Workshop Catalog	2007	2007	G. C. 34090	06/30/17

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: _____ Signature 7/26/2017 _____ Date	CITY ATTORNEY: _____ Signature 08.28.17 _____ Date	CITY CLERK: _____ Signature 8/31/17 _____ Date
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Date Destruction of Records Approved by City Council: _____ Actual Destruction Date: _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: City Clerk	Prepared by: (Type Name/Initial Form) Kimberly M. Rodrigues <i>KMR</i>	Date: 06/19/07	Agoura Hills Box No.: N/A	Access Storage Box No.: N/A
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Page No.: 30	Item No.: 47	Record Series Title and Contents (as listed in Records Retention Schedule) : Statements of Economic Interest - Forms 700
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/ Destruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.


List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		

<i>Designated City Employee's Statements (includes Contracted Consultants and Committee Appointments)</i>				
	From:	To:	Citation Number:	Cutoff Date:
Adams, David F.	06/22/95	12/29/03	G. C. 81009	06/30/17
Adams, Vincent D.	02/28/02	02/28/02	G. C. 81009	06/30/17
Allen, Brian Joseph	02/12/13	06/30/06	G. C. 81009	06/30/17
Anderson, David H.	03/08/00	03/29/01	G. C. 81009	06/30/17
Arrellano, Giovanni (Consultant)	03/29/05	04/02/07	G. C. 81009	06/30/17
Aune, Christopher Patrick	03/16/05	06/29/06	G. C. 81009	06/30/17
Berkman, Kenneth Alan	06/16/05	03/27/00	G. C. 81009	06/30/17
Barnath, Erika Antonetta	03/09/10	12/11/04	G. C. 81009	06/30/17
Bird, Celeste Romney (Administrative Analyst)*	03/28/02	03/02/06	G. C. 81009	06/30/17
Blue, Anne (Legislative Advocate)	03/24/10	03/24/10	G. C. 81009	06/30/17
Boga, Terrance R. (Attorney)	03/18/03	02/26/08	G. C. 81009	06/30/17
Bower, Hubert O. (Legislative Advocate)	03/24/10	03/24/10	G. C. 81009	06/30/17
Britton, Robyn (General Plan Advisory Committee)	09/22/08	03/29/10	G. C. 81009	06/30/17
Brodslly, Melinda (Accounting Specialist)*	03/08/00	03/09/06	G. C. 81009	06/30/17
Brown, Audrey	03/20/00	03/20/00	G. C. 81009	06/30/17
Clark, James A.	03/18/03	05/12/05	G. C. 81009	06/30/17
Cline, Edward L. (Consultant)	03/09/98	04/03/07	G. C. 81009	06/30/17
Cook, Allison (Senior Planner)*	03/28/05	03/30/06	G. C. 81009	06/30/17
Cortes, Robert (Engineering Aide)*	03/02/06	03/02/06	G. C. 81009	06/30/17
Craig, Steven E. (Consultant)	03/31/05	03/31/05	G. C. 81009	06/30/17
Croft, Albert (Architectural Review Panel)	04/02/07	04/02/07	G. C. 81009	06/30/17
Darbouze, Valerie B. (Associate Planner)*	02/19/03	03/02/06	G. C. 81009	06/30/17
DePasquale, Sylvia	02/29/96	03/24/99	G. C. 81009	06/30/17
Usell, Maleea D.	03/09/00	02/15/02	G. C. 81009	06/30/17
Dwyer, Jack (Agoura Vilalge Task Force)	07/15/05	04/07/08	G. C. 81009	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				

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature
 7/27/17
 Date

CITY ATTORNEY:

 Signature
 08 28 17
 Date

CITY CLERK:

 Signature
 8/31/17
 Date

Date Destruction of Records Approved by City Council: _____

Actual Destruction Date: _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: City Clerk	Prepared by: (Type Name/Initial Form) Kimberly M. Rodrigues <i>KM</i>	Date: 06/19/07	Agoura Hills Box No.: N/A	Access Storage Box No.: N/A
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Page No.: 30	Item No.: 47	Record Series Title and Contents (as listed in Records Retention Schedule) : Statements of Economic Interest - Forms 700
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/ Destruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		

<i>Designated City Employee's Statements (includes Contracted Consultants and Committee Appointments)</i>				
	From:	To:	Citation Number:	Cutoff Date:
Falcone, Tony J.	03/14/00	03/27/07	G. C. 81009	06/30/17
Fares, Jean (Consultant)	03/31/08	03/31/08	G. C. 81009	06/30/17
Fisher, Kelly (Engineering Aide, Assistant Engineer)*	02/06/03	03/06/06	G. C. 81009	06/30/17
Friedlander, Daniel Alexander (General Plan Advisory Committee)	09/16/08	09/16/08	G. C. 81009	06/30/17
Gonzalez, Frank T.	01/04/08	03/31/10	G. C. 81009	06/30/17
Hall, Thomas	03/20/00	03/20/00	G. C. 81009	06/30/17
Harada, Roger	02/20/02	06/09/05	G. C. 81009	06/30/17
Holt, Georgette Marie	05/15/97	05/09/08	G. C. 81009	06/30/17
Ireland, Jed David	02/21/02	02/04/04	G. C. 81009	06/30/17
Janowicz, Jasch K.	03/23/04	03/23/04	G. C. 81009	06/30/17
Jones, David Allen (Legislative Advocate)	03/24/10	03/24/10	G. C. 81009	06/30/17
Kiepke, Elroy	03/05/96	01/14/97	G. C. 81009	06/30/17
Larsen, James E. (Architectural Review Board)	07/31/98	07/31/98	G. C. 81009	06/30/17
Latta, Rebecca Katherine (Consultant)	02/11/04	03/26/07	G. C. 81009	06/30/17
Lazo, Mardonio Ancheta	09/26/05	01/12/05	G. C. 81009	06/30/17
Lebowitz, Jennifer C. (General Plan Advisory Committee)	03/29/07	03/29/10	G. C. 81009	06/30/17
Littman, Howard (Architectural Review Board)	02/26/99	02/26/99	G. C. 81009	06/30/17
Madrigal, Renee (Assistant Planner)**	03/27/03	03/23/06	G. C. 81009	06/30/17
Manolatos, Vanessa Katerina	10/05/05	03/03/06	G. C. 81009	06/30/17
Mathew, S. Gaye	03/10/03	03/02/06	G. C. 81009	06/30/17
McMenamin-Torres, K. C. (Agoura Village Task Force)	06/29/05	10/20/08	G. C. 81009	06/30/17
Melo, Marie Emily	02/05/04	03/02/06	G. C. 81009	06/30/17
Merriman, Richard A. (Architectural Review Panel)	03/22/05	03/22/05	G. C. 81009	06/30/17
Mollayan, Girard D.	06/16/05	06/16/05	G. C. 81009	06/30/17
Moorhouse, Thomas Glen (Consultant)	02/18/08	02/18/08	G. C. 81009	06/30/17
Mulick, David James	03/18/01	02/28/02	G. C. 81009	06/30/17
*Position no longer required to file				

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

[Signature]
 Signature

 7/27/17
 Date

CITY ATTORNEY:

[Signature]
 Signature

 08-28-17
 Date

CITY CLERK:

[Signature]
 Signature

 8/31/17
 Date

Date Destruction of Records Approved by City Council: _____

Actual Destruction Date: _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: City Clerk	Prepared by: (Type Name/Initial Form) Kimberly M. Rodrigues <i>KM</i>	Date: 06/19/07	Agoura Hills Box No.: N/A	Access Storage Box No.: N/A
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Page No.: 30	Item No.: 47	Record Series Title and Contents (as listed in Records Retention Schedule) : Statements of Economic Interest - Forms 700
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Deletion Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		

<i>Designated City Employee's Statements (includes Contracted Consultants and Committee Appointments)</i>				
	From:	To:	Citation Number:	Cutoff Date:
Nearman, Bruce Francis	09/27/05	03/28/08	G. C. 81009	06/30/17
Newkirk, Nick Yuri	02/05/04	03/02/06	G. C. 81009	06/30/17
Novak, Carol Ann	02/27/02	03/02/06	G. C. 81009	06/30/17
Oberman, Lori (General Plan Advisory Group)	06/30/06	02/22/07	G. C. 81009	06/30/17
O'Hara, Jennifer	02/27/96	03/01/02	G. C. 81009	06/30/17
Parker-Bozylinski, Joyce (Consultant)	03/16/05	04/03/08	G. C. 81009	06/30/17
Petersil, Leslie F. (General Plan Advisory Committee)	04/01/05	04/01/10	G. C. 81009	06/30/17
Petit, Meredith Seaton	03/16/05	03/25/10	G. C. 81009	06/30/17
Petrelli, Shelley A.	03/16/05	03/04/06	G. C. 81009	06/30/17
Polich, Cynthia Louise (Administrative Secretary I)*	03/24/05	03/28/06	G. C. 81009	06/30/17
Ptashkin, Judith A. (Administrative Secretary I)*	03/15/05	03/02/06	G. C. 81009	06/30/17
Roller, Gary H. (Architectural Review Panel)	04/15/99	04/02/10	G. C. 81009	06/30/17
Rosenheim, Brad Michael (General Plan Advisory Committee)	03/29/05	03/29/10	G. C. 81009	06/30/17
Ruff, Lily (City Treasurer)	03/25/99	03/30/10	G. C. 81009	06/30/17
Sanders, Karen Marnie (Building Permit Technician)*	02/24/04	03/02/06	G. C. 81009	06/30/17
Schneider, Sara Irene	02/28/96	03/02/06	G. C. 81009	06/30/17
Schrupp, Sheila Ann	08/18/06	08/08/06	G. C. 81009	06/30/17
Stepanicich, Gregory (Attorney)	03/08/95	01/15/98	G. C. 81009	06/30/17
Strausz, William L. (Attorney)	03/28/96	03/09/04	G. C. 81009	06/30/17
Sumersille, Mary "Dale" K.	03/16/98	03/29/06	G. C. 81009	06/30/17
Susskind, Amanda (Attorney)	02/11/97	07/06/99	G. C. 81009	06/30/17
Thorsen, James Edward	08/07/97	03/02/06	G. C. 81009	06/30/17
Tubelis, Carol E.	03/27/97	02/14/06	G. C. 81009	06/30/17
*Position no longer required to file				

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:
[Signature]

 Signature
 7/27/17

 Date

CITY ATTORNEY:
[Signature]

 Signature
 08.26.17

 Date

CITY CLERK:

 Signature

 Date

Date Destruction of Records Approved by City Council: _____

Actual Destruction Date: _____

Attachment A-7

Records Destruction Request Forms
(Community Services)



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Community Services	Prepared by: (Type Name/Initial Form) Cynthia L. Polich <i>CLP</i>	Date: 06/06/17	Agoura Hills Box No.: CS-285	Access Storage Box No.:
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Page: 1	Item: B	Record Series Title and Contents (as listed in Records Retention Schedule): Program Files (City-Participation)		
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		
D.A.R. Records Jan 2010	01/01/10	01/31/10	G. C. 34090	06/30/17
D.A.R. Records Feb 2010	02/01/10	02/28/10	G. C. 34090	06/30/17
D.A.R. Records Mar 2010	03/01/10	03/31/10	G. C. 34090	06/30/17
D.A.R. Records Apr 2010	04/01/10	04/31/10	G. C. 34090	06/30/17
D.A.R. Records May 2010	05/01/10	05/31/10	G. C. 34090	06/30/17
D.A.R. Records Jun 2010	6/1/2010	6/30/2010	G. C. 34090	06/30/17
D.A.R. Records Jul 2010	7/1/2010	7/31/2010	G. C. 34090	06/30/17
D.A.R. Records Aug 2010	8/1/2010	8/31/2010	G. C. 34090	06/30/17
D.A.R. Records Sep 2010	09/01/10	09/30/10	G. C. 34090	06/30/17
D.A.R. Records Oct 2010	10/01/10	10/31/10	G. C. 34090	06/30/17
D.A.R. Records Nov 2010	11/01/10	11/30/10	G. C. 34090	06/30/17
D.A.R. Records Dec 2010	12/01/10	12/31/10	G. C. 34090	06/30/17
D.A.R. Financials 2009-2010	01/01/09	12/31/10	G. C. 34090	06/30/17
NTD-MTA 2009-2010	01/01/09	12/31/10	G. C. 34090	06/30/17
MTA Jul thru Dec 2009	07/01/09	12/31/09	G. C. 34090	06/30/17
First Transit Jan thru Jun 2012	01/01/12	06/30/12	G. C. 34090	06/30/17
First Transit Sept thru Dec 2011	09/01/11	12/31/11	G. C. 34090	06/30/17
NTD 2011-2012	01/01/11	12/31/12	G. C. 34090	06/30/17
First Transit Apr thru Jun 2009	04/01/09	06/30/09	G. C. 34090	06/30/17
First Transit Jan thru Aug 2011	01/01/11	08/31/11	G. C. 34090	06/30/17

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:
Amy K
 Signature _____
 Date 8/3/17

CITY ATTORNEY:
[Signature]
 Signature _____
 Date 08.28.17

CITY CLERK:
[Signature]
 Signature _____
 Date 8/31/17

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



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Community Services	Prepared by: (Type Name/Initial Form) Cynthia L. Polich <i>CIP</i>	Date: 06/05/17	Agoura Hills Box No.: CS-284	Access Storage Bo No.:
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Page: 2	Item: 13	Record Series Title and Contents (as listed in Records Retention Schedule): Program Files (City-Participation)		
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		
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	06/30/17
Laidlaw July 2008	07/01/08	07/31/08	G. C. 34090	06/30/17
Laidlaw August 2008	08/01/08	08/31/08	G. C. 34090	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	10/31/08	G. C. 34090	06/30/17
MTA Billing 2008-2009	01/01/08	12/31/09	G. C. 34090	06/30/17
First Transit 2010-2011	01/01/10	12/31/11	G. C. 34090	06/30/17
First Transit Jan thru March 2009	1/1/2009	03/31/09	G. C. 34090	06/30/17
City Shuttle 2009	01/01/09	12/31/09	G. C. 34090	06/30/17
Volunteer Recognition 2008	12/01/07	02/28/08	G. C. 34090	06/30/17

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature _____
 Date 8/3/17

CITY ATTORNEY:

 Signature _____
 Date 08.28.17

CITY CLERK:

 Signature _____
 Date 8/31/17

Date Destruction of Records Approved by City Council: _____

Actual Destruction Date: _____

Attachment A-8

Records Destruction Request Forms
(Finance)

Attachment A-9

Records Destruction Request Forms

(Planning)



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Planning	Prepared by: (Type Name/Initial Form) Amber Victoria <i>AV</i>	Date: 02/02/17	Agoura Hills Box No.: N/A	Access Storage Box No.: N/A
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Page No.: 48	Item No.: 17	Record Series Title and Contents (as listed in Records Retention Schedule): Planning Commission Agendas
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Deconstruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; (d) records less than two years old; (e) the minutes, ordinances or resolutions of the legislative body or of a City Board or Commission, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Planning Commission Meeting - Agenda Packets (Copies)	01/05/12	01/05/12	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	01/19/12	01/19/12	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	02/02/12	02/02/12	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	02/16/12	02/16/12	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	03/01/12	03/01/12	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	03/15/12	03/15/12	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	04/05/12	04/05/12	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	04/19/12	04/19/12	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	05/03/12	05/03/12	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	05/17/12	05/17/12	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	06/07/12	06/07/12	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	06/21/12	06/21/12	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	07/05/12	07/05/12	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	07/19/12	07/19/12	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	08/02/12	08/02/12	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	08/16/12	08/16/12	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	09/06/12	09/06/12	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	09/20/12	09/20/12	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	10/04/12	10/04/12	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	10/18/12	10/18/12	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	11/01/12	11/01/12	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	11/15/12	11/15/12	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	12/06/12	12/06/12	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	12/20/12	12/20/12	G. C. 34090	07/01/17

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature
 8/2/17

 Date

CITY ATTORNEY:

 Signature
 08.28.17

 Date

CITY CLERK:

 Signature
 8/31/17

 Date

Date Destruction of Records Approved by City Council: _____

Actual Destruction Date: _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Planning	Prepared by: (Type Name/Initial Form) Amber Victoria	Date: 02/02/17	Agoura Hills Box No.: N/A	Access Storage Box No.: N/A
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Page No.: 48	Item No.: 17	Record Series Title and Contents (as listed in Records Retention Schedule): Planning Commission Agendas
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Deletion Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; (d) records less than two years old; (e) the minutes, ordinances or resolutions of the legislative body or of a City Board or Commission, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Planning Commission Meeting - Agenda Packets (Copies)	01/03/13	01/03/13	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	01/17/13	01/17/13	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	02/07/13	02/07/13	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	02/21/13	02/21/13	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	03/07/13	03/07/13	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	03/21/13	03/21/13	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	04/04/13	04/04/13	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	04/18/13	04/18/13	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	05/02/13	05/02/13	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	05/16/13	05/16/13	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	06/06/13	06/06/13	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	06/20/13	06/20/13	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	07/04/13	07/04/13	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	07/18/13	07/18/13	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	08/01/13	08/01/13	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	08/15/13	08/15/13	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	09/05/13	09/05/13	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	09/19/13	09/19/13	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	10/03/13	10/03/13	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	10/17/13	10/17/13	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	11/07/13	11/07/13	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	11/21/13	11/21/13	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	12/05/13	12/05/13	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	12/19/13	12/19/13	G. C. 34090	07/01/17

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: _____ Signature 2/2/17 _____ Date	CITY ATTORNEY: _____ Signature 02.28.17 _____ Date	CITY CLERK: _____ Signature 8/31/17 _____ Date
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Date Destruction of Records Approved by City Council: _____ **Actual Destruction Date:** _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Planning	Prepared by: (Type Name/Initial Form) Amber Victoria AV	Date: 02/02/17	Agoura Hills Box No.: N/A	Access Storage Box No.: N/A
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Page No.: 48	Item No.: 17	Record Series Title and Contents (as listed in Records Retention Schedule): Planning Commission Agendas
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; (d) records less than two years old; (e) the minutes, ordinances or resolutions of the legislative body or of a City Board or Commission, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Planning Commission Meeting - Agenda Packets (Copies)	01/02/14	01/02/14	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	01/16/14	01/16/14	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	02/06/14	02/06/14	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	02/20/14	02/20/14	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	03/06/14	03/06/14	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	03/20/14	03/20/14	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	04/03/14	04/03/14	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	04/17/14	04/17/14	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	05/01/14	05/01/14	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	05/15/14	05/15/14	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	06/05/14	06/05/14	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	06/19/14	06/19/14	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	07/03/14	07/03/14	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	07/17/14	07/17/14	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	08/07/14	08/07/14	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	08/21/14	08/21/14	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	09/04/14	09/04/14	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	09/18/14	09/18/14	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	10/02/14	10/02/14	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	10/16/14	10/16/14	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	11/06/14	11/06/14	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	11/20/14	11/20/14	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	12/04/14	12/04/14	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	12/18/14	12/18/14	G. C. 34090	07/01/17

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: _____ Signature 8/31/17 _____ Date	CITY ATTORNEY: _____ Signature 08.28.17 _____ Date	CITY CLERK: _____ Signature 8/31/17 _____ Date
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Date Destruction of Records Approved by City Council: _____ **Actual Destruction Date:** _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Planning	Prepared by: <i>(Type Name/Initial Form)</i> Amber Victoria AV	Date: 02/02/17	Agoura Hills Box No.: N/A	Access Storage Box No.: N/A
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Page No.: 48	Item No.: 17	Record Series Title and Contents <i>(as listed in Records Retention Schedule)</i> : Planning Commission Agendas
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; (d) records less than two years old; (e) the minutes, ordinances or resolutions of the legislative body or of a City Board or Commission, and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Planning Commission Meeting - Agenda Packets (Copies)	01/01/15	01/01/15	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	01/15/15	01/15/15	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	02/05/15	02/05/15	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	02/19/15	02/19/15	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	03/05/15	03/05/15	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	03/19/15	03/19/15	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	04/02/15	04/02/15	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	04/16/15	04/16/15	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	05/07/15	05/07/15	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	05/21/15	05/21/15	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	06/04/15	06/04/15	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	06/18/15	06/18/15	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	07/02/15	07/02/15	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	07/16/15	07/16/15	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	08/06/15	08/06/15	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	08/20/15	08/20/15	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	09/03/15	09/03/15	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	09/17/15	09/17/15	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	10/01/15	10/01/15	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	10/15/15	10/15/15	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	11/05/15	11/05/15	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	12/03/15	12/03/15	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)	12/17/15	12/17/15	G. C. 34090	07/01/17
Planning Commission Meeting - Agenda Packets (Copies)			G. C. 34090	07/01/17

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: _____ Signature 8/7/17 _____ Date	CITY ATTORNEY: _____ Signature 08.28.17 _____ Date	CITY CLERK: _____ Signature 8/31/17 _____ Date
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Date Destruction of Records Approved by City Council: _____ **Actual Destruction Date:** _____

Attachment A-10

Records Destruction Request Forms
(Planning / Block Grants)

Attachment A-11

Records Destruction Request Forms
(Planning / Code Enforcement)



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Planning/Code Enforcement	Prepared by: (Type Name/Initial/Form) Amber Victoria <i>AV</i>	Date: 07/26/17	Agoura Hills Box No.: IPL 001B	Access Storage Box No.: N/A
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Page No.: 60	Item No.: 1	Record Series Title and Contents (as listed in Records Retention Schedule): Code Enforcement - Case Files
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label) <i>(Closed)</i>	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		
29800 Agoura Road	02/02/11	02/28/11	P. C. 801	06/30/17
30401-30501 Agoura Road	09/09/10	10/11/10	P. C. 801	06/30/17
29912 Agoura Road	10/12/10	10/13/10	P. C. 801	06/30/17
6317 Aquarius Ave	01/09/12	02/15/12	P. C. 801	06/30/17
28366 Agoura Road	07/30/08	06/16/10	P. C. 801	06/30/17
29508 Agoura Road	06/04/10	06/13/10	P. C. 801	06/30/17
29800 Agoura Road	10/28/09	11/19/11	P. C. 801	06/30/17
27489 Agoura Road	04/18/09	06/27/11	P. C. 801	06/30/17
28222 Agoura Road	10/11/10	05/10/11	P. C. 801	06/30/17
28219 Agoura Road	02/01/11	03/07/11	P. C. 801	06/30/17
5305 Alfonso Drive	12/27/10	05/26/11	P. C. 801	06/30/17
6324 Aquarius Ave	09/19/13	10/21/13	P. C. 801	06/30/17
28902 Agoura Road	02/02/11	02/28/11	P. C. 801	06/30/17
28661 Acacia Glen St	05/20/13	06/17/13	P. C. 801	06/30/17
28247 Agoura Road	06/05/12	06/13/12	P. C. 801	06/30/17
28811 Barragan St	09/10/12	10/10/12	P. C. 801	06/30/17
28318 W. Balkins Drive	04/04/07	06/20/07	P. C. 801	06/30/17
28363 Balkins Drive	08/19/10	09/27/10	P. C. 801	06/30/17
28834 Barragan St	12/28/05	11/16/10	P. C. 801	06/30/17
28005 Balkins Drive	09/23/10	12/10/10	P. C. 801	06/30/17
28613 Bamfield Drive	08/13/09	09/11/09	P. C. 801	06/30/17
28915 Burleson St	05/30/13	06/27/13	P. C. 801	06/30/17
5374 Chesebro Road	05/30/11	06/24/11	P. C. 801	06/30/17
28811 Canwood	05/30/10	06/03/10	P. C. 801	06/30/17
28650 Canwood	06/10/10	06/17/10	P. C. 801	06/30/17
APN: 2061 012 019 Agoura Road	10/28/13	12/04/13	P. C. 801	06/30/17
APN: 2061 012 020 Agoura Road	06/16/10	09/16/10	P. C. 801	06/30/17
APN: 2061 029 004 Agoura Road	01/23/13	12/04/13	P. C. 801	06/30/17
APN: 2055 001 038 Blythedale	05/14/12	07/18/12	P. C. 801	06/30/17
APN: 2061 013 133 Palo Comado	06/16/10	09/16/10	P. C. 801	06/30/17

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

[Signature]
 Signature

 7/31/17
 Date

CITY ATTORNEY:

[Signature]
 Signature

 08.28.17
 Date

CITY CLERK:

[Signature]
 Signature

 8/31/17
 Date

Date Destruction of Records Approved by City Council: _____

Actual Destruction Date: _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Planning/Code Enforcement	Prepared by: (Type Name/Initial Form) Amber Victoria <i>(AV)</i>	Date: 07/26/17	Agoura Hills Box No.: IPL 002B	Access Storage Box No.:
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Page No.: 60	Item No.: 1	Record Series Title and Contents (as listed in Records Retention Schedule): Code Enforcement - Case Files
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label) <i>(Closed)</i>	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		
30343 Canwood Street	01/24/11	02/10/11	P. C. 801	06/30/17
5900 Chesebro Road	05/09/12	05/16/12	P. C. 801	06/30/17
6136 Chesebro Road	12/28/08	12/01/09	P. C. 801	06/30/17
5697 Kanan Road	12/12/06	12/16/06	P. C. 801	06/30/17
30600 T.O. Blvd	08/01/06	10/05/06	P. C. 801	06/30/17
29332 Trailway Lane	02/10/07	03/01/07	P. C. 801	06/30/17
29406 Trailway Lane	10/31/07	11/10/07	P. C. 801	06/30/17
28748 Timberlane St	03/23/09	03/30/09	P. C. 801	06/30/17
28743 Timberlane St	07/02/08	07/03/08	P. C. 801	06/30/17
28746 Timberlane St	07/24/06	12/07/06	P. C. 801	06/30/17
28400 Tulare Lane	05/14/08	03/27/09	P. C. 801	06/30/17
29321 Trailway Lane	08/09/09	09/15/09	P. C. 801	06/30/17
29324 Tree Hollow Glen	08/07/09	08/28/09	P. C. 801	06/30/17
28746 Timberlane St	03/23/09	04/18/09	P. C. 801	06/30/17
29447 Trailway Lane	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 Lane	01/26/10	04/08/10	P. C. 801	06/30/17
5842 Wheelhouse 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 Wheelhouse Lane	11/08/07	02/14/08	P. C. 801	06/30/17
5953 Wheelhouse Lane	06/13/05	05/23/06	P. C. 801	06/30/17
30701 Whaleboat Place	04/22/08	09/30/08	P. C. 801	06/30/17
29015 T.O. Blvd	02/03/10	03/23/10	P. C. 801	06/30/17
29041 T.O. Blvd	11/30/08	11/30/08	P. C. 801	06/30/17
28965 Timberlane St	06/12/06	08/02/06	P. C. 801	06/30/17
30651 T.O. Blvd	08/11/06	08/12/06	P. C. 801	06/30/17
29235 Trailway Lane	09/21/06	09/28/06	P. C. 801	06/30/17
28771 Timberlane St	07/24/06	08/29/06	P. C. 801	06/30/17
28746 - 28748 Timberlane St	09/23/06	10/03/06	P. C. 801	06/30/17
APN: 2061 013 033, Chesebro	01/23/13	12/04/13	P. C. 801	06/30/17

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

(Signature)

 7/31/17

 Date

CITY ATTORNEY:

(Signature)

 06.28.17

 Date

CITY CLERK:

(Signature)

 8/31/17

 Date

Date Destruction of Records Approved by City Council: _____

Actual Destruction Date: _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Planning/Code Enforcement	Prepared by: (Type Name/Initial Form) Amber Victoria <i>(Signature)</i>	Date: 07/26/17	Agoura Hills Box No.: IPL 002D	Access Storage Box No.: N/A
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Page No.: 60	Item No.: 1	Record Series Title and Contents (as listed in Records Retention Schedule): Code Enforcement - Case Files
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label) <i>(Closed)</i>	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		
5888 Cape Horn Drive	03/20/12	05/14/12	P. C. 801	06/30/17
28820 Calabria Drive	04/24/12	05/01/12	P. C. 801	06/30/17
5815 Calmfield Ave	10/24/11	11/30/12	P. C. 801	06/30/17
4901 Calle Montecillo	04/18/13	07/10/13	P. C. 801	06/30/17
5427 Colodny Drive	08/02/12	08/28/12	P. C. 801	06/30/17
5427 Colodny Drive	10/03/11	11/21/12	P. C. 801	06/30/17
6353 Capricorn Ave	07/12/10	04/06/11	P. C. 801	06/30/17
6055 Rustling Oaks Drive	07/24/13	08/05/13	P. C. 801	06/30/17
28756 Pisces St	07/26/11	11/07/11	P. C. 801	06/30/17
30471 Passageway Place	08/01/13	08/08/13	P. C. 801	06/30/17
29020 Saddlebrook Drive	11/16/11	12/09/11	P. C. 801	06/30/17
30720 Passageway Place	04/23/13	08/12/13	P. C. 801	06/30/17
28724 Pisces Place	04/16/14	07/02/14	P. C. 801	06/30/17
5547 Old Salt Lane	01/02/06	01/17/06	P. C. 801	06/30/17
5676 Meadow Vista Way	09/11/10	10/14/10	P. C. 801	06/30/17
5439 Meadow Vista Way	02/15/11	05/11/11	P. C. 801	06/30/17
5567 Medea Valley Drive	04/28/11	06/14/11	P. C. 801	06/30/17
28944 Marlies St	07/05/12	07/19/12	P. C. 801	06/30/17
28836 Michelle Drive	02/19/13	04/08/13	P. C. 801	06/30/17
28842 Michelle Drive	09/19/13	10/22/13	P. C. 801	06/30/17
5477 Meadow Vista Way	08/12/13	12/05/13	P. C. 801	06/30/17
5634 Lake Lindero Drive	05/08/14	05/14/14	P. C. 801	06/30/17
5866 Lake Lindero Drive	04/12/12	05/21/12	P. C. 801	06/30/17
5866 Lake Lindero Drive	12/11/12	12/17/12	P. C. 801	06/30/17
5928 Lake Lindero Drive	07/26/05	08/08/05	P. C. 801	06/30/17
5751 Lake Lindero Drive	03/15/11	06/14/11	P. C. 801	06/30/17
5330 Lewis Road	07/15/13	10/03/13	P. C. 801	06/30/17
30711 Lake Front Drive	04/23/13	06/06/12	P. C. 801	06/30/17
30658 Lake Front Drive	07/26/13	08/28/13	P. C. 801	06/30/17
5883 Larboard Lane	08/23/13	09/11/13	P. C. 801	06/30/17

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

(Signature)

 7/31/17

 Date

CITY ATTORNEY:

(Signature)

 08.28.17

 Date

CITY CLERK:

(Signature)

 8/31/17

 Date

Date Destruction of Records Approved by City Council: _____

Actual Destruction Date: _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Planning/Code Enforcement	Prepared by: (Type Name/Initial Form) Amber Victoria <i>AV</i>	Date: 07/26/17	Agoura Hills Box No.: IPL 001A	Access Storage Box No.: N/A
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Page No.: 60	Item No.: 1	Record Series Title and Contents (as listed in Records Retention Schedule): Code Enforcement - Case Files
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label) <i>(Closed)</i>	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		
6078 Dovetail Drive	08/22/01	09/17/01	P. C. 801	06/30/17
5853 Dovetail Drive	02/01/05	12/29/05	P. C. 801	06/30/17
6054 Fairview Place	11/29/05	12/29/05	P. C. 801	06/30/17
5320 Derry Ave	04/19/02	06/18/02	P. C. 801	06/30/17
5630 Foothill Drive	10/01/01	03/24/03	P. C. 801	06/30/17
4836 Canyon Way	04/14/04	12/23/04	P. C. 801	06/30/17
5540 Colodny Drive	05/23/01	10/30/02	P. C. 801	06/30/17
28710 Canwood St	08/08/02	10/15/02	P. C. 801	06/30/17
30503 Passageway Place	06/21/07	01/08/10	P. C. 801	06/30/17
29163 Hillrise Drive	05/29/09	08/17/09	P. C. 801	06/30/17
6047 Hackers Lane	09/14/09	12/11/09	P. C. 801	06/30/17
6030 Hackers Lane	03/23/10	04/26/10	P. C. 801	06/30/17
5502 Gladhollow Court	03/02/10	04/02/10	P. C. 801	06/30/17
29319 Gamebird Court	03/26/09	08/19/09	P. C. 801	06/30/17
29303 Gamebird Court	02/25/09	04/09/09	P. C. 801	06/30/17
28833 Engleton St	05/22/09	07/10/09	P. C. 801	06/30/17
5408 Fairgrange Dr	08/22/05	04/06/09	P. C. 801	06/30/17
5545 Foothill Drive	12/08/09	04/20/10	P. C. 801	06/30/17
5872 Dovetail Drive	04/27/10	05/13/10	P. C. 801	06/30/17
29301 Castlehill Drive	04/24/09	08/06/09	P. C. 801	06/30/17
28811 Canwood St	02/03/10	02/16/10	P. C. 801	06/30/17
28916 Bardell Drive	02/15/09	02/24/09	P. C. 801	06/30/17
5530 Buffwood Place	05/01/08	11/18/09	P. C. 801	06/30/17
30125 Agoura Road Units I & J	01/17/09	04/15/09	P. C. 801	06/30/17
30125 Agoura Road Units E & F	02/23/09	03/05/09	P. C. 801	06/30/17
28886 Argos St	11/17/09	01/06/10	P. C. 801	06/30/17
29899 Agoura Road	04/18/09	11/19/04	P. C. 801	06/30/17
APN: 2048009131, Drive Ave	04/10/09	05/20/10	P. C. 801	06/30/17
Misc Stops W.O./Comm Cases	02/11/00	09/30/05	P. C. 801	06/30/17

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

[Signature]
 Signature

 7/31/17
 Date

CITY ATTORNEY:

[Signature]
 Signature

 08.28.17
 Date

CITY CLERK:

[Signature]
 Signature

 8/31/17
 Date

Date Destruction of Records Approved by City Council: _____

Actual Destruction Date: _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Planning/Code Enforcement	Prepared by: (Type Name/Initial Form) Amber Victoria <i>(Signature)</i>	Date: 07/26/17	Agoura Hills Box No.: IPL 002E	Access Storage Box No.: N/A
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Page No.: 60	Item No.: 1	Record Series Title and Contents (as listed in Records Retention Schedule): Code Enforcement - Case Files
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label) <i>(Checked)</i>	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		
30309 Eagleton St	08/27/13	02/18/14	P. C. 801	06/30/17
28735 Eagleton St	01/14/13	08/14/13	P. C. 801	06/30/17
5810 Dovetail Drive	08/27/12	09/04/12	P. C. 801	06/30/17
28253 Dorothy Drive	10/28/11	02/06/12	P. C. 801	06/30/17
5312 Derry Ave	06/28/11	05/13/11	P. C. 801	06/30/17
4002 Defender Drive	10/25/10	01/05/11	P. C. 801	06/30/17
4002 Defender Drive	08/03/07	09/29/07	P. C. 801	06/30/17
5576 Cedarhaven Drive	04/03/08	05/08/08	P. C. 801	06/30/17
5339 Captains Place	04/24/06	07/10/06	P. C. 801	06/30/17
5824 Calmfield Ave	10/24/11	03/14/13	P. C. 801	06/30/17
5800 Calmfield Ave	01/14/13	02/21/13	P. C. 801	06/30/17
5739 Carell Ave	01/17/12	02/29/12	P. C. 801	06/30/17
5115 Clareton Ave	08/19/11	08/19/11	P. C. 801	06/30/17
5920 Carell Ave	07/30/11	08/02/11	P. C. 801	06/30/17
5451 Colodny Drive	09/23/11	09/28/11	P. C. 801	06/30/17
27520 Country Glen	10/07/13	11/26/13	P. C. 801	06/30/17
27305 Country Glen	07/14/11	11/07/11	P. C. 801	06/30/17
5901 Calmfield Ave	10/02/13	10/11/13	P. C. 801	06/30/17
5539 Captains Place	09/23/13	10/11/13	P. C. 801	06/30/17
5522 Captains Place	09/23/13	10/11/13	P. C. 801	06/30/17
5512 Captains Place	08/19/13	10/11/13	P. C. 801	06/30/17
4900 Calle Montecito	01/30/14	02/11/14	P. C. 801	06/30/17
4901 Calle Montecito	01/30/14	02/11/14	P. C. 801	06/30/17
5355 Captains Place	09/23/13	02/12/14	P. C. 801	06/30/17
5866 Carell Ave	05/26/11	06/30/11	P. C. 801	06/30/17
5768 Carell Ave	02/27/08	03/04/08	P. C. 801	06/30/17
27317 Country Glen Drive	05/25/11	05/28/11	P. C. 801	06/30/17
5571 Cedarhaven Drive	12/27/10	01/26/11	P. C. 801	06/30/17
5768 Carell Ave	10/26/09	11/05/09	P. C. 801	06/30/17
APN: 2055 012 051	05/12/13	10/29/13	P. C. 801	06/30/17

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:
(Signature)
 Signature _____
 Date 7/31/17

CITY ATTORNEY:
(Signature)
 Signature _____
 Date 08.28.17

CITY CLERK:
(Signature)
 Signature _____
 Date 8/31/17

Date Destruction of Records Approved by City Council: _____

Actual Destruction Date: _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Planning/Code Enforcement	Prepared by: (Type Name/Initial Form) Amber Victoria <i>(Signature)</i>	Date: 07/26/17	Agoura Hills Box No.: IPL 002F	Access Storage Box No.: N/A
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Page No.: 60	Item No.: 1	Record Series Title and Contents (as listed in Records Retention Schedule): Code Enforcement - Case Files
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Deconstruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label) <i>(Closed)</i>	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		
5871 Larboard Lane	05/01/13	01/29/14	P. C. 801	06/30/17
5421 Jon Dodson Drive	05/10/13	04/02/13	P. C. 801	06/30/17
5403 Jon Dodson Drive	04/12/13	04/26/13	P. C. 801	06/30/17
5409 Jon Dodson Drive	04/12/13	04/26/13	P. C. 801	06/30/17
5415 Jon Dodson Drive	04/12/13	04/26/13	P. C. 801	06/30/17
5527 Jon Dodson Drive	04/05/11	05/02/11	P. C. 801	06/30/17
4008 Jim Bowie Road	07/14/11	11/01/11	P. C. 801	06/30/17
4100 Jim Bowie Road	07/14/11	09/02/11	P. C. 801	06/30/17
6130 Heritage Drive	03/06/14	03/10/14	P. C. 801	06/30/17
29230 Hillrise Drive	09/03/13	10/11/13	P. C. 801	06/30/17
6042 Grey Rock Road	05/09/12	07/11/12	P. C. 801	06/30/17
30346 Goodspring Road	09/19/12	12/07/12	P. C. 801	06/30/17
30334 Goodspring Road	08/27/13	09/24/13	P. C. 801	06/30/17
30346 Goodspring Road	08/27/13	09/19/13	P. C. 801	06/30/17
29409 Green Grass Court	07/11/13	07/19/13	P. C. 801	06/30/17
28466 Foothill Drive	12/08/09	04/19/10	P. C. 801	06/30/17
5533 Fairview Place	03/04/13	06/25/13	P. C. 801	06/30/17
27411 Freetown Lane	11/14/11	03/01/12	P. C. 801	06/30/17
28327 Driver Ave	11/26/13	04/30/14	P. C. 801	06/30/17
27437 Freetown Lane	04/12/11	04/20/11	P. C. 801	06/30/17
27437 Freetown Lane	06/03/13	06/20/13	P. C. 801	06/30/17
5467 Fairview Place	01/07/13	03/19/13	P. C. 801	06/30/17
6160 Fairview Place	01/07/13	03/15/13	P. C. 801	06/30/17
5401 Fairview Place	12/01/11	03/20/13	P. C. 801	06/30/17
5533 Foothill Drive	02/21/12	03/14/12	P. C. 801	06/30/17
28537 Fountain Place	04/01/11	04/12/11	P. C. 801	06/30/17
5520 Fairview Place	12/08/09	01/21/10	P. C. 801	06/30/17
5521 Fairview Place	12/08/09	01/21/10	P. C. 801	06/30/17
28855 Eagleton St	09/06/11	09/16/11	P. C. 801	06/30/17
28921 Eagleton St	09/20/12	09/26/12	P. C. 801	06/30/17

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

(Signature)
 Signature

 7/31/17
 Date

CITY ATTORNEY:

(Signature)
 Signature

 08.28.17
 Date

CITY CLERK:

(Signature)
 Signature

 8/31/17
 Date

Date Destruction of Records Approved by City Council: _____

Actual Destruction Date: _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Planning/Code Enforcement	Prepared by: (Type Name/Initial Form) Amber Victoria <i>(AV)</i>	Date: 07/26/17	Agoura Hills Box No.: IPL 002G	Access Storage Box No.: N/A
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Page No.: 60	Item No.: 1	Record Series Title and Contents (as listed in Records Retention Schedule): Code Enforcement - Case Files
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label) <i>(closed)</i>	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		
5606 Laurel Bluff Place	10/06/09	04/12/10	P. C. 801	06/30/17
5889 Larboard Lane	05/17/10	05/19/10	P. C. 801	06/30/17
28207 Laura La Plante	08/12/10	09/20/10	P. C. 801	06/30/17
5645 Slicers Circle	09/04/07	12/11/07	P. C. 801	06/30/17
5786 Lake Lindero Drive	05/21/14	06/17/14	P. C. 801	06/30/17
30714 Lake Front Drive	09/19/13	10/03/13	P. C. 801	06/30/17
5647 Kanan Road	02/03/10	03/04/10	P. C. 801	06/30/17
5623 Kanan Road	02/26/10	03/04/10	P. C. 801	06/30/17
5679 Kanan Road	02/03/10	02/24/10	P. C. 801	06/30/17
5675 Kanan Road	02/03/10	02/24/10	P. C. 801	06/30/17
5617 Kanan Road	02/25/10	03/04/10	P. C. 801	06/30/17
5687 Kanan Road	01/11/10	01/18/10	P. C. 801	06/30/17
5697 Kanan Road	01/11/10	02/02/10	P. C. 801	06/30/17
5695 Kanan Road	07/06/09	07/15/09	P. C. 801	06/30/17
5623 Kanan Road	05/02/09	05/05/09	P. C. 801	06/30/17
5635 Kanan Road	08/05/09	09/18/09	P. C. 801	06/30/17
5727 Kanan Road	04/09/09	04/22/09	P. C. 801	06/30/17
28191 Laura La Plante	05/20/09	08/28/09	P. C. 801	06/30/17
5827 Larboard Lane	06/25/09	07/30/09	P. C. 801	06/30/17
5927 Lake Lindero Drive	11/20/09	01/06/10	P. C. 801	06/30/17
5927 Lake Lindero Drive	05/15/09	06/30/09	P. C. 801	06/30/17
5927 Lake Lindero Drive	04/27/10	05/11/10	P. C. 801	06/30/17
5344 Lewis Road	12/02/08	11/18/09	P. C. 801	06/30/17
5622 Foothill Drive	01/10/14	01/13/14	P. C. 801	06/30/17
5634 Lake Lindero Drive	03/28/14	05/08/14	P. C. 801	06/30/17
5736 Lake Lindero Drive	05/14/14	05/29/14	P. C. 801	06/30/17
5389 Reyes Adobe Road	03/04/14	03/18/14	P. C. 801	06/30/17
5561 Adelina Court	02/02/14	03/18/14	P. C. 801	06/30/17
4915 Vejar	02/02/14	01/21/14	P. C. 801	06/30/17
APN: 2061 016 054	06/20/09	04/08/10	P. C. 801	06/30/17

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature

 Date

CITY ATTORNEY:

 Signature

 Date

CITY CLERK:

 Signature

 Date

Date Destruction of Records Approved by City Council: _____

Actual Destruction Date: _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Planning/Code Enforcement	Prepared by: (Type Name/Initial Form) Amber Victoria <i>AV</i>	Date: 07/26/17	Agoura Hills Box No.: IPL 002	Access Storage Box No.: N/A
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Page No.: 60	Item No.: 1	Record Series Title and Contents (as listed in Records Retention Schedule): Code Enforcement - Case Files
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label) <i>(Closed)</i>	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		
29267 Quail Run Drive	12/29/05	12/29/05	P. C. 801	06/30/17
29383 Quail Run Drive	12/03/10	12/06/10	P. C. 801	06/30/17
5695 Walnut Ridge Drive	06/20/14	06/21/14	P. C. 801	06/30/17
4045 Patrick Henry Place	05/17/12	07/03/12	P. C. 801	06/30/17
30604 Passageway	03/28/11	03/29/11	P. C. 801	06/30/17
30713 Mainmast Drive	02/21/12	02/21/12	P. C. 801	06/30/17
5650 Lake Lindero Drive	05/24/12	05/29/12	P. C. 801	06/30/17
5420 Luis Drive	07/23/12	08/01/12	P. C. 801	06/30/17
3941 Jim Bowie Road	07/14/11	08/08/11	P. C. 801	06/30/17
4029 Jim Bowie Road	07/14/11	07/25/11	P. C. 801	06/30/17
4003 Jim Bowie Road	07/14/11	07/25/11	P. C. 801	06/30/17
5472 Fairview Place	12/08/09	01/11/10	P. C. 801	06/30/17
28310 Foothill Drive	12/08/09	01/11/10	P. C. 801	06/30/17
28304 Foothill Drive	12/08/09	01/11/10	P. C. 801	06/30/17
5633 Foothill Drive	12/08/09	01/11/10	P. C. 801	06/30/17
28326 Foothill Drive	12/08/09	01/11/10	P. C. 801	06/30/17
28451 Foothill Drive	12/08/09	01/11/10	P. C. 801	06/30/17
29119 T.O. Blvd	07/29/11	08/01/11	P. C. 801	06/30/17
28717 Timberlane St	09/20/12	09/20/12	P. C. 801	06/30/17
5745 Tennyson Drive	03/18/11	04/01/11	P. C. 801	06/30/17
30686 T.O. Blvd	08/09/06	08/09/06	P. C. 801	06/30/17
28746 Timberlane St	06/30/08	09/11/08	P. C. 801	06/30/17
30050 Torrepines Place	07/30/07	08/01/07	P. C. 801	06/30/17
5678 Silver Valley Ave	08/03/04	08/03/09	P. C. 801	06/30/17
29734 Strawberry Hill Drive	03/26/08	04/09/08	P. C. 801	06/30/17
29611 Strawberry Hill Drive	09/24/09	10/26/09	P. C. 801	06/30/17
5445 Sun Valley Court	07/28/10	08/05/10	P. C. 801	06/30/17
29720 Strawberry Hill	09/30/09	10/22/09	P. C. 801	06/30/17
Slicers Circle & Mainmast Drive	08/14/06	08/16/06	P. C. 801	06/30/17
Timberlane & Capricorn	06/07/10	06/09/10	P. C. 801	06/30/17

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature _____
 Date 7/31/17

CITY ATTORNEY:

 Signature _____
 Date 08.28.17

CITY CLERK:

 Signature _____
 Date 8/31/17

Date Destruction of Records Approved by City Council: _____

Actual Destruction Date: _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Planning/Code Enforcement	Prepared by: (Type Name/Initial Form) Amber Victoria <i>AV</i>	Date: 07/26/17	Agoura Hills Box No.: IPL 002C	Access Storage Box No.: N/A
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Page No.: 60	Item No.: 1	Record Series Title and Contents (as listed in Records Retention Schedule): Code Enforcement - Case Files
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label) <i>(Closed)</i>	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		
5404 - 5416 Softwind Way	02/20/04	08/16/04	P. C. 801	06/30/17
5473 Softwind Way	08/07/03	09/26/03	P. C. 801	06/30/17
5679 Slicers Circle	06/03/08	11/26/08	P. C. 801	06/30/17
5827 Larboard Lane	03/16/09	05/02/09	P. C. 801	06/30/17
5017 Lewis Road	05/12/09	05/12/09	P. C. 801	06/30/17
5261 Lewis Road	01/13/11	01/18/11	P. C. 801	06/30/17
5261 Lewis Road	11/12/09	04/20/16	P. C. 801	06/30/17
29209 Canwood St	10/01/09	10/28/09	P. C. 801	06/30/17
30669 Canwood St	03/26/10	05/11/10	P. C. 801	06/30/17
6040 Chesebro Road	03/04/10	05/11/10	P. C. 801	06/30/17
5115 Clareton Drive	11/14/09	02/08/10	P. C. 801	06/30/17
6150 Chesebro Road	10/09/08	04/21/09	P. C. 801	06/30/17
5137 Clareton Drive	03/17/09	05/26/10	P. C. 801	06/30/17
28505 - B Canwood St	01/23/09	05/26/10	P. C. 801	06/30/17
5116 Chesebro Road	02/03/10	05/26/10	P. C. 801	06/30/17
30313 Canwood St	02/25/10	02/26/10	P. C. 801	06/30/17
28505 - B Canwood St	10/31/09	02/28/10	P. C. 801	06/30/17
28501 - B2 Canwood St	02/03/10	02/26/10	P. C. 801	06/30/17
30313 Canwood St	02/03/10	03/08/10	P. C. 801	06/30/17
28505 - A Canwood St	02/03/10	03/04/10	P. C. 801	06/30/17
5234 Chesebro Road	02/03/10	03/10/10	P. C. 801	06/30/17
5879 Cape Horn Drive	05/16/09	01/01/10	P. C. 801	06/30/17
5263 Colodny Drive	07/21/05	01/20/10	P. C. 801	06/30/17
5523 Meadow Vista Way	01/26/10	04/20/10	P. C. 801	06/30/17
5470 Meadow Vista Way	01/26/10	03/03/10	P. C. 801	06/30/17
5615 Mainmast Place	01/05/09	03/23/09	P. C. 801	06/30/17
5284 Kanan Road	02/03/10	05/26/10	P. C. 801	06/30/17
5871 Kanan Road	02/28/09	02/28/09	P. C. 801	06/30/17
5909 Kanan Road	02/28/09	02/28/09	P. C. 801	06/30/17
5903-7 Kanan Road	02/28/09	02/28/09	P. C. 801	06/30/17

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

[Signature]
 Signature

 7/31/17
 Date

CITY ATTORNEY:

[Signature]
 Signature

 08-28-17
 Date

CITY CLERK:

[Signature]
 Signature

 8/31/17
 Date

Date Destruction of Records Approved by City Council: _____

Actual Destruction Date: _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Planning/Code Enforcement	Prepared by: (Type Name/Initial, Form) Amber Victoria <i>(Signature)</i>	Date: 07/26/17	Agoura Hills Box No.: IPL 002A	Access Storage Box No.: N/A
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Page No.: 60	Item No.: 1	Record Series Title and Contents (as listed in Records Retention Schedule): Code Enforcement - Case Files
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label) <i>(closed)</i>	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		
3945 United Road	06/25/10	06/26/10	P. C. 801	06/30/17
28979 Valley Heights Drive	08/10/08	08/16/08	P. C. 801	06/30/17
5915 Wheelhouse Lane	08/20/09	08/20/09	P. C. 801	06/30/17
5841 Wheelhouse Lane	07/12/12	07/12/12	P. C. 801	06/30/17
30227 Walford Court	05/25/06	06/11/06	P. C. 801	06/30/17
5957 Wheelhouse Lane	11/15/05	11/15/05	P. C. 801	06/30/17
5842 Wheelhouse Lane	01/18/08	01/24/08	P. C. 801	06/30/17
5779 Willowtree Drive	07/22/09	08/21/09	P. C. 801	06/30/17
6213 Watertree Court	06/01/12	06/05/12	P. C. 801	06/30/17
4135 Yankee Drive	12/17/07	05/09/08	P. C. 801	06/30/17
4090 Yankee Drive	11/16/09	11/16/09	P. C. 801	06/30/17
5637 Kanan Road	11/26/07	11/26/07	P. C. 801	06/30/17
28951 Marlies St	08/21/07	09/11/07	P. C. 801	06/30/17
5512 Meadow Vista Way	08/23/06	08/28/06	P. C. 801	06/30/17
28951 Marlies St	08/14/07	08/23/07	P. C. 801	06/30/17
28951 Marlies St	11/13/08	11/13/08	P. C. 801	06/30/17
5832 Middle Crest Drive	11/10/08	11/24/08	P. C. 801	06/30/17
30788 Mainmast Drive	08/05/08	08/05/08	P. C. 801	06/30/17
5849 - 5855 Ridgebrook	06/04/14	06/05/14	P. C. 801	06/30/17
5568 Meadow Vista Way	06/06/07	06/07/07	P. C. 801	06/30/17
5650 Medeabrook Place	11/02/10	11/02/10	P. C. 801	06/30/17
5557 Old Salt Lane	06/21/11	06/27/11	P. C. 801	06/30/17
5512 Oakfen Ct	11/14/05	11/14/05	P. C. 801	06/30/17
3628 Park Colony Ct	08/10/06	08/17/06	P. C. 801	06/30/17
3919 Patrick Henry	08/09/05	09/10/05	P. C. 801	06/30/17
20457 Penrod Drive	11/28/05	11/29/05	P. C. 801	06/30/17
APN: 2054 022 04, Jon Dodson	05/25/11	06/09/11	P. C. 801	06/30/17

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

(Signature)

 Date 7/31/17

CITY ATTORNEY:

(Signature)

 Date 08.28.17

CITY CLERK:

(Signature)

 Date 8/31/17

Date Destruction of Records Approved by City Council: _____

Actual Destruction Date: _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Planning/Code Enforcement	Prepared by: (Type Name/Initial Form) Amber Victoria <i>AV</i>	Date: 07/26/17	Agoura Hills Box No.: IPL 001	Access Storage Box No.: N/A
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Page No.: 60	Item No.: 1	Record Series Title and Contents (as listed in Records Retention Schedule): Code Enforcement - Case Files
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label) <i>(Closed)</i>	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		
5842 Wheelhouse Lane	03/02/12	03/15/12	P. C. 801	06/30/17
28009 Via Amistosa	05/12/11	08/29/11	P. C. 801	06/30/17
4915 Vejar Drive	04/18/13	05/01/13	P. C. 801	06/30/17
4921 Vejar Drive	04/08/13	05/01/13	P. C. 801	06/30/17
5860 Wheelhouse Lane	12/10/13	12/30/13	P. C. 801	06/30/17
28403 Waring Place	09/10/13	11/13/13	P. C. 801	06/30/17
5957 Wheelhouse Lane	06/24/13	08/01/13	P. C. 801	06/30/17
29491 Trailway Lane	08/22/11	08/22/11	P. C. 801	06/30/17
3930 Tarrytown Lane	02/07/12	02/21/12	P. C. 801	06/30/17
29207 Trailway Lane	10/20/11	10/20/11	P. C. 801	06/30/17
6275 Timberlane St	03/07/12	03/23/12	P. C. 801	06/30/17
28746 Timberlane St	07/13/12	07/21/12	P. C. 801	06/30/17
30064 W. Torreypines Place	05/19/10	10/21/10	P. C. 801	06/30/17
29481 Trailway Lane	08/27/10	10/05/10	P. C. 801	06/30/17
30651 Thousand Oaks Blvd	02/18/11	03/14/11	P. C. 801	06/30/17
29327 Tree Hollow Glen	09/28/04	08/13/10	P. C. 801	06/30/17
28964 Timberlane St	06/23/14	08/11/14	P. C. 801	06/30/17
28945 Timberlane St	04/16/14	05/30/14	P. C. 801	06/30/17
28924 Timberlane St	06/17/13	08/12/13	P. C. 801	06/30/17
28940 Timberlane St	05/20/13	08/22/13	P. C. 801	06/30/17
6263 Timberlane St	03/12/13	05/05/13	P. C. 801	06/30/17
5679 Slicers Circle	03/05/13	03/13/13	P. C. 801	06/30/17
5678 Slicers Circle	03/05/13	03/13/13	P. C. 801	06/30/17
5636 Slicers Circle	07/09/13	09/02/13	P. C. 801	06/30/17
29678 Ridgeway Drive	05/09/12	06/26/12	P. C. 801	06/30/17
6131 Rustling Oaks Drive	09/13/11	03/11/13	P. C. 801	06/30/17
5955 Rainbow Hill Drive	06/07/11	08/16/11	P. C. 801	06/30/17
5521 Rainbow Crest Drive	01/19/10	03/11/13	P. C. 801	06/30/17
3969 Patrick Henry Place	12/03/12	12/19/12	P. C. 801	06/30/17
3966 Patrick Henry Place	05/25/11	06/02/11	P. C. 801	06/30/17

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

[Signature]
 Signature
 7/31/17

 Date

CITY ATTORNEY:

[Signature]
 Signature
 08-28-17

 Date

CITY CLERK:

[Signature]
 Signature
 8/31/17

 Date

Date Destruction of Records Approved by City Council: _____

Actual Destruction Date: _____